AGENDA

Wednesday, March 3, 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

****

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. --- Hearing --- Alley Closure --- Ruby Miller --- Pleasant Hill Addition Shinnston

10:30 A.M. --- Public Nuisance Hearing --- Mary Short --- Wolfe Summit Area

10:45 A.M. --- Public Nuisance Hearing --- Joseph Alverez Jr. ET. Al-Manual Alverez III --- Spelter Area

11:00 A.M. --- Hearings --- Estate of James Dale Morrison, Deceased --- Petition to Remove Administrator

11:15 A.M. --- Laura Phillips --- Mountaineer Food Bank --- Request for office space

12:00 P.M. --- Ali Chickis --- Liberty National --- Employee Benefits

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   A. **Deputy J.M. Kennedy --- Transferred from Law Enforcement to Home Confinement --- Effective 03-01-2021**
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- To consider the adoption of a Resolution and Order by the County Commission which would authorize the extension of the draw down period for the County Commission's outstanding Tax Increment Revenue Bonds, Series 2016 A (Development District No. 4- White Oaks Industrial Park Project No. 1) from November 1, 2019 to March 31, 2021.
9. Review – Discuss – Consider – Job Description for County Engineer
10. Review – Discuss – Consider – The appointment of Thomas A. Bryant to the vacant position for the East View P.S.D.
11. Review – Discuss – Consider – Reappointment of Robert Bush to the Summit Park P.S.D. --- Expired --- 09/19/20 --- 09/19/026
12. Commissioner Comments – Questions

CONSENT AGENDA - (NOTE: Items May Require Discussion, Review and/or Action)

A. Minutes and /or Amended Minutes of Previous Meeting
   1. January 27, 2021
   2. February 3, 2021
   3. February 10, 2021
B. Requisitions --- Purchase Orders --- Invoices
C. Weekly Fiduciary Report from the County Clerk
D. Monthly Fiduciary Commission Settlements
   1. Sandra Harlow, Deceased
   2. Melissa S. Dodd, Deceased
   3. Richard J. Carnes, Deceased
E. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
   1. Summit Park PSD --- Meeting Agenda 01-11-2021, Financial Information 01-31-2021

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

1. Lester Pursley --- Wallace Property --- Donation

10:00 A.M.
03-03-21

IN THE COUNTY COMMISSION OF HARRISON COUNTY, W

To: Harrison County Commission

County of Harrison, State of West Virginia

Petition and Request for Abandonment

Now comes the Petitioner, Ruby Mae Miller, a resident and taxpayer of Clay District, Harrison County, State of West Virginia, and files this Petition for the abandonment of three streets located outside the city limits of Shinnston, Harrison County, West Virginia. The first street is a portion of Fifth Street, Clay District, Harrison County, West Virginia, located between Parcel 192 and Parcel 193 and abutting a portion of Highland Avenue, Harrison County, WV. The second street is Sixth Street, Clay District, Harrison County, WV, abutting Parcels 188, 187, 186, 185, and 184. The third street is the southwesterly portion of Highland Avenue, Clay District, Harrison County, West Virginia, beginning at the northeasterly corner of Parcel 192 and continuing southwest along Parcels 191, 190, 189, 188, 210, and 211.

In support of the Petition, the Petitioner provides as follows:

I. Fifth Street

1. The street is located outside of City of Shinnston, West Virginia, city limits.
2. The street is not used by the public for travel.
3. The closure and abandonment of this portion of Fifth street will help prevent trespassing on private property.
4. The land encompassing the portion of Fifth Street at issue in this Petition can be split between Lots 192 and 193 and assessed accordingly as shown on the Plat of Survey for Ruby M. Miller, attached hereto as **Exhibit 1**.

The names and addresses of the property owners whose realty abuts the portion of Fifth Street at issue are:

a. Ruby M. Miller, 615 Highland Avenue, Shinnston, WV 26431

II. Sixth Street

1. The street is located outside of City of Shinnston, West Virginia, city limits.
2. The street is not used by the public for travel.
3. The closure of the street will help prevent trespassing on private property.
4. The land encompassing Sixth Street can be split among Parcels 184, 185, 186, 187, and 188 and assessed accordingly as shown on Exhibit 1.

The names and addresses of the property owners whose realty abuts the road at issue are:

1. Ruby M. Miller, 615 Highland Avenue, Shinnston, WV 26431; and
2. Franklin D. and Nellie J. Hamrick, 82 5th Street, Shinnston, WV 26431

III. Highland Avenue

1. The portion to be abandoned and closed is located outside Shinnston, West Virginia, city limits.
2. This portion of the street was intended to be used as an access road to a planned housing development that did not come to fruition.
3. The portion of the street is not used by the public for travel and intersects private property.
4. The closure of the street will help prevent trespassing on private property.
5. This portion of the street can be split among Parcels 192, 191, 190, 178, 189, 188, 210, and 211.

The names and addresses of the property owners whose realty abounds the road at issue are:

1. Ruby M. Miller, 615 Highland Avenue, Shinnston, WV 26431; and
2. Franklin D. and Nellie J. Hamrick, 82 5th Street, Shinnston, WV 26431

The effect of the abandonment on all other citizens with property adjoining the three streets will be minimal as there are existing roads that will allow said citizens access to their properties and will not create any landlocked parcels. Further, the roads appear to exist only as a matter of record as a Google Maps satellite image do not reveal any evidence of the portions of the three roads as existing (gravel, pavement, etc.), let alone in actual use. *See* Google Maps Satellite Image, attached herein as **Exhibit 2**.

WHEREAS, the Petitioner respectfully requests that the city abandons the three above-referenced streets located in Clay District, Harrison County, West Virginia.

Dated: JANUARY 27, 2020

Respectfully submitted,

Ruby Mae Miller,
by counsel.

Jonathon W. Fischer (WV Bar #12538)
Greer Law Offices, PLLC
P.O. Box 4338
Clarksburg, WV 26302
Phone: (304) 842-8090
Fax: (304) 842-8091
Counsel for Petitioner

VERIFCATION

I, **Ruby Mae Miller**, being first duly sworn, says that the statements made in the "**Verified Petition and Request for Abandonment**" are true and correct, except as such are stated to be upon information and belief, she believes the same to be true.

Ruby Mae Miller
RUBY MAE MILLER

STATE OF WEST VIRGINIA,
COUNTY OF HARRISON

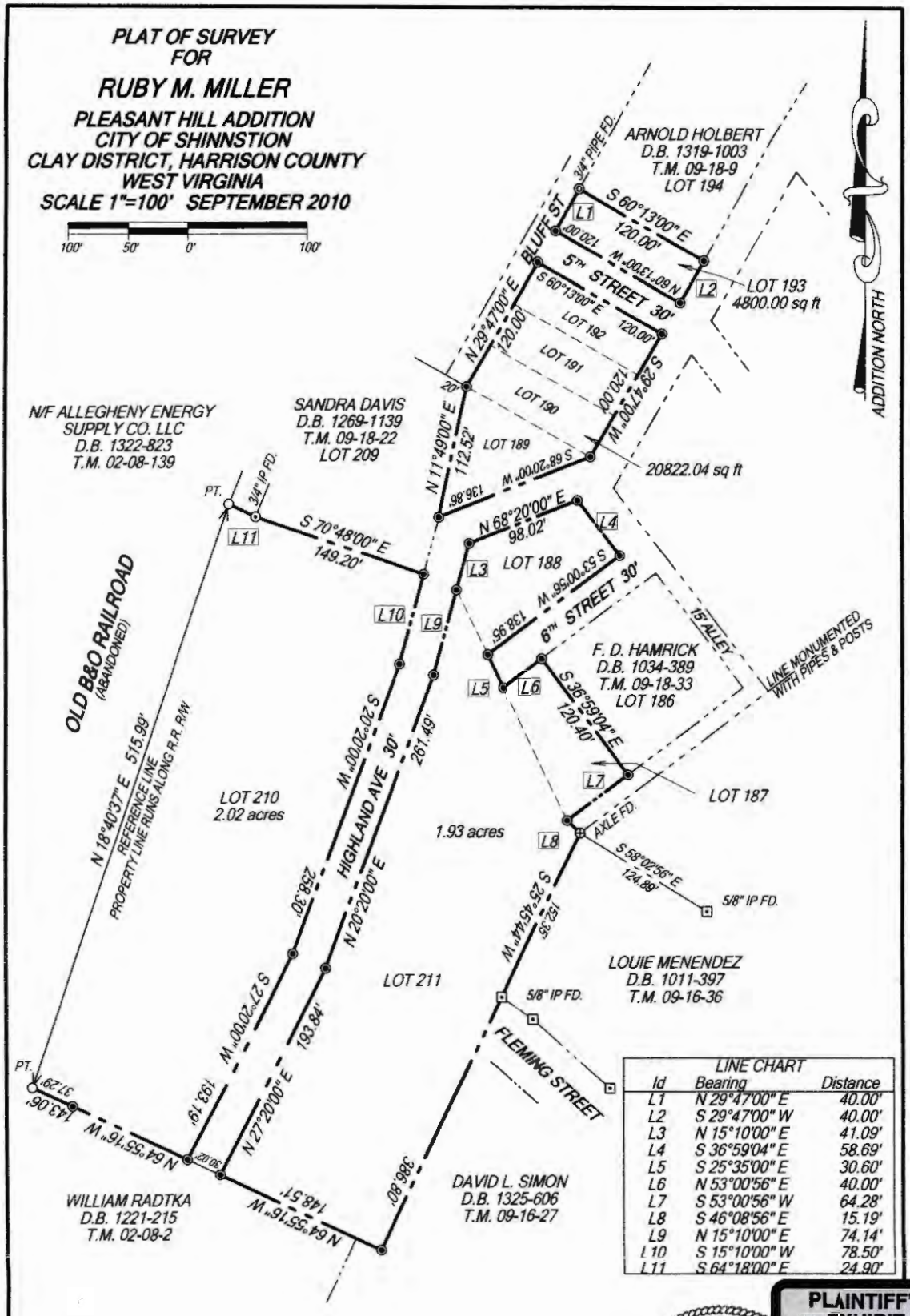
I, DEBORAH M. FISCHER, a Notary Public in and for said State, do hereby certify that Ruby Mae Miller, whose name is signed to the writing above, has this day acknowledged the same before me.

Given under my hand this 27TH day of JANUARY, 2020.

My commission expires August 5, 2020.

NOTARY PUBLIC OFFICIAL SEAL
DEBORAH M FISCHER
State of West Virginia
My Commission Expires
August 5, 2020
640 Rivendell Drive Bridgeport WV 26330

Deborah M. Fischer
Notary Public



PLAINTIFF'S EXHIBIT 1

NOTES:

THIS SURVEY IS NOT VALID WITHOUT ORIGINAL BLUE SIGNATURE AND SEAL. DECLARATIONS MADE HEREIN ON THE DATE INDICATED ARE TO THE OWNER(S) OR BUYER(S) LISTED BELOW AND ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS OR BUYERS.

THIS SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF AN ATTORNEY'S TITLE REPORT AND MAY NOT REFLECT ALL EXCEPTIONS, RIGHTS OF WAY, EASEMENTS OR RESTRICTIONS.

DEED REF. D.B. 1238-1267
PLAT REF. D.B. 292-266 & 267
TAX MAP 09-18 PARCELS 19, 20, 21, 23, 30, 34, 35, & 36

JOB #100840 FREELS, PLLC

CHAD ENOCH FREELS LICENSED No. 2177 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

FREELS LAND SURVEYING

CHAD ENOCH FREELS PS 2177
FREELS LAND SURVEYING
WORTHINGTON, WV 304.287.2870


West Fork River
5th St
Highland Ave
Highland Ave
4th St
4th St
4th St
Highland Ave
3rd St
PLAINTIFF'S EXHIBIT
2

GREER LAW OFFICES, P.L.L.C.

P. O. BOX 4338
CLARKSBURG, WEST VIRGINIA 26302-4338
304-842-8090

Robert L. Greer
*Jonathon W. Fischer** **also admitted in Kentucky*

July 6, 2020

Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

Re: *Notice of Hearing*
Ruby M. Miller Petition for Abandonment

To Whom it May Concern:

Enclosed please find original "**Notice of Hearing**", along with *Certificate of Service*, in the above-referenced matter. I would ask that you please mark these documents "filed" and place in the appropriate file.

If you have any questions, please do not hesitate to contact our office.

Very truly yours,

Jonathon W. Fischer

JWF
cc: Client
Hamrick, F.
Hamrick, N.

439 W. Philadelphia Ave. ◊ Bridgeport, WV 26330 ◊ Facsimile: 304-842-8091
Website: www.greerlawoffices.com ◊ E-mail: jfischer@greerlawoffices.com

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

NOTICE OF HEARING

NOTICE is hereby given, to the public, pursuant to W.Va. Code § 7-1-3h, that on July29, 2020, at 10:15 a.m., a hearing shall occur before the Harrison County Commission, located in the Harrison County Courthouse, Third Floor County Commission Courtroom, 301 W. Main Street, Clarksburg, West Virginia 26301, regarding a "Petition and Request for Abandonment" of a portion of the following roads located outside the city limits of Shinnston, West Virginia: 1) Fifth Street; 2) Sixth Street; and 3) Highland Avenue. All those with any interest in this matter are encouraged to attend.

Dated: July 6, 2020

Respectfully Submitted,

Robert L. Greer (WV Bar #5852)
Jonathon W. Fischer (WV Bar #12538)
Greer Law Offices, PLLC
P.O. Box 4338
Clarksburg, WV 26302
Telephone: (304) 842-8090
Facsimile: (304) 842-8091
Counsel for Petitioner

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

CERTIFICATE OF SERVICE

I, Jonathon W. Fischer, counsel for the Petitioner in this action, do hereby certify that I have served a true copy of the attached **"Notice of Hearing"** upon the following interested parties at their addresses of record by USPS Certified Mail, Return-Receipt Requested, and USPS first class mail, postage prepaid, this 6th day of July, 2020.

Franklin D. and Nellie J. Hamrick,
82 5th Street
Shinnston, WV 26431

Jonathon W. Fischer (WV Bar #12538)
Counsel for Petitioner

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

NOTICE OF HEARING

NOTICE is hereby given, to the public, pursuant to W.Va. Code § 7-1-3h, that on July29, 2020, at 10:15 a.m., a hearing shall occur before the Harrison County Commission, located in the Harrison County Courthouse, Third Floor County Commission Courtroom, 301 W. Main Street, Clarksburg, West Virginia 26301, regarding a "Petition and Request for Abandonment" of a portion of the following roads located outside the city limits of Shinnston, West Virginia: 1) Fifth Street; 2) Sixth Street; and 3) Highland Avenue. All those with any interest in this matter are encouraged to attend.

Acc.Id:	2492
Name:	GREER LAW OFFICES
Phone:	304-842-8090
Address:	PO BOX 4338
City:	CLARKSBURG
State:	WV
Postcode:	26302
Class:	999 Legal Ads
Edition:	CLE
Start:	07/11/2020
Stop:	07/11/2020
Issues:	1
Units	105.00
Order ID:	TC 262853
TFN:	C
TFN cycle:	
Rep:	ANGIE
Status:	CF
Source:	EM
Paytype:	BI
Rate:	LW
Cost EXC GST:	16.65
Tax:	0.00
Total Charge:	16.65

Printed on: 07/08/2020 10:33:07
Printed by: ANGIE

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

Amended Petition and Request for Abandonment

Now comes the Petitioner, Ruby Mae Miller, a resident and taxpayer of Clay District, Harrison County, State of West Virginia, and files this Amended Petition[1] for the abandonment of three streets located outside the city limits of Shinnston, Harrison County, West Virginia. The first street is a portion of Fifth Street, Clay District, Harrison County, West Virginia, located between Lot 193 Pleasant Hill (Parcel ID: 05-918-0010-0000-0000) and Lot 192 Pleasant Hill (Parcel ID: 05-918-0019-0000-0000) and abutting a portion of Highland Avenue, Harrison County, WV. The second street is Sixth Street, Clay District, Harrison County, WV, abutting Lot 184 Pleasant Hill (Parcel ID: 05-918-0031-0000-0000), Lot 185 Pleasant Hill (Parcel ID: 05-918-0019-0032-0000), Lot 186 Pleasant Hill (Parcel ID: 05-918-0019-0033-0000), Lot 187 (Parcel ID: 05-918-0019-0034-0000), and Lot 188 Pleasant Hill (Parcel ID: 05-918-0019-0030-0000). The third street is the southwesterly portion of Highland Avenue, Clay District, Harrison County, West Virginia, located between Lots 210 Pleasant Hill (Parcel ID: 05-918-0035-0000-0000) and Lot 211 Pleasant Hill (Parcel ID: 05-918-0036-0000-0000).

In support of the Amended Petition, the Petitioner provides as follows:

I. Fifth Street

1. Petitioner moves for abandonment of the portion of Fifth Street, a thirty-foot (30') wide expanse of land, located between Lot 193 Pleasant Hill (Parcel ID: 05-918-0010-0000-0000) and Lot 192 Pleasant Hill (Parcel ID: 05-918-0019-0000-0000), both of which

[1] On July 29, 2020, the original Petition came to a hearing before the County Commission. After said hearing, the Petitioner, undersigned counsel, and Franklin D. Hamrick, discussed and reached an agreement on the proposed abandonments herein requested.

Petitioner owns, representing the portion of Fifth Street between Highland Avenue and Bluff Street.

2. The County Commission has jurisdiction over this portion of Fifth Street, as it is located outside of the City of Shinnston, West Virginia, city limits.
3. The street is undeveloped and not used by the public for travel.
4. The closure and abandonment of this portion of Fifth street will help prevent trespassing on private property.
5. The land encompassing this portion of Fifth Street at issue can be split equally between above-referenced Lots 192 and 193 and reassessed accordingly.
6. Closure and abandonment of this section of Fifth Street will not landlock any parcel or otherwise prejudice any future or adjacent landowner.
7. The request for abandonment is unopposed.

II. Sixth Street

1. Petitioner moves for abandonment of the portion of Sixth Street, a thirty-foot (30') expanse of land, abutting Lot 184 Pleasant Hill (Parcel ID: 05-918-0031-0000-0000), Lot 185 Pleasant Hill (Parcel ID: 05-918-0019-0032-0000), Lot 186 Pleasant Hill (Parcel ID: 05-918-0019-0033-0000), Lot 187 (Parcel ID: 05-918-0019-0034-0000), and Lot 188 Pleasant Hill (Parcel ID: 05-918-0019-0030-0000).
2. Specifically, Petitioner proposes closure of Sixth Street beginning at the South Easterly corner Lot 188 and extending across Sixth Street to the property line of Lot 184.
3. Petitioner owns Lots 188 and 187; Frank and Nellie Hamrick own Lots 184-86.
4. The County Commission has jurisdiction over this portion of Sixth Street, as it is located outside of the City of Shinnston, West Virginia, city limits.

5. The street is undeveloped and not used by the public for travel.
6. The closure and abandonment of this portion of Sixth street will help prevent trespassing on private property.
7. The land encompassing this portion of Sixth Street at issue can be split between the above-referenced Lots and reassessed accordingly.
8. Closure and abandonment of this section of Sixth Street will not landlock any parcel or otherwise prejudice any future or adjacent landowner.
9. The request for abandonment is unopposed.

The names and addresses of the property owners whose realty abuts the road at issue are:

a. Ruby M. Miller, 615 Highland Avenue, Shinnston, WV 26431; and

b. Franklin D. and Nellie J. Hamrick, 82 5th Street, Shinnston, WV 26431

III. Highland Avenue

1. Petitioner moves for abandonment of the portion of Highland Avenue, a thirty-foot (30') wide expanse of land, beginning at the northeast corner of Lot 192 Pleasant Hill (Parcel ID: 05-918-0019-0000-0000) and continuing along Highland Avenue abutting Lots 191-190 to the southeast corner of Lot 189; then traveling southwest between Lot 189 and Lot 188 Pleasant Hill (Parcel ID: 05-918-0019-0030-0000) to the southwest corner of Lot 189 and the northern corner of Lot 188; then along the southeasterly boundary line of Lot 209 and the western boundary line of Lot 188; then traveling between Lot 210 Pleasant Hill (Parcel ID: 05-918-0035-0000-0000) and Lot 211 Pleasant Hill (Parcel ID: 05-918-0036-0000-0000).
2. The County Commission has jurisdiction over this portion of Highland Avenue, as it is located outside of the City of Shinnston, West Virginia, city limits.

3. The street is undeveloped and not used by the public for travel.
4. The closure and abandonment of this portion of Highland Avenue will help prevent trespassing on private property.
5. The land encompassing this portion of Highland Avenue at issue can be split among the above-referenced parcels along the center line and reassessed accordingly.
6. Closure and abandonment of this section of Highland Avenue will not landlock any parcel or otherwise prejudice any future or adjacent landowner.
7. The request for abandonment is unopposed, as indicated by the signatures of adjacent property owners attached hereto.

The names and addresses of the property owners whose realty abuts the road at issue are:

a. Ruby M. Miller, 615 Highland Avenue, Shinnston, WV 26431;
b. Franklin D. and Nellie J. Hamrick, 82 5th Street, Shinnston, WV 26431; and
c. Sandra L. Davis, 203 Maryland Ave, Nutter Fort, WV 26301

The effect of the abandonment on all other citizens with property adjoining the three streets will be minimal as there are existing roads that currently allow said citizens to access their properties and will not create any landlocked parcels. Further, the roads appear to exist only as a matter of record as a Google Maps satellite image does not reveal any evidence of the portions of the three roads as existing (gravel, pavement, etc.) roads, let alone in actual use. *See* Google Maps Satellite Image, attached herein as **Exhibit 2**.

WHEREFORE, the Petitioner respectfully requests the following relief:

1) That the Commission abandons the three above-referenced streets located in Clay District, Harrison County, West Virginia; and

2) That the Commission grant any such further relief to which the Petitioner is entitled.

Dated: _____, 2020

Respectfully submitted,

Ruby Mae Miller,
by counsel.

Jonathon W. Fischer (WV Bar #12538)
Greer Law Offices, PLLC
P.O. Box 4338
Clarksburg, WV 26302
Phone: (304) 842-8090
Fax: (304) 842-8091
Counsel for Petitioner

Reviewed and Agreed to:

_____

Franklin D. Hamrick
82 5th Street
Shinnston, WV 26431

_____

Nellie J. Hamrick
82 5th Street
Shinnston, WV 26431

Reviewed and Agreed to:

_____

Sandra Davis
Sandra Lee Davis
203 Maryland Ave
Nutter Fort, WV 26301

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

CERTIFICATE OF SERVICE

I, Jonathon W. Fischer, counsel for the Petitioner in this action, do hereby certify that I have served a true copy of the attached **"Amended Petition and Request for Abandonment"** upon the following interested parties at their addresses of record by USPS Certified Mail, Return-Receipt Requested, and USPS first class mail, postage prepaid, this _____ day of _____, 2020.

Franklin D. and Nellie J. Hamrick,
82 5th Street
Shinnston, WV 26431

Sandra Lee Davis
203 Maryland Avenue
Nutter Fort, WV 26301

_____
Jonathon W. Fischer (WV Bar #12538)
Counsel for Petitioner

Reviewed and Agreed to:



Sandra Davis
Sandra Lee Davis
203 Maryland Ave
Nutter Fort, WV 26301

Reviewed and Agreed to:

Franklin D. Hamrick
82 5th Street
Shinnston, WV 26431

Nellie J. Hamrick
82 5th Street
Shinnston, WV 26431

4th St
3rd St
Highland Ave
4th St
4th St
Highland Ave
Highland Ave
5th St
West Fork River


https://www.google.com/maps/place/Highland+Ave,+Shinnston,+WV+26431/@39.3871909,-80.3099429,296m/data=!3m1!1e3!4m5!3m4!1s0x884a6fb9e77
90%
Highland Ave
3rd St
2nd St
2nd St
Highland Ave
4th St
3rd St
Highland Ave
4th St
3rd St
5th St
4th St
3rd St
4th St
Google
Imagery ©2020 Maxar Technologies, Map data ©2020
United States

Tax Parcel Viewer



Date: 2/25/2021

Joseph R. Romano
Harrison County Assessor

All tax maps created under the provisions of reappraisal legislation are the property of the Assessor of Harrison County, West Virginia and the reproduction, copying, modification, distribution or sale of such tax maps or any copies thereof without the written permission of the Harrison County Assessor is prohibited by law.

0 0.015 0.03 0.06 0.09 0.12 mi

Tax Parcel Viewer



Date: 2/25/2021

Joseph R. Romano
Harrison County Assessor

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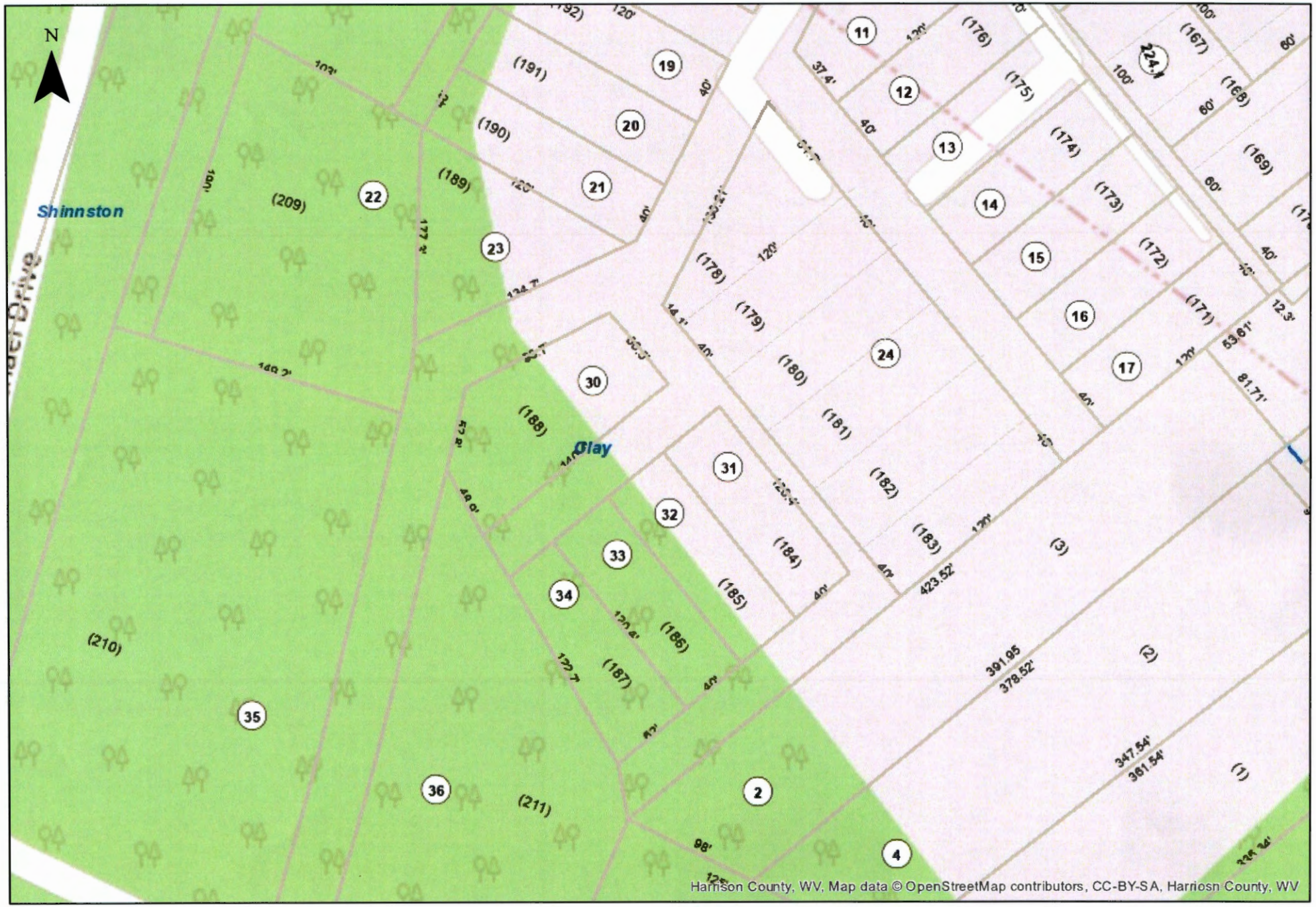
0 0.0075 0.015 0.03 0.045 0.06 mi

Tax Parcel Viewer



Date: 2/25/2021

Joseph R. Romano
Harrison County Assessor

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0 0.0075 0.015 0.03 0.045 0.06 mi

Tax Parcel Viewer



Date: 2/25/2021

Joseph R. Romano
Harrison County Assessor

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0 0.0075 0.015 0.03 0.045 0.06 mi

GREER LAW OFFICES, P.L.L.C.

P. O. BOX 4338
CLARKSBURG, WEST VIRGINIA 26302-4338
304-842-8090

Robert L. Greer
*Jonathon W. Fischer** **also admitted in Kentucky*

February 4, 2021

Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

Re: *Petition of Ruby M. Miller for Abandonment*

To Whom it May Concern:

Enclosed please find original "**Proof of Publication**" and "**Notice of Hearing**", along with *Certificates of Service*, in the above-referenced matter. I would ask that you please mark these documents "filed" and place in the appropriate file.

If you have any questions, please do not hesitate to contact our office.

Very truly yours,

Jonathon W. Fischer

JWF
cc: Client
Hamrick, F.
Hamrick, N.
Davis, S.

439 W. Philadelphia Ave. ◊ Bridgeport, WV 26330 ◊ Facsimile: 304-842-8091
Website: www.greerlawoffices.com ◊ E-mail: jfischer@greerlawoffices.com

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

PROOF OF NOTICE OF PUBLICATION

Comes now Petitioner, Ruby M. Miller, by counsel, and hereby establishes that it has caused to be published in the *Exponent Telegram* a Class I legal advertisement in the above-styled case in compliance with W. Va. Code § 59-3-4. A copy of the published notice and a sworn verification from the publisher are attached hereto as "Exhibit A."

Respectfully Submitted,

Robert L. Greer (WV Bar #5852)
Jonathon W. Fischer (WV Bar #12538)
Greer Law Offices, PLLC
P.O. Box 4338
Clarksburg, WV 26302
Telephone: (304) 842-8090
Facsimile: (304) 842-8091
Counsel for the Petitioner

PUBLISHER'S CERTIFICATE

I, Ben Charnoplosky,
Classified Manager of THE EXPONENT TELEGRAM, a newspaper of general circulation published in the city of Clarksburg, County and state aforesaid, do hereby certify that the annexed:

NOTICE OF HEARING

was published in THE EXPONENT-TELEGRAM 1 time(s) commencing on 01/23/2021 and ending on 01/23/2021 at the request of

GREER LAW OFFICES.

Given under my hand this 01/25/21.

The publisher's fee for said publication is: $19.51.

Ben Charnoplosky
Classified Manager of The Exponent-Telegram

Subscribed to and sworn to before me this 01/25/21

Racheal Plaugher
Notary Public in and for Harrison County, WV

My commission expires on

The 27 day of February 20 25

OFFICIAL SEAL
Notary Public, State of West Virginia
Racheal Plaugher
WV News
[illegible] Howes Ave.
Clarksburg, WV 26301
My Commission Expires February 27, 2025

PLAINTIFF'S EXHIBIT
A

Ad Copy

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
In re: Petition of Ruby M. Miller
County of Harrison, State of West Virginia for Abandonment

NOTICE OF HEARING

NOTICE is hereby given, to the public, pursuant to W.Va. Code § 7-1-3h, that on March 3, 2021, at 10:00 a.m., a hearing shall occur before the Harrison County Commission, located in the Harrison County Courthouse, Third Floor County Commission Courtroom, 301 W. Main Street, Clarksburg, West Virginia 26301, regarding an "Amended Petition and Request for Abandonment" of a portion of the following roads located outside the city limits of Shinnston, West Virginia: 1) Fifth Street; 2) Sixth Street; and 3) Highland Avenue. All those with any interest in this matter are encouraged to attend.

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

CERTIFICATE OF SERVICE

I, Robert L. Greer, Jonathon W. Fischer and Greer Law Offices PLLC, counsel for Petitioner, do hereby certify that the foregoing "Proof of Notice of Publication" has been served upon the following by US First Class mail, postage prepaid, on this the 4th day of February, 2021.

Sandra Lee Davis
203 Maryland Ave
Nutter Fort, WV 26301

Franklin D. and Nellie J. Hamrick
82 5th Street
Shinnston, WV 26431

Robert L. Greer (WV Bar # 5852)
Jonathon W. Fischer (WV Bar # 12538)

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re: Petition of Ruby M. Miller for Abandonment

NOTICE OF HEARING

NOTICE is hereby given, to the public, pursuant to W.Va. Code § 7-1-3h, that on March 3, 2021, at 10:00 a.m., a hearing shall occur before the Harrison County Commission, located in the Harrison County Courthouse, Third Floor County Commission Courtroom, 301 W. Main Street, Clarksburg, West Virginia 26301, regarding an "Amended Petition and Request for Abandonment" of a portion of the following roads located outside the city limits of Shinnston, West Virginia: 1) Fifth Street; 2) Sixth Street; and 3) Highland Avenue. All those with any interest in this matter are encouraged to attend.

Respectfully Submitted,

Robert L. Greer (WV Bar #5852)
Jonathon W. Fischer (WV Bar #12538)
Greer Law Offices, PLLC
P.O. Box 4338
Clarksburg, WV 26302
Telephone: (304) 842-8090
Facsimile: (304) 842-8091
Counsel for the Petitioner

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

To: Harrison County Commission
County of Harrison, State of West Virginia

In re Petition of Ruby M. Miller for Abandonment

CERTIFICATE OF SERVICE

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HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

COMMISSIONERS
DAVID L. HINKLE
PATSY TRECOST II
RONALD R. WATSON

At the meeting of the County Commission of Harrison County held on Wednesday July 29, 2020, Commissioners Ron Watson, David Hinkle and Patsy Trecost II were present. Also present were Susan Thomas, County Clerk, and Willie Parker, County Administrator. Commissioner Watson opened the meeting with a prayer by Commissioner Trecost and then led those present in the Pledge of Allegiance to the Flag.

1. Public Comment: James Griffin appeared July 1st to request relocation of the statue and it has not yet been discussed. Mr. Griffin advised that he is present to appeal to the Commission to relocate the statue.

   10:05 am – Phil Southern --- Questions on Funding for Annex Project: Phil Southern wants to discuss funding of the Annex project. Willie Parker explained the status of the financing project. Mr. Parker advised that it will be a fifteen year bond proposal and the interest rate has not been determined yet. Mr. Parker advised that it will be in the three percent range. Mr. Parker also advised that they will be looking for local banks and then public banks for a potential proposal. Mr. Parker explained expenses to date to be reimbursed. Mr. Parker advised that the Commission is looking at cost of approximately $20,000,000.00 with interest being approximately $1,000,000.00. Mr. Southern asked about the number of employees and salary totals. Mr. Southern asked if the Commission has considered any vacant buildings. Mr. Southern also asked the Commission to reconsider their decision on this project.

   10:15 am – Hearing --- Closure of Alley --- Ruby Mae Miller – Johnathan Fischer, Attorney: Johnathan Fischer, Attorney, and his client. Willie Parker explained the closure and what is needed. Johnathan Fischer explained what documents he had. Everyone came to the table to look at maps and discuss what they want to be abandoned. Commissioner Hinkle asked for recess. Commissioner Trecost left the room and returned within five minutes. Mr. Holbert came to the table to join in on the discussion. Trecost moved to continue the hearing upon a receipt of a revised petition. Commission concurred.

10:30 am – Tyler Terango --- Italian Heritage Festival: Tyler Terango explained that they are requesting the same amount of funding as last year in the amount of $2,000.00. Mr. Terango gave the Commission an update on what they are trying to do regarding the festival. Mr. Terango explained that they are going to be having a virtual festival and he advised what activities they plan to have. Trecost moved to approve. Commission concurred.

10:45 am – Proclamation Presentation to Harrison County Deputy Dixon Pruitt: Sheriff Robert Matheny spoke on the great job Sergeant Dixon Pruitt does for the department. Commissioner Watson read and presented the proclamation recognizing Deputy Dixon Pruitt. The Commission does hereby proclaim July 29, 2020 as "Sergeant Dixon Pruitt Day".

11:00 am – Proclamation Presentation to Lewis County Deputy Charles Kirkpatrick: Sheriff Robert Matheny spoke on an emergency situation that Mr. Kirkpatrick saved a life of a Harrison County resident at the Clarksburg Country Club. Commissioner Watson read and presented the proclamation recognizing Charles Kirkpatrick. The Commission does hereby proclaim July 29, 2020 as "Charles Kirkpatrick Day".

2. Consent Agenda: Hinkle moved to approve. Commission concurred.
3. Payroll Change Notices: Willie Parker explained and recommended Tara Hodge for the Animal Control position. Hinkle moved to approve. Commission concurred.
    - Dillon Nuzum — Increase Annual Salary by $1,200.00 --- Effective 7-18-2020
    - Anthony Cava --- Part Time-20-25 Hours per Week --- Harrison County Parks and Recreation --- Effective 7-29-2020
    - Kristin Joann Mallow --- New Hire — Full Time — Assessor Office --- Effective 7-29-2020
    - Chelsea Boggus --- New Hire — Full Time --- Assessor Office --- Effective 7-29-2020
    - Amy Bowen --- New Hire — Full Time --- Assessor Office --- Effective 7-29-2020
    - Jessica Cobun --- Resignation --- Circuit Clerk --- Effective 7-16-2020
    - Recommendation on the Employment of an Animal Control Officer
4. Exonerations --- Corrective Tickets --- Joint Property Applications: Hinkle moved to approve. Commission concurred.
5. Consolidations of Land --- Segregations of Land: NONE
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): Willie Parker explained the requisitions and the amounts. Hinkle moved to approve. Commission concurred.

7. Review – Discuss – Consider – Courthouse Emergency PA System and Resolutions --- Authorizing the Filing of the Application to WV Court Security Fund for Additional Cameras: Willie Parker explained the filing for additional cameras and also explained the request for an emergency PA system. Mr. Parker suggests to go with the additional cameras and what is needed. Hinkle moved to approve filing for the additional cameras. Commissioner Watson asked about the emergency PA system qualifying for the grant. Willie Parker advised why it does not qualify for the grant. Willie Parker explained where we are with the PA system. Motion carried for cameras.
8. Review – Discuss – Consider – ABCA License Request – Ellfritz Amusement Company LLC (dba Maverix Hot Spot) --- Approval of Zoning Letter: Hinkle moved to approve. Commission concurred.
9. Review – Discuss – Consider Appointment of James Scudere or Another Individual to the Harrison-Clarksburg Board of Health for a Term Ending May 31, 2025: Willie explained. Trecost moved to approve. Commission concurred.
10. Review – Discuss – Consider – Approval of Time, Materials, Equipment for Lease or Purchase for Work on the Rails to Trails for an Amount Not to Exceed the Established Fiscal Year Budget --- Currently $150,000.00: Willie Parker explained. Hinkle moved to have maintenance and staff to continue to make improvements to the rail trails not to exceed $150,000.00 allowed in the budget and to come back to the Commission if they exceed that. Commission concurred.
11. Review – Discuss – Consider Lease/Purchase Agreement between Harrison County Development Authority and Harrison County Commission --- Formerly Thrasher Property: Willie Parker explained the lease and what is required. Commissioner Hinkle advised that within the next two weeks an EDA grant will be applied for and one or two buildings will be under the grant. Trecost moved to approve. Commission concurred.
12. Review – Discuss – Consider – Resolution Authorizing Acceptance of Funds from the WV Justice Reinvestment Initiative Treatment Supervision Grant Program: Gina Jones explained the positions that are covered and is in the amount of $90,000.00. Trecost moved to approve. Commission concurred.
13. Review – Discuss – Consider – Resolution – Authorizing Acceptance for Funds from the WV Correction Fund for the Harrison County Corrections Program: Gina Jones advised this grant is in the amount of $100,000.00. Trecost moved to approve and for the President to sign. Commission concurred.
14. Review – Discuss – Consider – Letter form WV State Auditor & Chief Inspector --- Requesting Short Line Public Service District Submit Paper Work 2019 Audit: Willie Parker explained that item fourteen and fifteen are the same matter just different districts. Mr. Parker advised that there is no action needed from the Commission on this matter. Trecost moved to make this a part of today's record. Commission concurred.
15. Review – Discuss – Consider – Letter form WV State Auditor & Chief Inspector --- Requesting Lake Floyd Public Service District Submit Paper Work 2019 Audit: This matter was handled within item Fourteen.

16. Review – Discuss – Consider – Order Reappointing Members and Setting Terms of Office for Members of the Charles Pointe Economic Opportunity Development District Board: Willie Parker explained the reappointments and they are Michael Romano, Kristen Queen and Ted Lopez. Trecost moved to approve. Commission concurred.
17. Review – Discuss – Consider – Request for Remote Work Arrangement for Michael B. Pizzino, Jr. – GIS Services for Assessor and Commission: Willie Parker explained the remote work arrangement. Joseph Romano, Assessor, spoke on this matter as well and supports it. Commissioner Hinkle would like to go into executive session per WV code 6-9A-4. This matter will be deferred to the end of agenda.
18. Review – Discuss – Consider – Letter of Support for the Median Household Income (MHI) for a Water Project Proposed by the Enlarged Hepzibah Public Service District: Willie Parker explained and advised that a letter has been drafted. Trecost moved to approve and the Commissioners to sign the letter. Commission concurred.
19. Review – Discuss – Consider – Right-of-Way Agreement with ZAYO Group LLC --- Installation of Fiber Optic Cable --- Southern Rail Trail: Willie Parker explained the agreement and what it would cover. Commissioner Trecost moved to approve. Commissioner Hinkle feels that the Commission is giving up the right to the rail trail by not saying where the right of way will be. Commissioner Trecost withdrew his motion. This matter will be deferred until next week.
20. Commissioner Comments – Questions:
    Commissioner Trecost discussed openings in the 911 department. There was mention of reorganizing 911. Commissioner Trecost asked about the audits regarding the levy. Willie Parker gave a status on those. There was discussion on part time employees getting a three percent raise. There was also discussion of Post 13 having matching funds for a new roof. Willie Parker gave an overview of some budget revisions.

    Commissioner Hinkle asked Laura Pysz for numbers of active COVID cases. Ms. Pysz advised that there is about 20 active cases within the County.

    Commissioner Watson advised Commissioner Hinkle that regarding the abandonment, it was a hearing.

    Commissioner Hinkle moved to enter into executive session on item seventeen per WV code 6-9A-4. Commission concurred.

    Hinkle moved to enter into regular session.

    Willie Parker explained the matter that was discussed in executive session. Mr. Parker advised that this matter would be for up to six months with a review at ninety days with the possibility at that time to go with a contract. This would not include the address and mapping work, it would just be for current duties for the Assessor's office. Hinkle moved to approve what Mr. Parker had advised.

Commission concurred. Commissioner Watson had to leave from the executive session for personal reasons.
Commissioner Trecost recognized Marsha Frederick for her service to the County. Commissioner Hinkle thanked her for her service.

With no further business to come before the Commission, meeting adjourned.

Ron Watson

Ron Watson, President

08-12-2020

Date



HARRISON COUNTY COURT HOUSE

Harrison County Commiss

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

10:30 A.M.

ONERS
HINKLE
THOMAS
ECOST II

Mary L. Short
176 Orchard Street
Salem, WV 26426
Tax Map 2608 Parcel 29
Case # 303 Wolf Summit

January 8, 2021

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, March 3, 2021 at 10:30 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator

304-783-4803 deed 1295/378

Property Owners Name	MARY L. SHORT (73) age				Case# 303
Address	176 ORCHARD ST. SALEM, WV 26426				
Address of Property In Review	TM-2608 P-29 WOLF SUMMIT				
Date Of Complaint	10/18/19	Date of Notice	1/8/2021	Date of Certified Mail	
Date of 1st Notice	10/18/19	Date of Certified Letter	1/8/2021	Date of Served Process to Sheriff	
Date of Certified Letter sent	10/18/19	Date of Served Process to Sheriff	1/8/2021	Received Date of Certified Mail	
Date of Served Process to Sheriff	10/18/19	Received Date of Certified Letter		Received Date of Served Process	
Received Date of Certified Letter	10/22/19	Received Date of Served Process	1/21/2021	Date File transferred to Legal	
Received Date of Served Process		Hearing Date and Time 10:30	3/3/2021	Court Date and Time	
Time for Correction		Action Taken @ Hearing		Hearing Outcome	
Extended Time		Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes:

HARRISON COUNTY PLANNING DEPARTMENT
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

PHONE (304) 624-8690
FAX (304) 626-1070

Date: October 18, 2019

Case # 303

Property Owner / Address

Mary L. Short
176 Orchard Street
Salem, WV 26426

Identification / Location of Property

Tax Map - 2608
Parcel – 29
Wolf Summit

An initial determination has been made that you have created a public nuisance because of the condition of the referenced property. The problems noted are:

1. Dilapidated, uninhabitable structure on the property
2. Overgrown vegetation on the property 95% done
3. Junk on the property Check on junk

You are requested to correct these conditions within thirty (30) days from the date of receipt of this letter. Failure to correct these conditions within the allotted time shall be cause for The Harrison County Commission to conduct a show cause hearing to determine if a nuisance exists. Upon such determination, The County Commission may seek an injunction in The Circuit Court of Harrison County to abate the nuisance. In the event that removal by The Harrison County Commission is necessary, the property owner may be liable for all expenses incurred by Harrison County.

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department at 301 West Main Street, Clarksburg, WV 26301.

Respectfully,

Danny Hamrick, Code Officer, CFM
304-624-8750
dhamrick@harrisoncountywv.com



Sheriff of Harrison County • 301 West Main Street • • Clarksburg, WV 26301
(304) 624-8685

Pay your taxes online

Harrison County Real Property - Tax Year: 2019

Ticket Number: 0000063113 **Account Number: 06381444**

District: 18 - TENMILE-OUTSIDE **Taxpayer I.D.:**

Owner Name: SHORT MARY L **In Care of:** **Address:** 176 ORCHARD ST SALEM WV 264268026 **Lending Inst:**	**Property:** 1 LOT PARCEL "A" NICHOLAS S D WOLF SUMMIT **Map:** 2608 **Parcel:** 0029 0000 0000 **Lot Size:** **Acreage:** **Book:** 1295 **Page:** 378

Tax Class:	Homestead Exemption:	Back Tax:	Exoneration:	Prior Delinquents:	Special Disposition:
3					

AMOUNTS DUE: **First Half: none due Second Half: none due Total Due: none due**

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	7320	7320	
Building	3420	3420	
Total	10740	10740	123.90

PAYMENTS RECEIVED:

	First Half	Second Half
Net	123.90	123.90
Discount	.00	3.10
Interest	3.72	.00
Total	127.62	120.80
Date	01/25/2020	01/25/2020

Format for Printer

Click here to begin a new search.

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BOOK 1295 PAGE 378

THIS DEED, made this the 13th day of November, 1997, by and between MARTHA A. RUTTER and BERNARD D. RUTTER, her husband, GEORGE MCCUTCHEON, divorced, FRANCES MCCUTCHAN, divorced, CHARLES MCCUTCHAN and PAMELA MCCUTCHAN, his wife, WILLIAM MCCUTCHAN and ANNE MCCUTCHAN, his wife, and ROBERT MCCUTCHAN and JOYCE MCCUTCHAN, his wife, parties of the first part, and LOUDIE A. SHORT and MARY SHORT, his wife, as joint tenants with the right of survivorship, parties of the second part.

WITNESSETH: That for and in consideration of the sum of Ten Dollars ($10.00), cash in hand paid, the receipt of which is hereby acknowledged, MARTHA A. RUTTER and BERNARD D. RUTTER, her husband, GEORGE MCCUTCHEON, divorced, FRANCES MCCUTCHAN, divorced, CHARLES MCCUTCHAN and PAMELA MCCUTCHAN, his wife, WILLIAM MCCUTCHAN and ANNE MCCUTCHAN, his wife, and ROBERT MCCUTCHAN and JOYCE MCCUTCHAN, his wife, parties of the first part do hereby grant and convey, with covenants of general warranty, unto the said LOUDIE A. SHORT and MARY SHORT, his wife, party of the second part, as joint tenants with the right of survivorship, all of that certain lot or parcel of land, situate in the Village of Wolf Summit, Tenmile District, Harrison County, West Virginia, particularly bounded and described as follows:

> BEGINNING at a point in the northerly right-of-way of old Rt. 50 and running thence N. 11° 05' E. 101' to a point, thence N. 69° 12 E. 63' to an iron pin; thence S. 19° 23' 33" E. 98.60' to an iron pin in said northerly right-of-way line of old Route 50, thence S. 71° 30' W. 2.0 to a point; thence with said northerly right-of-way S. 74° 48' W. 112.9' to the beginning; being surveyed in March, 1976, by Global Engineering, Inc., and more particularly shown on a plat entitled "Plat of Survey, Beulah Nicholas Property", which is of record in the office of the clerk of the County Commission of Harrison County, West Virginia in Deed Book 1042, at page 534

Said real estate being the same that was conveyed unto Charles L. Jarvis by Martha a. Rutter and Bernard D. Rutter, her husband, by deed dated August 25, 1994, and of record in the office of the clerk of the Harrison County Commission in Deed Book 1256, at page 144. Charles L. Jarvis died testate, a resident of Harrison County, on March 29, 1997, and by the terms

of his Last Will and Testament, of record in the office of the Clerk of the Harrison County Commission in Will book 138, at page 42, devised said property to his two daughters, Martha Ann Rutter and Mary Carolyn McCutchan. Mary Carolyn McCutchan predeceased her father on March 1, 1997, a resident of New Town, Connecticut, and by the further terms of Charles L. Jarvis' Last Will and Testament said property was devised to the issue of Mary Carolyn McCutchan, namely her children, George McCutcheon, Frances McCutchan, Charles McCutchan, William McCutchan and Robert McCutchan.

This conveyance is made subject to all exceptions, reservations, restrictions, easements, conditions and rights-of-way contained or mentioned in prior instruments of record affecting the subject property.

The undersigned hereby declare that the total consideration paid for the property conveyed by this deed is $27,500.00.

WITNESS the following signatures and seals:

Martha A. Rutter
MARTHA A. RUTTER

Bernard D. Rutter
BERNARD D. RUTTER

George McCutcheon
GEORGE MCCUTCHEON

Blithe Dotson
Blithe Dotson

Susan J. Shpunt
Susan J. Shpunt

Frances McCutchan
FRANCES MCCUTCHAN

Charles McCutchan
CHARLES MCCUTCHAN

Pamela McCutchan
PAMELA MCCUTCHAN

Geraldine B. DeWeid
Geraldine B. DeWeid Witness to Anne & William McCutchan

William McCutchan
WILLIAM MCCUTCHAN

Lynn S Dwyer
Lynn S Dwyer Witness to Anne & William McCutchan

Ann McCutchan
ANN MCCUTCHAN

Robert McCutchan
ROBERT MCCUTCHAN

Joyce McCutchan
JOYCE MCCUTCHAN

STATE OF WEST VIRGINIA,

COUNTY OF HARRISON, to wit:

The foregoing instrument was acknowledged before me this 11th day of ~~November~~ December, 1997 by MARTHA A. RUTTER and BERNARD D. RUTTER, ~~her husband~~.

OFFICIAL SEAL
Notary Public, State of West Virginia
PHYLLIS R. LAW
c/o Siegrist, Spaltzberg, White, Martin & Conley
P.O. Box 3550 Clarksburg, WV 26
My commission expires September

Phyllis R. Law
Notary Public

My commission expires:
Sept. 11, 2000

STATE OF WEST VIRGINIA,

COUNTY OF Lewis, to wit:

The foregoing instrument was acknowledged before me this 5th day of ~~November~~ December, 1997 by GEORGE MCCUTCHEON, divorced.

OFFICIAL SEAL NOTARY PUBLIC
STATE of WEST VIRGINIA
BETH CROSS
ROUTE 1, BOX 211 - 30
WESTON, WV 26452
My Commission expires:

Beth Cross
Notary Public

Dec 9 2000

STATE OF CONNECTICUT,

COUNTY OF Fairfield, to wit:

The foregoing instrument was acknowledged before me this 1st day of ~~November~~ December, 1997 by FRANCES MCCUTCHAN, divorced.

SUSAN J. SHPUNT NOTARY PUBLIC CONNECTICUT

Susan J. Shpunt
Notary Public

My commission expires:

SUSAN J. SHPUNT
NOTARY PUBLIC
My Commission Expires Sept. 30, 1998

STATE OF MASSACHUSETTS,

COUNTY OF Hampden, to wit:

The foregoing instrument was acknowledged before me this 29th day of November, 1997 by CHARLES MCCUTCHAN and PAMELA MCCUTCHAN, his wife.

Sandra Gauthier
Notary Public

My commission expires:
MY COMMISSION EXPIRES
MAY 14, 2004

STATE OF CONNECTICUT,

COUNTY OF New Haven, to wit:

The foregoing instrument was acknowledged before me this 20 day of November, 1997 by WILLIAM MCCUTCHAN and ANN MCCUTCHAN, his wife.

Lynn A Dwyer
Notary Public

My commission expires:
MY COMMISSION EXPIRES SEPTEMBER 30, 2000

STATE OF WEST VIRGINIA,

COUNTY OF Kanawha, to wit:

The foregoing instrument was acknowledged before me this 8th day of ~~November~~ December, 1997 by ROBERT MCCUTCHAN and JOYCE MCCUTCHAN, his wife.

Karen Humphrey
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
KAREN HUMPHREY
The City National Bank
P.O. Box 7610
Cross Lanes, WV 25356-0610
My Commission Expires May 18, 2004

My commission expires:
May 18, 2004

This instrument prepared by: J. PATRICK BOWER
Attorney at Law
525 Goff Building
Clarksburg, WV 26301

This instrument was presented to the Clerk of the County Commission of Harrison County West Virginia, on 12-11-97 11:54A. and the same admitted to record.

Teste: Sylvia Steele Clerk
Harrison County Commission

$4.40 COUNTY CC163972

$4.40 COUNTY CC163982

$13.20 STATE & COUNTY C603966

$13.20 STATE & COUNTY C603976

$13.20 STATE & COUNTY C603986

$4.40 COUNTY CC163962

$17.05 COUNTY EE137810

$51.15 STATE & COUNTY E 422480

7011 0470 0001 5865 2236

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

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10/18/19

Sent To: MARY L. SHORT
Street, Apt. No.; or PO Box No.: 176 ORCHARD ST.
City, State, ZIP+4: SALEM, WV 26426

PS Form 3800, August 2006 — See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

MARY L. SHORT
176 ORCHARD STREET
SALEM, WV 26426

9590 9402 4665 8323 1142 72

2. Article Number *(Transfer from service label)*

7011 0470 0001 5865 2236

COMPLETE THIS SECTION ON DELIVERY

A. Signature
x Mary L Short ☐ Agent ☐ Addressee

B. Received by *(Printed Name)*: Mary L Short

C. Date of Delivery: OCT 22 2019

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

USPS

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ [illegible]ail Restricted Delivery
- ☐ [illegible]rity Mail Express®
- ☐ Reg[illegible]ed Mail™
- ☐ Registered Mail Restricted Delivery
- ☑ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 — Domestic Return Receipt



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

COMMISSIONERS
DAVID L. HINKLE
PATSY TRECOST II
RONALD R. WATSON

Made arrangements to have torn down

In Person
8/12/2020
Sandra Mickus

Mary Short
176 Orchard Street
Salem, WV 26426
Tax Map 2608 Parcel 29
Case # 303 Wolf Summit

July 17, 2020

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, August 26, 2020 at 10:15 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator

2 of 4

Served the within notice on
the within named Mary Short
by delivering a copy of the within notice
to him/her in person in Harrison County, West Virginia, on
the 12th day of August 20 20,
at 1345 hours.

Robert G. Matheny /lg
Sheriff of Harrison County, W. Va.

By Sandra Mikes /lg
His Deputy

7018 1830 0001 3940 3503

U.S. Postal Service™
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Extra Services & Fees *(check box, add fee as appropriate)*
- ☐ Return Receipt (hardcopy) $ _____
- ☐ Return Receipt (electronic) $ _____
- ☐ Certified Mail Restricted Delivery $ _____
- ☐ Adult Signature Required $ _____
- ☐ Adult Signature Restricted Delivery $ _____

Postage
$

Total Postage and Fees
$

Postmark Here

July 17 2020

Sent To
Mary Short
Street and Apt. No., or PO Box No.
176 Orchard St.
City, State, ZIP+4®
Salem WV 26426

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Mary L. Short
176 Orchard Street
Salem, WV 26426
Tax Map 2608 Parcel 29
Case # 303 Wolf Summit

January 8, 2021

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, March 3, 2021 at 10:30 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator

7018 1830 0001 3940 3558

U.S. Postal Service™
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For delivery information, visit our website at *www.usps.com®*.

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees *(check box, add fee as appropriate)*
- ☐ Return Receipt (hardcopy) $ _____
- ☐ Return Receipt (electronic) $ _____
- ☐ Certified Mail Restricted Delivery $ _____
- ☐ Adult Signature Required $ _____
- ☐ Adult Signature Restricted Delivery $ _____

Postage
$

Total Postage and Fees
$

Postmark Here

1/11/2021

Sent To
Mary Short
Street and Apt. No., or PO Box No.
176 Orchard ST.
City, State, ZIP+4®
Salem WV 26426

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Harrison County Sheriff's Office
Sheriff & Treasurer Robert G. Matheny
420 Buckhannon Pike
Nutter Fort, WV 26301
P.(304) 423-7700 F.(304) 423-7945

CIRCUIT COURT

Return # 164841
Process # CIV21-00183
Docket # NOTICE OF HEARINC
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }

HARRISON COUNTY COMMISSION
Plaintiff,
- vs -
MARY L SHORT
Defendant

SHERIFF'S RETURN OF PERSONAL SERVICE

I hereby certify that on the **11th day of January, 2021**, a **Notice**, in the above entitled action, came into my hand for service. That on the **21st day of January, 2021** at **4:03 PM**, in said county, **I did serve the documents on MARY SHORT**. By then and there delivering to and leaving with: **CURTIS SHORT (SON)** at **500 W MAIN ST, CLARKSBURG, WV 26301**

Item	Disburse To	Amount Owed	Amount Paid
Civil Process Fee		$0.00	$0.00
		Total Owed	**$0.00**
		Total Paid	**$0.00**
		Uncollectible	**$0.00**
		Remaining	**$0.00**

Invoice # IN202100183
HARRISON COUNTY COMMISSION
301 W. MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 1/21/21

Signed Sandra Mikes **Date** 1-21-2021

Robert Matheny
Harrison County
By: Sandra Mikes
420 BUCKHANNON PKE
NUTTER FORT, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945



HARRISON COUNTY COURT HOUSE

Harrison County Commis

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

10:45 A.M

ONERS
INKLE
IOMAS
OST II

Joseph Alverez, Jr. Etal
c/o Manuel Alverez III
813 Birch Street
Bridgeport, WV 26330
Tax Map 247 Parcel 26
Case # 340 Route 19

January 8, 2021

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, March 3, 2021 at 10:45 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator

Property Owners Name	Joseph Alverez, Jr. Etal c/o Manuel Alvarez III			**Case #** 340	
Address	813 Birch Street Bridegport WV 26330				
Address of Property In Review	route 19			**Map:** 247**Parcel:** 26	
Date of Complaint	03/18/2020	Date of Notice of hearing	1/8/2021	Date of Certified Mail	
Date of 1st Notice	03/18/2020	Date of Certified Letter	1/8/2021	Date of Served Process to Sheriff	
Date of Certified Letter sent	03/18/2020	Date of Served Process to Sheriff	1/8/2021	Received Date of Certified Mail	
Date of Served Process to Sheriff		Received Date of Certified Letter	1/12/2021	Received Date of Served Process	
Received Date of Certified Letter	03/21/2020	Received Date of Served Process	1/13/2021	Date File transferred to Legal	
Received Date of Served Process		Hearing Date 10:45	3/3/2021	Court Date and Time	
Time for Correction	30 days	Action Taken @ Hearing		Hearing Outcome	
Extended Time		Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

~~[illegible] Was scheduled to have a hearing on October 3, 2018 but did not show up. Re-scheduled for December 12, 2018. Turned this over to the State and DNR. They got him to move a few appliances and a car. Hasn't done anything since~~.

446 Locust St. Bridgeport.
Jim Turner - had estate

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

MANUAL ALVAREZ
813 BIRCH STREET
BRIDGEPORT, WV 26330

9590 9402 4665 8323 1139 85

2. Article Number *(Transfer from service label)*

7011 0470 0001 5865 1956

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X [signature] ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* MANUAL ALVAREZ C. Date of Delivery 3.21.20

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☑ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

7011 0470 0001 5865 1956

U.S. Postal Service™
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OFFICIAL USE

Postage	$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

Postmark Here
03/18/2020
340

Sent To MANUAL ALVAREZ
Street, Apt. No.; or PO Box No. 813 BIRCH ST.
City, State, ZIP+4 BRIDGEPORT, WV 26330

PS Form 3800, August 2006 See Reverse for Instructions

HARRISON COUNTY PLANNING DEPARTMENT
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

PHONE (304) 624-8690
FAX (304) 626-1070

Date: March 18, 2020

Case # 340

Property Owner / Address

Joseph Alvarez, Jr. ETAL
% Manual Alvarez
813 Birch Street
Bridgeport, WV 26330

Identification / Location of Property

Tax Map - 247
Parcel – 26
Route 19

An initial determination has been made that you have created a public nuisance because of the condition of the referenced property. The problems noted are:

1. Dilapidated, uninhabitable structure on the property

You are requested to correct these conditions within thirty (30) days from the date of receipt of this letter. Failure to correct these conditions within the allotted time shall be cause for The Harrison County Commission to conduct a show cause hearing to determine if a nuisance exists. Upon such determination, The County Commission may seek an injunction in The Circuit Court of Harrison County to abate the nuisance. In the event that removal by The Harrison County Commission is necessary, the property owner may be liable for all expenses incurred by Harrison County.

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department at 301 West Main Street, Clarksburg, WV 26301.

Respectfully,

Danny Hamrick, Code Officer, CFM
304-624-8750
dhamrick@harrisoncountywv.com



Sheriff of Harrison County • 301 West Main Street • • Clarksburg, WV 26301
(304) 624-8685

Pay your taxes online 

Harrison County Real Property - Tax Year: 2020

Ticket Number: 0000019093 **Account Number:** 06587035

District: 07 - COAL-OUTSIDE **More Info:** Details

Owner Name: ALVAREZ JOSEPH JR ETAL **In Care of:** %MANUAL ALVAREZ **Address:** 813 BIRCH ST BRIDGEPORT WV 263301623 **Lending Inst:**	**Property:** 1 LOT TRACT WEST FORK **Map:** 247 **Parcel:** 0026 0000 0000 **Lot Size:** **Acreage:** **Book:** W161 **Page:** 789

Tax Class: 3	Homestead Exemption:	Back Tax:	Exoneration:	Prior Delinquents:	Special Disposition:

DUE: First Half: none due Second Half: none due Total Due: none due

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	7260	7260	
Building	19560	19560	
Total	26820	26820	309.29

PAYMENTS RECEIVED:

	First Half	Second Half
Net	309.29	309.29
Discount	7.73	7.73
Interest	.00	.00
Total	301.56	301.56
Date	08/31/2020	08/31/2020

Format for Printer

Click here to begin a new search.

Software Systems, Inc.
23 South University Avenue
Morgantown, WV 26505

© Software Systems, Inc. All rights reserved



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Joseph Alverez, Jr. Etal
c/o Manuel Alverez III
813 Birch Street
Bridgeport, WV 26330

9590 9402 4664 8323 2214 76

2. Article Number *(Transfer from service label)*

7018 1830 0001 3940 3541

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X not CG CVIP ☒ Agent ☐ Addressee

B. Received by *(Printed Name)* J Heller

C. Date of Delivery 1-12-21

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

7018 1830 0001 3940 3541

U.S. Postal Service™
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OFFICIAL USE

Certified Mail Fee
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Extra Services & Fees *(check box, add fee as appropriate)*
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here

1/11/2021

Sent To
Alverez III
Street and Apt. No., or PO Box No.
813 Birch Street
City, State, ZIP+4®
Bridgeport WV

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Joseph Alverez, Jr. Etal
c/o Manuel Alverez III
813 Birch Street
Bridgeport, WV 26330
Tax Map 247 Parcel 26
Case # 340 Route 19

January 8, 2021

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William A. Parker, County Administrator

Harrison County Sheriff's Office
Sheriff & Treasurer Robert G. Matheny
420 Buckhannon Pike
Nutter Fort, WV 26301
P.(304) 423-7700 F.(304) 423-7945

CIRCUIT COURT

Return # 164640
Process # CIV21-00184
Docket # NOTICE OF HEARINC
Reference #

STATE OF WEST VIRGINIA
COUNTY OF HARRISON

HARRISON COUNTY COMMISSION
Plaintiff,
- vs -
JOSEPH ALVEREZ JR ETAL
Defendant

SHERIFF'S RETURN OF PERSONAL SERVICE

I hereby certify that on the **11th day of January, 2021**, **a Notice**, in the above entitled action, came into my hand for service. That on the **13th day of January, 2021** at **9:51 AM**, in said county, **I did serve the documents on MANUEL ALVEREZ III**. By then and there delivering to and leaving with: **ANN ALVEREZ III (WIFE)** at **813 BIRCH ST, BRIDGEPORT, WV 26330**

Item	Disburse To	Amount Owed	Amount Paid
Civil Process Fee		$0.00	$0.00
		Total Owed	**$0.00**
		Total Paid	**$0.00**
		Uncollectible	**$0.00**
		Remaining	**$0.00**

Invoice # IN202100184
HARRISON COUNTY COMMISSION
301 W. MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 1/13/21

Signed Dawn Bourgeois **Date** 13 Jan 2021

Robert Matheny
Harrison County
By: Dawn Bourgeois
420 BUCKHANNON PKE
NUTTER FORT, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945

Harrison County
01/06/2021 @ 02:51:08 PM

11:00 AM
03-03-
2021

IN THE COURT OF THE COUNTY COMMISSION OF HARR

WEST VIRGINIA

DAVIS FUNERAL HOME
Petitioner,

v. **Case No.**

BRITTANY MORRISON
Respondent.

PETITION TO REMOVE ADMINISTRATOR

Comes now Davis Funeral Home, a creditor of the estate of James Dale Morrison, and according to the laws of the State of West Virginia, respectfully files this "Petition to Remove Administrator," and respectfully requests that the County Commission of Harrison County remove Brittany Morrison as the Administrator of the Estate of James Dale Morrison. This Petition is based on the following grounds:

1. James Morrison passed away on 5/21/2020.
2. Davis Funeral Home performed the funeral services for Mr. Morrison, and the balance of the bill for those services currently stands at $4,697.73.
3. It was understood by Davis Funeral Home and the family of Mr. Morrison, that his funeral expenses would be paid at least partially from his estate.
4. Brittany Morrison, the daughter of the deceased was appointed as the Administrator of Mr. Morrison's Estate on 6/16/2020.
5. Brittany Morrison filed an appraisement for the estate on 6/22/2020.
6. On that appraisement, the only assets Mr. Morrison had at the time of his death was a small amount of money in his bank and a 1999 Ford F-150.

7. It was anticipated by the heirs and Davis Funeral Home that the sale of the vehicle would at least partially pay the remaining balance on the funeral bill for Mr. Morrison.
8. The title of the vehicle however, cannot be located.
9. To remedy this, Brittany Morrison began the process to apply for a duplicate title from the WVDMV.
10. She, however, did not complete that application.
11. After numerous attempts at trying to reach Ms. Morrison, she has not returned any correspondence to Davis Funeral Home.
12. The other heirs of the estate fear that Ms. Morrison is engaging in illegal drug use, and this may be the reason that she has simply stopped working on the estate.
13. The only asset left to deal with in this estate is the vehicle, and a potential buyer for the vehicle has already been located.
14. If Ms. Morrison were removed, and David W. Bolyard Jr. were to be made the administrator of the estate, the truck will be sold quickly and the estate closed as soon as possible.

WHEREFORE, The Petitioner, Davis Funeral Home hereby respectfully requests that this Honorable Commission remove Brittany Morrison as the current administrator of the estate of James Morrison and that David W. Bolyard Jr. be allowed to qualify as the new administrator of the estate so that the estate can be closed quickly, and Davis Funeral Home can be paid for providing funeral services for Mr. Morrison.

Respectfully Submitted,



Eric Hensil
Counsel for Davis Funeral Home
WV Bar ID No. 11957
124 Olen Thomas Dr.
Clarksburg, WV 26301
304-624-6344 Phone
304-624-6255 Fax

United States of America

State of West Virginia



County of Harrison, ss:

Letter of Administration

Estate of JAMES DALE MORRISON

I, Susan J Thomas, Clerk of the Harrison County Commission, in the State of West Virginia, do hereby certify that BRITTANY N MORRISON was on the 16th day of June, 2020, appointed by the County Clerk of the Harrison County Commission as administratrix(s) of the Estate of JAMES DALE MORRISON, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of $0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said BRITTANY N MORRISON as such administratrix(s) of the Estate of JAMES DALE MORRISON, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Harrison County Commission at my office in said County on the 16th day of June, 2020.

Susan J Thomas
Clerk of the Harrison County Commission

By June Eschenmann

June Eschenmann
Deputy Clerk

DMV-185-TR REV 11/14

West Virginia Department of Transportation

Division of Motor Vehicles

Legal Heir Affidavit

West Virginia dmv Keeping West Virginia on the move.

1-800-642-9066
www.dmv.wv.gov

A COPY OF THE DEATH CERTIFICATE MUST ACCOMPANY THIS DOCUMENT.

This form is only to be completed when no administrator or administratrix has been appointed and no will has been left by the decedent. License plates are transferable from the decedent to legal heirs, however a valid certificate of insurance in the new owner's name is required to register the motor vehicle.

Decedent and Motor Vehicle Information

Name of Decedent: James Dale Morrison

Motor Vehicle Title Number: [ ][ ][ ][ ][ ][ ][ ]

Serial/VIN Number: [1][F][T][R][X][0][8][L][7][X][K][A][9][6][0][7][7]

Affiant Information & Certification

Name of Affiant: Brittany Nicole Morrison

Address of Affiant: PO Box 1345

City, State and Zip code: Clarksburg, WV 26302

Signature of Affiant (X) Brittany Morrison ADMIN

Name of Affiant:

Address of Affiant:

City, State and Zip code:

Signature of Affiant (X)

I/we, being dually sworn on oath or affirmation, do swear or affirm that I/we am/are the legal heir(s) of the decedent described herein, as the legally registered owner of the aforementioned motor vehicle, and that I/we have been designated as new owner(s) and assignee(s) pursuant to statutory descent and distribution and by agreement of all other legal heirs.

Signature of Affiant (X) B

Signature of Affiant (X)

Additional Heir(s) Must Complete the Following *(For more than two (2) heirs, additional DMV-185-TR form(s) must be completed)*

I/we, the undersigned, being duly sworn on oath or affirmation, do hereby acknowledge that I/we have freely and knowingly relinquished to the above named affiant(s) all rights and claims to the vehicle described above.

Name of Heir:

Address of Heir:

City, State and Zip code:

Signature of Heir (X)

Name of Heir:

Address of Heir:

City, State and Zip code:

Signature of Heir (X)

Certification of Notary Public

State of West Virginia, County of Harrison

Subscribed and sworn before me this 14 day of August, 20 20.

(X)
NOTARY PUBLIC SIGNATURE

My Commission expires 12/4/2023.

NOTARY STAMP

OFFICIAL SEAL
TYLER ALEXANDER SPICER
Notary Public
State of West Virginia
My Commission Expires
December 4, 2023
6410 Benedum Drive
Bridgeport, WV 26431

*** ANY ALTERATIONS, ERASURES, OR WHITEOUTS WILL VOID THIS DOCUMENT.**

Sincerely,

Laura Phillips
Director of Community Programs

<image001.png>

484 Enterprise Drive
Gassaway, WV 26624
Cell: (304) 689-6572 ext 206
Phone: (304) 364-5518
Fax: (304) 364-8213
www.mountaineerfoodbank.org

"Our mission is to feed West Virginia's hungry through a network of member feeding programs and engage our state in the fight to end hunger."

CONFIDENTIAL AND PRIVILEGED: This message is confidential and privileged, and it is intended only for the review and use of the addressee. Any unauthorized review, use, disclosure, distribution, or other dissemination of this email message and/or the information contained therein is strictly prohibited. If you are not the intended recipient of this email message, please contact the sender by reply email and destroy all copies of the original message.

11:15 A.M.
03-03-21

From: Laura Phillips
Sent: Monday, February 8, 2021 10:52 AM
To: 'wparker@harrisoncountywv.gov' <wparker@harrisoncountywv.gov>
Cc: 'jsell@harrisoncountywv.gov' <jsell@harrisoncountywv.gov>
Subject: Mountaineer Food Bank AmeriCorps VISTA Inquiry

Hello Mr. Parker! Happy Monday!

My name is Laura Phillips, I am the Director of Community Programs at Mountaineer Food Bank (MFB). I have an inquiry and Jessica Sell pointed me your direction. ☺

A little about MFB...
MFB is located in Braxton County. We provide emergency food programming to 48 counties of West Virginia. We operate a Veterans Table Feeding Program monthly in coordination with the VA at the VA Memorial Park. We serve 400 veterans a month through our Veterans Table Feeding Program at our Clarksburg site. A total of 1000 veterans a month through our five sites across the state. Here's our website for more background→
https://www.mountaineerfoodbank.org/veteranstable

So here's my inquiry→MFB is looking to select 3 AmeriCorps VISTAS to work within the communities that we operate our Veterans Table Feeding Program (1 VISTA at each location—Clarksburg, Beckley, Martinsburg). A VISTA is basically a paid volunteer through CNCS grant—Corporation for National & Community Service. The VISTA will enter into a yearlong contract and will be working within their local community to promote the Veterans Table Program; making connections, and working on plans to sustain and expand the program. The addition of VISTA's is an exciting and necessary maneuver to fulfill the overall VT Program vision of expansion and increasing access to resources for food insecure veterans.

MFB must provide an office space for these individuals. MFB would provide the VISTA with office equipment—but are in need of donated office space for the VISTA to report in Clarksburg. We would also need a contact that could confirm the VISTA was reporting to their service site (office)—daily supervision and direction would be my responsibility. Would the county/city be able to provide a small office space for this individual to report to? Or do you know of any organizations or county buildings that may be willing to donate an office space for an individual? Just to give you an idea of timeline...Ideally we will start promoting this opportunity next week, and after interviewing and making a selection-the person would be starting early to mid-March and serving until March 2022.

Could this inquiry be added as a Commission agenda item or as Administrator would you recommend alternate next steps?

I appreciate your time and consideration regarding this request. I can be reached at 304-364-5518 ext 206 if you have any questions!

Have a wonderful week!

Laura Phillips
Director of Community Programs

<image001.png>

484 Enterprise Drive
Gassaway, WV 26624
Cell: (304) 689-6572
Phone: (304) 364-5518
Fax: (304) 364-8213
www.mountaineerfoodbank.org

"Our mission is to feed West Virginia's hungry through a network of member feeding programs and engage our state in the fight to end hunger."

CONFIDENTIAL AND PRIVILEGED: This message is confidential and privileged, and it is intended only for the review and use of the addressee. Any unauthorized review, use, disclosure, distribution, or other dissemination of this email message and/or the information contained therein is strictly prohibited. If you are not the intended recipient of this email message, please contact the sender by reply email and destroy all copies of the original message.

PAYROLL CHANGE NOTICE

3-A

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
3/1/2021		[redacted]

NAME	ADDRESS
Mitch Kennedy	

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

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
● DEPARTMENT	Law Enforcement	Home Confinement
☐ JOB	700	705
☐ SHIFT	Change in	
☐ RATE	Department only	
☐ 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 _____ (DATE) UNTIL _____ (DATE)
- ☐ PROBATIONARY PERIOD COMPLETED
- ☐ LENGTH OF SERVICE INCREASE
- ☐ RE-EVALUATION OF EXISTING JOB
- ☐ RESIGNATION
- ☐ RETIREMENT
- ☐ LAYOFF
- ☐ DISCHARGE

TYPE OF LEAVE _____

☑ OTHER (Explain) Effective 3/1/2021, Change in department only

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Ron J. Mabry	DATE 2/26/2021
HUMAN RESOURCES MANAGER	DATE

Amsterdam

6

REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

$15,575,000
The County Commission of Harrison County
Senior Tax Increment Refunding Revenue Bonds
Series 2015 A Tax-Exempt
(Development District No. 3 – White Oaks Project No. 2)

$8,764,000
The County Commission of Harrison County
Subordinate Tax Increment Revenue Bonds
Series 2015 B Taxable
(Development District No. 3 – White Oaks Project No. 2)

REQUISITION FOR PAYMENT - 2/26/21

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 duly Authorized Officer, hereby certifies, in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") under a Indenture of Trust, dated as of September 3, 2015 (the "Indenture") between the Issuer and United Bank, Inc., as bond trustee thereunder, that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Indenture.

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Administrative Expenses as that term is defined in the Indenture, and (b) is an authorized expenditure under Project Plan No. 2 and the Act.

3. The total amount requested to be disbursed pursuant to this Requisition is $150.00. As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) $150.00 is to be paid to a third party payee that is not affiliated with the Issuer or on a joint basis to the Issuer 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.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Officer this 3rd day March, 2021.

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
It's President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #022021-188	Dated: 2/18/2021	$150.00
		Total	**$150.00**

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. (2/26/2021)

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 $1,537.50.

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is $1,537.50. 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) $1,537.50 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 3rd day of March, 2021.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc	Invoice #022021-145	Dated 2/18/21	$1,537.50
		Total	**$1,537.50**

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. 25 (2/26/21)

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 $1,456.25 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) $1,456.25 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 3rd day of March, 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 #022021-262	Dated: 02/03/21	$1,456.25
		Total	**$1,456.25**

William A."Willie" Parker

From: William A."Willie" Parker
Sent: Thursday, February 25, 2021 4:48 PM
To: 'David Hinkle'; 'Patsy Trecost II'; 'Susan Thomas'
Cc: 'Frank Simmerman III'; Jessica L. Sell
Subject: Job Description - County Engineer
Attachments: Job Description - County Engineer.pdf

Good Afternoon
****

Attached is the job description for County Engineer – utilized job description program and modified draft submitted by Trey Simmerman. Will have on the March 3rd agenda for discussion - approval etc ... Any questions let me know.

Thanks
William A. "Willie" Parker
Harrison County Administrator
Phone: (304) 624-8500
Cell: (304) 695-0535
Fax: (304) 624-8673
wparker@harrisoncountywv.gov

"Do not let what you cannot do interfere with what you can do" - John Wooden

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Harrison County Commission

Job Title: County Engineer
Department: County Commission - Administrative
Supervisor: County Administrator
FLSA Status: Exempt
Prepared By: County Administrator
Prepared Date: February 25, 2021
Approved By: County Commission
Approved Date: March 03, 2021
Salary Range: Pay Grade K-1 ($76,495) to Pay Grade P-1 ($90,150)
Depending on Experience - Education - Areas of Expertise

Summary:
A professional position related to the functions of the Harrison County Commission involving the oversight of design and construction of assigned projects. Individual will work closely and in conjunction with all departments, in particular the Director of Planning and the Director of Maintenance & Building and Grounds. In addition, the individual will be responsible for the assignment and update of addresses within the Addressing and Mapping database, ensuring compliance with County regulations for public and private infrastructure construction, coordination of land development review and other duties as assigned

Essential Duties and Responsibilities
The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Plans, reviews and coordinates engineering in-house and consultant studies, reports, plans, specifications and other documents, working as required with consultants, regulatory agencies, design professional other governmental agencies and/or the public.

Assist in reviews of development projects for conformance with standards. Assist in the coordination of departmental review of development projects, schedules meetings of review staff, establishes agendas and provides feedback to developers and consulting engineering firms. Assist in management and coordinates and provides review of development proposals as they pertain to subdivision review, re-zonings, master plans and regional impact.

Prepares and professionally seals, as requested, department plans, specifications and permit applications for engineering projects.

Performs as Engineer of Record for in-house designs.

In conjunction with the Director of Grants & Special Projects, coordination/project management of multiple grant projects and engineering projects from design to construction, including grant preparation and compliance.

Assists in preparation and reviews scope of services and bid documents for services through purchasing process for engineering projects. Ensures contract requirements and specification for projects consistent with industry contracts and procedures.

Makes engineering investigations and prepares reports on findings.

Assist in the review and approval of periodic pay requests, change orders and plan deviations for engineering

Assist in the calculation of cost and determination feasibility of project based on analysis of collected data.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.

Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

Provides technical assistance for all departments of the County, as needed.

Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Design - Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed.

Cooperation - Establishes and maintains effective relations; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Team Leadership - Fosters team cooperation; supports group problem solving; ensures progress toward goals.

Leadership - Effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

Diversity - Educates others on the value of diversity; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; works with integrity and principles.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's degree from an accredited four-year college or university with a degree and concentration in an engineering field; related experience and/or training; or equivalent combination of education and experience.

Knowledge of the principles, methods and practices of transportation planning, design, engineering techniques and procedures as they apply to growth and development plans in the county.

Knowledge of the principles of Civil and Environmental engineering.

Knowledge of WV Department of Environmental Protection (WVDEP) rules and regulations.

Knowledge of WV Department of Transportation (WVDOT) standards, specifications, and indexes.

Knowledge of current computer and technological developments including CADD and GIS applications, and general knowledge of mapping software.

Knowledge of local, state and federal law governing zoning, planning and development regulations.

Knowledge of land development regulation and comprehensive planning.

Language Skills
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Project Management software and Contact Management systems.

Certificates, Licenses, Registrations
Required: Professional Engineer License - Certification; Valid Driver's License
Beneficial: Surveyor License - Certification

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

10

FAX COVER SHEET

EAST VIEW PUBLIC SERVICE DISTRICT
1655 PHILIPPI PIKE
CLARKSBURG, WV 26301-6053
Office: (304) 623-2502 Fax: (304) 623-2787

Office hours -- Monday through Thursday
9 a.m. -- 2p.m.

Company: Harrison County Commission

To: Mr. Parker From: Dawn Hogue

Fax: 304-624-8673 Date: 2-25-21

Total Pages: 3 (including cover)

Comments:

We would appreciate if we could get on the March 3 Agenda. That will allow time to enroll the PSC trainings

Thank you

EAST VIEW PUBLIC SERVICE DISTRICT
1655 PHILIPPI PIKE
CLARKSBURG, WV 26301
(304) 623-2502

February 25, 2021

Harrison County Commission
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

RE: Board Recommendation of New Board Member

Dear Commissioners,

Due to the vacancy on our Board of Directors, Thomas A. Bryant, would like to respectfully request your consideration to fill the vacant position.

Mr. Bryant is a lifetime resident of the East View community and has been an employee with Dominion Energy for 14 years. He was employed with Greater Harrison County Public Service District where he gained knowledge of reading/change-out/ meters, repair water lines, installed water line extensions, flushed/repaired/replaced hydrants and installed new water and sewer service taps .

Please find included, Mr. Bryant's letter requesting consideration to serve the community of East View.

Could this be added to the March 3rd Agenda?

We appreciate your consideration of our recommendation,

Michael Blake
Board of Directors Chairman of The East View Public Service District

James Harbert
Board Member of The East View Public Service District

To whom it may concern: 02/22/2021

I would appreciate being considered for the open seat as a board member for the East View P.S.D. I am a lifelong resident of East View and I would appreciate the opportunity to serve my community. I have been employed with Dominion Energy for 14 years. I have served on the area safety team, volunteered for projects to give back to the community, and have served as a Union Rep. My previous job was with Greater Harrison County P.S.D. where I read meters, changed water meters, fixed water leaks, installed water line extensions, replaced fire hydrants, and installed new water and sewer taps. I feel that from my work experience I could be an asset in making good decisions and also have an understanding of what is needed and best for my community.

Thomas A. Bryant
245 Calico Dr.
Clarksburg, WV 26301
304-677-5046

SUMMIT PARK PUBLIC SERVICE DISTRICT
100 COAL ST
CLARKSBURG, WV 26301-5966
304-623-5304

Robert P. Hinebaugh, Chairman
Robert W. Bush, Treasurer
Ronald L. Johnson, Secretary
Mary E. Seymour, General Manager

February 16, 2021

William Parker
Harrison County Administrator
Harrison County Commission
301 W Main Street
Clarksburg, WV 26301

Mr. Parker,

I am writing on behalf of the Summit Park PSD Board of Directors. The board term of Robert Bush expired on September 19, 2020. Due to the Covid-19, Commission closures, and the unfortunate timing, we missed requesting a reappointment for Mr. Bush.

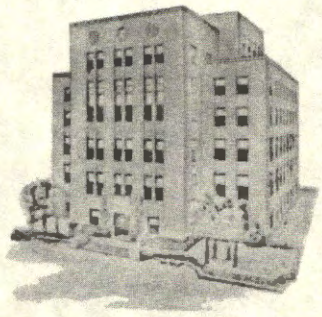
It is the wish of the Summit Park board members to have Robert Bush reappointed to our board of directors. Mr. Bush has been a long-standing member of the community and has been exemplary in his service to the Summit Park PSD Board.

We thank the Harrison County Commission, in advance, for consideration in this matter.

Respectfully,

Mary E. Seymour
General Manager

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

A-1

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

At the regular meeting of the County Commission of Harrison County held on Wednesday February 3, 2021. Commissioners Susan J. Thomas and Patsy Trecost II were present. Commissioner David Hinkle arrived after the prayer and Pledge of Allegiance. Also present were John Spires, County Clerk, William A. "Willie" Parker, County Administrator, and Jessica Sell, Assistant County Administrator. Commissioner Thomas opened the meeting and Willie Parker, County Administrator led those present in prayer. Thomas led in the Pledge of Allegiance to the Flag. All motions passed unanimously unless otherwise noted.

NEW BUSINESS – Action Items for Consideration or Approval:

1. Public Comment Period – None

2. Consent Agenda – Trecost made a motion to approve. Motion carried.

3. Payroll Change Notices:
   a. Gary Keith --- Pay Grade Increase from 8-7 to 8-8 – Effective 01-25-2021-- 911– Trecost made a motion to approve. Motion carried.

4. Exonerations --- Corrective Tickets --- Joint Property Application – None

5. Consolidations of Land --- Segregations of Land – None

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) – None

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 – Mr. Parker stated a separate email was sent to Commissioners. Sillings and Associates invoice was $4,053.12 and Civil and Environmental Consultants invoice was $2,237.48. Hinkle asked what percentage was owed on the bill. Hinkle would like to see reports attached to the invoices in the future. Trecost made a motion to approve. Motion carried.

8. Review – Discuss – Consider Marshall County offered to donate 2008 Dodge Caravan to Animal Control for Animal Transport – Elizabeth Keough, **Director Animal Control,** ~~from Animal Control,~~ explained about the van that was being offered from Marshall County. Susan Thomas asked about the money invested in the current truck. No action was taken.

9. Review – Discuss – Consider a Resolution Authorizing the Application for Funds from the West Virginia Department of Agriculture for the WV Spay/Neuter Assistance Program, Adopting All Special Conditions and Assurances Contained in said Grant; Appointing the President of the Harrison County Commission to Administer said Grant – Gina Jones, **Director of Grants & Special Projects,** ~~Grant Coordinator~~ spoke in regards to the $10,000 resolution. Elizabeth Keough, from Animal Control, spoke on the history of the grant funding. Trecost made a motion to approve and to direct the president to affix signature. Motion carried.

10. Review – Discuss – Consider Attorney Engagement Letter --- Simmerman Law Office – Mr. Parker said this is a current up-to-date letter for the current calendar period. Trecost made a motion to accept and affix the President's signature. Motion carried.

11. Review – Discuss – Consider Budget Revisions-Transfers for the General County Fund – Coal Severance Fund – Vital Services Levy Fund and Other Associated Financial Reports or Matters – Mr. Parker spoke about the attachments and various totals of fund expenses totaling $788,152 overall. Hinkle asked about the carry-over balance. Hinkle asked about the difference in miscellaneous revenue. Hinkle asked about the rail trail monies. Hinkle stated that he thinks revenue should be tracked. Hinkle asked about the 401 account. Hinkle spoke about using sub-accounts to get more details that show how or why money is spent and to show salary expenditures. Hinkle asked why the figure for Professional Services was up. Hinkle asked why the Prosecuting Attorney's office had an increase in their line item. Hinkle asked why Election line item had additional expenditures. Mr. Parker explained about revenue codes, expenditure codes, and sub-accounts. Mr. Parker explained about the coal severance fund and the transfer of funds. Mr. Parker explained vital service levy fund and how funds were allocated. Trecost made a motion to approve revisions and to affix the President's signature. Trecost and Thomas voted yes. Hinkle voted no. Motion carried **with two in favor and one against**. Hinkle asked for clarification on what funds were under the Sheriff's control and what funds the Commission was the fiscal agent for. Hinkle asked about monthly expenditures on the Vital Services Levy fund. Mr. Parker explained that not all monies have been spent due to cancellations due to COVID, such as Parks and Recreation Summer Programs, etc. The revenue cannot be transferred to other areas. Hinkle would like a monthly breakdown on expenditures for each department under Vital Services Levy line item. Hinkle asked about coming up with a new accounting system. Mr. Parker will have a budget breakdown available at the next meeting.

12. Review – Discuss – Consider Supplemental Agreement 1 for Harrison County North Rail Trail Phase 1 Recreational Trail Program (RTP) Project (State Project: U317-HAR/RI-6. 00) – Mr. Parker spoke about moving funding from Southern Rail Trail to the Northern Rail Trail. The Southern Rail Trail came in under budget and the Northern Rail Trail came in over budget. Mr. Parker said it is the staff recommendation to move funds. Trecost made a motion to move the funds. Hinkle asked why the funds were being re-allocated. Ms. Charlotte Shaffer, Director Planning Department, spoke about work being done on the trails. Hinkle asked if Mr. Trey Simmerman could review the agreement. Mr. Simmerman felt it was a change order and he did not have any issues with it. Mr. Simmerman recommended that the money be rolled over from the underbid to the North Trail. Hinkle made a motion to approve. Motion carried.

13. Review – Discuss – Consider Casto Technical Services --- Quote --- Programing Changes and System Improvements --- Harrison County Senior Center – Gregg Dale, Director of Maintenance Building & Grounds, spoke about updates to HVAC system. Mr. Dale spoke about using the courthouse as a hub to view system at the Senior Center. Senior Center would still have control over the system. Mr. Parker stated the cost would be $9,350.00. Hinkle asked where the funds would be coming from. Mr. Parker stated it would be paid from the General County Fund. Trecost made a motion to approve Item #13 and Item #14. Motion carried.

14. Review – Discuss – Consider Casto Technical Services --- Quote --- Provide and Install Ivu Standard --- Harrison County Senior Center – handled under Item #13.

15. Review – Discuss – Consider Approval of Transfer of Leave per Approved Policy – Trecost made a motion to approve. Motion carried.

16. Review – Discuss – Consider Precinct Boundary Lines for Shinnston – Mayor of Shinnston, Pat Kovalck, spoke on precinct boundary changes in order to make the wards more balanced. John Spires, County Clerk, also spoke about the boundary changes. Trecost made a motion to approve. Motion carried.

17. Review – Discuss – Consider Consolidation of Voting Precincts – President Thomas explained the background of the consolidation. John Spires, County Clerk, spoke about consolidating Precinct 78 and 80. Hinkle asked if we could get down to one precinct in that area for canvassing. Trecost made a motion to approve the consolidation. Motion carried. **The Office of the County Clerk will move forward with necessary publications, notices, and hearings before final adoption or approval.**

18. Review – Discuss – Consider Preliminary Timeframe for Vital Service Levy and Mass Transit Levy – Mr. Parker suggested that the Commission look at an October date, probably a Saturday, for the election. Trecost made a motion to tentatively schedule the levy election for a Saturday in October. Motion carried.

19. Review – Discuss – Consider Order Relating to Delinquent or Unprogressed Estates - Hearing Date & Time: March 10, 2021 --- 10:45 A.M. – Mr. Parker stated that the Order is only item being considered today. Trecost made a motion to approve Order and affix the Commissioner's signatures. Motion carried.

20. Review – Discuss – Consider Having the Planning Department to Review & Provide Assessment on Activities --- Minutes of Public Service Districts – Mr. Parker spoke on issues getting the minutes from various public service districts. Mr. Parker stated they would be reporting monthly to the Commission. Hinkle would like to know if public service districts have something important coming up. Hinkle made a motion to approve. Motion carried.

21. Review – Discuss – Consider Having the Grants & Special Projects Department to Review & Provide Assessment on Financial Reports of Public Service Districts – Mr. Parker explained the expertise in the Grant Department to help in this area. Hinkle made a motion to approve. Motion carried.

22. Review – Discuss – Consider Operation, Maintenance Funding Agreement with West Fork Conservation District – Mr. Parker stated this is a continuation of an agreement that is already in place. Trecost made a motion to approve. Motion carried.

23. Review – Discuss – Consider Staffing Plan for Courthouse Security – Mr. Parker explained letter recommending promotions. Rick Miller, Chief of Courthouse Security, explained difficulty getting someone to cover the midnight shift. Thomas asked what vacant position was open. Trecost stated he thought someone was already promoted to fill the position of Chief Investigator. Mr. Parker suggested that more details be obtained and looked at during the budget process. Hinkle stated that he felt the item needed to be addressed in Executive Session. Hinkle made a motion to table promotions until next week. Motion carried.

    Rocky Romano, Assessor, stated it was 11:35 and time for Board of Review and Equalization meeting. Trecost made a motion to recess the Commission meeting and open the Board of Review and Equalization meeting. Motion carried. No one was scheduled and no one was present. Trecost made a motion to recess Board of Review and Equalization until February 8th at 10:00 am. Motion carried. Trecost made a motion to reconvene the Commission meeting. Motion carried.

24. Review – Discuss – Consider the Employment of a County Engineer – Hinkle would like more information as to why **the Commission is** ~~we are~~ looking at hiring an engineer, what are the requirements of the engineer, what is expected of the engineer, and what kind of engineer are we looking for. Trecost felt an engineer would be helpful to the Planning Committee. Hinkle spoke of Monongalia, Putnam and Kanawha counties and how they contract out engineering services. Hinkle explained that current laws make it impossible to get demolitions done. Thomas asked if there is a way to see what we have paid out in services, compared to what the cost of what an engineer would be. Hinkle asked Trey

Simmerman to look at the benefits and specs of hiring an engineer and/or surveyor. Trecost asked the status of the property on Route 19. Mr. Simmerman talked about the lien against the property.

25. Review – Discuss – Consider Purchase of Used Truck for:
    - Maintenance Department
    - Parks & Recreation Department

    Trecost asked if this could be discussed during the budget process. Hinkle made a motion to purchase used vehicles before July, not to exceed $15,000.00 per vehicle. Trecost and Thomas voted no. Hinkle voted yes. Motion failed **with one in favor and two against.** Gregg Dale spoke on the need and priority of used vehicles.

26. Review – Discuss – Consider Report from Commissioner David Hinkle on Meeting of the Benedum Airport Authority – Hinkle stated the Commission has not voted on two members of the airport board. Hinkle stated the airport board needs the County Clerk to send minutes of the meeting. Hinkle stated they need copies of the oaths. Hinkle stated the Commission needs to designate one of the three appointments to represent the Commission. Hinkle stated the board cannot go on with its business at this time.

27. Review – Discuss – Consider Proposal for the Evaluation of 609 W Main Street & 633 Pike Street – Mr. Parker explained the agreement of the scope of work. Trecost made a motion to move forward and affix the President's signature. Motion carried.

28. Commissioner Comments – Questions
    Trecost asked if he could have the number of individuals that have been vaccinated to date. Mr. Parker will try to obtain updated information.

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

A. Minutes and/or Amended Minutes of Previous Meeting
    1. 01-21-2021
B. Requisitions --- Purchase Orders --- Invoices
C. Weekly Fiduciary Report from the County Clerk
D. Monthly Fiduciary Commission Settlements
    1. Dino S. Colombo
    2. Norma Jean Romesburg
    3. David D. Sanders
    4. Cora Elaine Veltri
E. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
F. Final Report of Special Funding Request --- Harrison County WV Historical Society
G. Report or Correspondence from WVU Center on Budget & Policy on Eliminating the Business Personal Property Tax
H. Correspondence from the Office of the State Auditor on Training Related to Budget Preparation

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

Trecost made a motion to adjourn.

With no further business to come before the Commission, meeting adjourned.

_____ _____

Susan J. Thomas, President Date

A-2



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

At the regular meeting of the County Commission of Harrison County held on Wednesday January 27, 2021, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk, and ~~Willie Parker, County Administrator~~ **Jessica L. Sell, Assistant County Administrator.** Commissioner Thomas opened the meeting with a prayer and led those present in the Pledge of Allegiance to the Flag.

10:00 A.M. --- City of Clarksburg Board of Park Commissioners --- Request to Maintain Allocation in 20-21 Budget: Jon Cooper explained that they are asking for a continuation of the subsidy in the same amount of $6,000.00 for the use of Frank Loria field by the local leagues at no charge. Commissioner Hinkle asked if this has been the same amount for years past. Mr. Cooper advised that originally it was $4,000.00 and approximately twenty five years ago the amount increased to $6,000.00. Commissioner Hinkle moved to increase the funding from $6,000.00 to $8,000.00. Commission concurred.

1. Public Comment Period: Joseph Romano, Assessor, spoke highly of the IT Department.

2. Consent Agenda: Hinkle moved to approve. Commission concurred.

3. Payroll Change Notices: Nothing requires action.
   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: NONE

5. Consolidations of Land --- Segregations of Land: NONE

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): Jessica Sell, Assistant County Administrator, explained that there are two requisitions for administrative cost with Municap in the amounts of $406.25 and $2831.25. Trecost moved to approve. Commission concurred.

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: NONE

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: Mike Book, Director of Parks & Recreation, and Doug Comer, Deputy Director of Parks & Recreation, presented a hand out. Mr. Book explained the purpose of ~~what~~ Energy Express. ~~was created for.~~ Mr. Book explained ~~that they~~ the department plans ~~are~~ going to do two locations with one being at North View and one being at West Milford. Mr. Book advised that it is a $45,000.00 grant with a match from the County. Doug Comer spoke on the success of the program. Commissioner Hinkle would like to expand the program further if the money is available. Hinkle moved to proceed with applying for the grant and come back to reevaluate the budget for expansion. Commission concurred.

9. Review – Discuss – Consider letter of support for Industrial Road Grant from Harrison County Commission: Commissioner Thomas was unsure of this item. Commission Hinkle clarified the agenda item. Commissioner Trecost asked questions to get clarification on the grant funding. Commissioner Hinkle explained the grant process. Gina Jones, Director of Grants & Special Projects, spoke on past experience with road grants. Hinkle moved to approve. Commission concurred.

10. Review – Discuss – Consider hiring engineering firm to develop two pieces of property recently purchased by Harrison County from airport: Commissioner Hinkle spoke about the plats and the need for hiring an engineering firm to handle this matter. Commissioner Thomas advised that she would like to slow down on these discussions because they are huge decisions and feels that there needs to be more discussion. Commissioner Trecost spoke on a building in Hepzibah that needs to be torn down and broadening the scope of projects and focus. Hinkle moved to go out to bid for an engineering firm to estimate cost to develop the property on the South side of 279. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed with one in favor and two against.

10:30 A.M. --- Swearing in Law Enforcement Lieutenant & Sergeant: Commissioner Thomas swore in Lieutenant Dixon Pruitt. Mr. Pruitt thanked everyone for all of the support. Sheriff Robert Matheny spoke of pride for his deputies. Commissioner Thomas also swore in Sergeant Eric Shaffer. Mr. Shaffer thanked everyone for the support and is excited for the next step of his law enforcement career. Sheriff Matheny spoke proudly of the selection.

10. Commissioner Hinkle discussed looking into hiring an engineering firm for a fifty two acre parcel across from Interstate 279 to see what it cost to develop. Hinkle moved to advertise for an engineering firm to look into cost of development for the fifty two acres on the north side of 279 that the County owns. Commissioner Hinkle voted in favor.

Commissioner Thomas and Commissioner Trecost voted against. Motion failed **with one in favor and two against**.

11. Review – Discuss – Consider Certain Appointments to Boards & Committees by the County Commission: There are six boards that Commissioner Hinkle declined to serve on. Commissioner Trecost asked Commissioner Thomas to pick the ones she wishes to serve on. Commissioner Thomas will be appointed to the following boards: Area Council on Aging/Region VI, Harrison County Juvenile Crime Enforcement Coalition and the Local Elected Officials Board. Commissioner Trecost will be appointed to the following boards: Harrison County Emergency Ambulance Authority, Region VI Workforce Investment Board and Region VI Planning and Development Council. Trecost moved to approve the board appointments. Commission concurred.

12. Commissioner Comments – Questions:
Commissioner Thomas requests that the Shinnston Precincts be placed on the next agenda. Ms. Thomas would like to proceed with the voting precinct consolidations.
Ms. Thomas also wants to have the delinquent estates and the Cantarelli estate on the next agenda.
Commissioner Thomas spoke on the truck donated to the County by the CCC and would like someone to look into the status.
Commissioner Trecost asked IT about the internet status.
Commissioner Trecost also asked about the status of the window and if there was any word from Judge Matish on how much space is needed in Probation. Jessica Sell advised there has been no word from Judge Matish. Commissioner Trecost stated that he will make the call to find out how much space is needed.
Commissioner Trecost advised Ms. Sell to get with Mr. Simmerman, **legal counsel,** regarding the property in Hepzibah.
Trey Simmerman spoke on the property located in Wallace.
Gregg Dale**, Director of Maintenance Buildings & Grounds,** spoke on his knowledge of the window situation.
Commissioner Hinkle thanked the IT department for helping to make the meeting on ZOOM better.
Commissioner Thomas spoke to Jim Copenhaver**, Deputy Director E911,** about a requisition. Paul Bump**, Director E911,** gave an update on the requisition submitted and the reasoning for doing it now rather than when the 911 center was initially relocated.
Jim Copenhaver gave an update on hiring people and filling the available vacancies.
Commissioner Hinkle asked for Mr. Parker to attend the meeting next week and discuss financials, priorities and the levy.

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

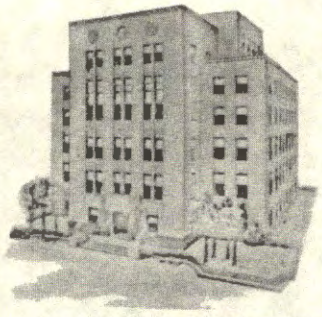
1. Employment of Civil Engineer for the County

With no further business to come before the Commission, meeting adjourned.

_____ _____

Susan Thomas, President Date

A-3



Harrison County Commission

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

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

HARRISON COUNTY COURTHOUSE

At the regular meeting of the County Commission of Harrison County held on Wednesday February 10, 2021, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk, and Jessica Sell, Assistant County Administrator. Commissioner Thomas opened the meeting with a moment of silence for Lou Aragona and Johnny Davis said a prayer and led those present in the Pledge of Allegiance to the Flag.

10:00 A.M. --- Mendi Scott--- Funding Request --- Homes for Harrison: Mendi Scott spoke on the mission statement of Homes for Harrison. Ms. Scott explained the funding request in the amount of $500.00. Trecost moved to approve the funding in the amount of $500.00. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

1. Public Comment Period: Rocky Romano spoke on the need for his office to knock on doors to achieve their three year plan.
   Jayne Landacre, Olymbec tenant, asked if there was a chance to have the planned power outage postponed. Jessica Sell, Assistant County Administrator, advised she will get in touch with Silling & Associates regarding this matter. Ms. Landacre gave her contact information.
   Robert Matheny, Sheriff, advised that the second half of taxes are due and there are no reminders being sent out. Mr. Matheny explained that if they are paid by March 1st there is a discount available. Commissioner Hinkle asked how much taxes would be surrendered if everyone gets a discount.

2. Consent Agenda: Commissioner Trecost advised that we need to check for fraudulent application from Workforce WV. Commissioner Trecost asked what fund the $75000.00 for CARES Act would go. Ms. Sell advised that she will follow up with Willie Parker regarding this matter. Commissioner Hinkle would like to see the names on the Fudiciary Settlements on the agenda for the public.

10:15 A.M. --- Marissa Rexroad --- United Way – Request for Sponsorship of Grant: Marissa Rexrode spoke on the request for sponsorship grant. Ms. Rexrode spoke on the conditions for grant funding and would like Harrison County Commission to apply for the grants and there is no match needed. Ms. Rexrode advised that the application is due on March 12, 2021 as well as grant submission on March 12, 2021. Trecost moved to proceed. Commission concurred.

3. Payroll Change Notices: Trecost moved to approve. Commission concurred.
   a. Ivan George --- New Hire --- Part Time until Education Completed--- Tax Division --- Effective 02-10-2021---Full Time May 2021

4. Exonerations --- Corrective Tickets --- Joint Property Application: Commissioner Hinkle asked for staff to read names into the record. Commissioner Thomas clarified that just names and amounts will be read into the record. Jessica Sell, Assistant County Administrator, read the exonerations and corrective tickets into the record. Trecost moved to approve. Commission concurred.

5. Consolidations of Land --- Segregations of Land: NONE

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): Jessica Sell, Assistant County Administrator, advised there are two requisitions for consideration and approval. Ms. Sell advised that they are for administrative costs and the amounts were $608,310.63 and $30,415.53. Trecost moved to approve. Commission concurred.

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: NONE

8. Review – Discuss – Consider Resolution Authorizing the Acceptance of the FY 2021-22 Records Management and Preservation Grant Program Application; Adopting all Understandings and Assurances Contained in Said Application; Appointing the President of the Harrison County Commission to Administer Said Program; Committing Funds to the Project; Committing to Provide Installation and Support Services: Gina Jones, **Director of Grants & Special Projects,** advised that this is to accept fund in the amount of $10,000.00 to be used for scanning and digitizing records in the Circuit Clerk's office. Trecost moved to approve. Commission concurred.

9. Review – Discuss – Consider Designating Commission Representative on the Benedum Airport Authority from Members Appointed by the Harrison County Commission: Jessica Sell advised that she does not have any information on this matter. Commissioner Hinkle asked legal counsel if they had any insight. Mr. Simmerman advised that he does not have the by-laws for the Airport Authority. Commissioner Hinkle would like to interview board appointees. Mr. Simmerman advised that he would like to see the by-laws. Commissioner Hinkle thinks that participation is key and the board has been lacking in this matter. Trecost moved to table until next meeting. Commissioner Trecost and Commissioner Thomas voted in favor. Commissioner Hinkle voted against. Motion carried **with two in favor and one against**.

10:30 A.M. --- Sherri Heavner --- Funding Request --- Harrison County Historical Society, Inc.: Sherri Heavner, Harrison County Historical Society Treasurer, gave an overview of the funding request in the amount of $10,000.00. Ms. Heavner explained their income sources from 2019 in the amount of $69,000.00 and in 2020 was approximately $44,800.00. Ms. Heavner then gave a breakdown of where funds ~~came from~~. Crystal Wimer**, Executive Director for the Historical Society,** spoke on future activities planned for the Harrison County Historical Society as well as goals if funding was secured on a regular basis. Trecost moved to allocate $5,000.00 in funds to the Harrison County Historical Society. Motion withdrawn. Hinkle moved to continue funding in the amount of $6,500.00. Commission concurred.

10. Review – Discuss – Consider Approval of Transfer of Leave per Approved Policy

11. Review – Discuss – Consider the Employment of a County Engineer: Commissioner Hinkle would like to submit his drafted job description for the record. Trecost spoke on his ideas of a job description for the job posting and requirements. Commissioner Trecost also spoke on various responsibilities the County has where an engineer would have saved the County money. Trecost moved to proceed with hiring an engineer. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried**with two in favor and one against**.

12. Review – Discuss – Consider Preliminary Timeframe for Vital Service Levy and Mass Transit Levy --- October 9, 2021: Hinkle would like to enter into executive session to discuss levy and budgetary process. Commissioner Hinkle asked when the budget process will start.

13. Review – Discuss - Consider Public Hearing Harrison County Subdivision & Land Development Ordinance --- 10:00 A.M. March 31, 2021: Trecost moved to proceed. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Commissioner Trecost rescinded his motion and advised to have this matter placed on a future agenda.

14. Review – Discuss – Consider Property Owned by the County and/or Related Agencies: Commissioner Hinkle would like for the Commission to decide what is going to happen with Summit Park, Good Hope property, Old Quiet Dell School, fencing at Summit Park and various County owned property. Commissioner Trecost would like for each item to be placed on a future agenda.

15. Commissioner Comments – Questions:
Commissioner Trecost asked Mr. Simmerman for an update on the window for Judge Matish. Gregg Dale, Director of Maintenance Building & Grounds, spoke on the window construction details.
Commissioner Trecost would like to place Commission owned parking on the next agenda.
Commissioner Hinkle would like to know when the Commission will see a rough draft for the social media/website development. Mike Pizzino spoke on the website template and discussed social media. A website template was displayed.
Commissioner Hinkle would like an executive session regarding a legal document.

Commissioner Trecost moved to recess the regular County Commission meeting and reconvene the Board of Review and Equalization. Commission concurred.

The Commission sat as a Board of Review and Equalization

No one was scheduled and no one appeared. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Tuesday February 16, 2021 at 10:00 am. Commission concurred.

Commissioner Trecost moved to enter back into the regular Commission Meeting. Commission concurred.

Hinkle requests to enter into executive session. There was discussion with legal counsel if it was legal to enter based on the open meetings act. **No action was taken to enter into executive session.**

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
F. Correspondence from Governor Justice approving our application for $75,000.00 for Community Development Block Grant CARES Act Funding Program for COVID-19 Emergency Assistance Project
G. Correspondence with Town of West Milford --- Fire Hydrants

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

With no further business to come before the Commission, meeting adjourned.

_____ _____

Susan Thomas, President Date

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, February 17, 2021, through Tuesday, February 23, 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, February 17, 2021, the following matters were disposed of in the presence of the Clerk:

The said estate of **BETTY LORRAINE MCVANEY**, deceased was referred to **NORMAN FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The last will and testament of **BARBARA ANN ANDERSON**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MARION RICHARD ANDERSON, who was named in the last will and testament of **BARBARA ANN ANDERSON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

THOMAS LAUDERMAN, who was named in the last will and testament of **JOSEPHINE LAUDERMAN**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **LINDA MARIE DEMARK**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

SANDRA KAY DEMARK, who was named in the last will and testament of **LINDA MARIE DEMARK**, deceased, as EXECUTRIX 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, **JEAN A BURNWORTH** was appointed and qualified as ADMINISTRATRIX of the estate of **DENNIS CARL BURNWORTH**, deceased. No bond was required.

A duly exemplified copy of the last will and testament of **JEAN GAIL GROTHE**, deceased, late a resident of ANCHORAGE, ALASKA, was admitted to record.

The last will and testament of **ARRENA JO GASTON**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

BRENDA JO WORKMAN, who was named in the last will and testament of **ARRENA JO GASTON**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

CHARLES ANGELO KOUKOULIS, who was named in the last will and testament of **ANNA M KOUKOULIS**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.
IRENE SELLAS, who was named in the last will and testament of **ANNA M KOUKOULIS**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

On, Thursday, February 18, 2021, the following matters were disposed of in the presence of the Clerk:

The said estate of **BARBARA KAY STUART**, deceased was referred to **JAMES C TURNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The last will and testament of **MARIE EILEEN DAY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

WANDA SUE LHOTSKY, who was named in the last will and testament of **MARIE EILEEN DAY**, deceased, as ADMINISTRATRIX CTA thereof, qualified as such. Bond was 6,000.00.

On, Friday, February 19, 2021, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **JULIA A DAWSON**, deceased, late a resident of Polk, Florida, was admitted to record.

A duly exemplified copy of the last will and testament of **LETTIE M BOND**, deceased, late a resident of Blair, Pennsylvania, was admitted to record.

On, Monday, February 22, 2021, the following matters were disposed of in the presence of the Clerk:

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

LINDA JO LEMASTERS, who was named in the last will and testament of **WILLIAM POST**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
JUDITH ANN SUAN, who was named in the last will and testament of **WILLIAM POST**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **TEENA (TINA) MARIE FREEMAN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JOHN RICHARD FREEMAN, who was named in the last will and testament of **TEENA (TINA) MARIE FREEMAN**, 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, **ROBERT G MATHENY SHERIFF** was appointed and qualified as ADMINISTRATOR of the estate of **ROBERTA F BURCH**, deceased. No bond was required.

On, Tuesday, February 23, 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, **GARY BOYLEN** was appointed and qualified as ANCILLARY ADMINISTRATOR of the estate of **HURLEY E BOYLEN**, deceased. No bond was required.

Wednesday, March 3, 2021

John R Spires
Clerk of the Harrison County Commission

Confirmed

D-1

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

STEPHEN S. HARLOW II,
EXECUTOR OF THE ESTATE

OF

///

REPORT OF CLAIMS
AND
WAIVER OF FINAL SETTLEMENT

SANDRA L. HARLOW, DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

The report of Norman T. Farley, Fiduciary Commissioner for Harrison County, West Virginia, and Waiver of Final Settlement of the **Estate of Sandra L. Harlow, deceased.**

Your Commissioner who has before him the Waiver of Settlement which is duly signed and notarized by the personal representative and all heirs, beneficiaries and distributees of the **Estate of Sandra L. Harlow,** deceased, as provided in Chapter 44, Article 2, Section 29 of the West Virginia Code, as amended, respectfully reports:

That said estate was referred to Norman T. Farley, Fiduciary Commissioner, on the **8th day of June, 2020**;

That your Commissioner approved the Appraisement of said estate and caused the same to be recorded in the Office of this Commission; and,

That pursuant to Article 2, Chapter 44 of the West Virginia Code as amended, the **4th day of October, 2020,** was appointed as the day to receive on or before that date proofs of claim against said estate at his law office in Bridgeport, Harrison County, West Virginia, and notice was given thereof to the creditors and beneficiaries of the estate by publishing notice in the manner and form prescribed by law in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, once each week for two successive weeks, said publication having been made on the **5th** and **12th** days of **August, 2020**; and,

Your Commissioner further reports that no claims were filed against the estate and that no necessity exists to reserve any funds in the hands of the personal representative to meet the same; and,

That said personal representative submitted the attached Waiver of Settlement duly executed by the personal representative and all heirs, beneficiaries and distributees of the **Estate of Sandra L. Harlow,** deceased, as provided in Chapter 44, Article 2, Section 29 of the West Virginia Code as amended; and

Your Commissioner further reports that the name of the personal representative was included in a list of all fiduciaries whose accounts were then before him for settlement, which list was prepared by him and caused by him to be published once a week for two successive weeks, as required by law, said publication having been made on the **3rd** and **10th days of February, 2021**, in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, and upon completion of said publication your Commissioner proceeded to make this final report for the settlement of the accounts of said personal representative.

This Report and attached Waiver of Settlement, filed herewith and expressly made a part hereof, may be filed as the final report of **Stephen S. Harlow II,** Executor of the Estate of **Sandra L. Harlow,** deceased.

GIVEN under my hand this 19th day of February, 2021.

Norman T. Farley, Fiduciary Commissioner
Harrison County, West Virginia

United States of America

State of West Virginia

County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I,STEPHEN S HARLOW II, personal representative(s) in the estate of SANDRA L HARLOW after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-2-1(b) ;

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

STEPHEN S HARLOW II _____ Stephen S Harlow II (L.S.)
EXECUTOR

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 21st day of December, 2020

My Commission expires: _____ Jacqueline Dawson
Notary Public

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Jacqueline Dawson
103 Black Bear Road
Flemington, WV 26347
My Commission Expires June 11, 2024

STEPHEN S HARLOW II _____ Stephen S Harlow II (L.S.)
SON

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 21st day of December, 2020.

My Commission expires: _____ Jacqueline Dawson
Notary Public

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Jacqueline Dawson
103 Black Bear Road
Flemington, WV 26347
My Commission Expires June 11, 2024

ROSE MARIE CLEVENGER _____ Rose Marie Clevenger
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 21st day of December, 2020.

My Commission expires: _____ Jacqueline Dawson
Notary Public

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Jacqueline Dawson
103 Black Bear Road
Flemington, WV 26347
My Commission Expires June 11, 2024

Please note for dates of death July 13, 2001 or after, any beneficiaries who are to received a bequest of cash or personal property are <u>not</u> required to sign.

State of West Virginia, County of Harrison, to-wit:

I, Susan J Thomas, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objects filed thereto.

Given under my hand this _____day of _____, _____.

Susan J. Thomas

By _____

Susan J Thomas
Clerk of the Harrison County Commission

June Eschenmann
Deputy Clerk

D-2

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

GENE WALLINGFORD DODD,
EXECUTOR OF THE ESTATE

OF

///

REPORT OF CLAIMS
AND
WAIVER OF FINAL SETTLEMENT

MELISSA S. DODD, DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

The report of Norman T. Farley, Fiduciary Commissioner for Harrison County, West Virginia, and Waiver of Final Settlement of the **Estate of Melissa S. Dodd, deceased.**

Your Commissioner who has before him the Waiver of Settlement which is duly signed and notarized by the personal representative and all heirs, beneficiaries and distributees of the **Estate of Melissa S. Dodd,** deceased, as provided in Chapter 44, Article 2, Section 29 of the West Virginia Code, as amended, respectfully reports:

That said estate was referred to Norman T. Farley, Fiduciary Commissioner, on the **17th day of September, 2020**;

That your Commissioner approved the Appraisement of said estate and caused the same to be recorded in the Office of this Commission; and,

That pursuant to Article 2, Chapter 44 of the West Virginia Code as amended, the **5th day of January, 2021,** was appointed as the day to receive on or before that date proofs of claim against said estate at his law office in Bridgeport, Harrison County, West Virginia, and notice was given thereof to the creditors and beneficiaries of the estate by publishing notice in the manner and form prescribed by law in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, once each week for two successive weeks, said publication having been made on the **4th** and **11th** days of **November, 2020;** and,

Your Commissioner further reports that no claims were filed against the estate and that no necessity exists to reserve any funds in the hands of the personal representative to meet the same; and,

That said personal representative submitted the attached Waiver of Settlement duly executed by the personal representative and all heirs, beneficiaries and distributees of the **Estate of Melissa S. Dodd,** deceased, as provided in Chapter 44, Article 2, Section 29 of the West Virginia Code as amended; and

Your Commissioner further reports that the name of the personal representative was included in a list of all fiduciaries whose accounts were then before him for settlement, which list was prepared by him and caused by him to be published once a week for two successive weeks, as required by law, said publication having been made on the **3rd** and **10th days of February, 2021**, in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, and upon completion of said publication your Commissioner proceeded to make this final report for the settlement of the accounts of said personal representative.

This Report and attached Waiver of Settlement, filed herewith and expressly made a part hereof, may be filed as the final report of **Gene Wallingford Dodd,** Executor of the Estate of **Melissa S. Dodd,** deceased.

GIVEN under my hand this 19th day of February, 2021.

Norman T. Farley, Fiduciary Commissioner
Harrison County, West Virginia

United States of America

State of West Virginia

County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I,GENE WALLINGFORD DODD, personal representative(s) in the estate of MELISSA S DODD after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-2-1(b) ;

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

GENE WALLINGFORD DODD Gene Wallingford Dodd (L.S.)
EXECUTOR

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 26 day of January, 2021.

My Commission expires: Aug. 28, 2025 Madison Coberly
Notary Public

OFFICIAL SEAL
Notary Public, State of West Virginia
MADISON COBERLY
BB&T
405 W Main St
Bridgeport WV 26330
My Commission Expires Aug. 28, 2025

GENE WALLINGFORD DODD Gene Wallingford Dodd (L.S.)
SON

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 26 day of January, 2021.

My Commission expires: Aug. 28, 2025 Madison Coberly
Notary Public

OFFICIAL SEAL
Notary Public, State of West Virginia
MADISON COBERLY
BB&T
405 W Main St
Bridgeport WV 26330
My Commission Expires Aug. 28, 2025

ABBY CAROLE DODD Abby Dodd Davis (L.S.)
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 26 day of January, 2021.

My Commission expires: Aug. 28, 2025 Madison Coberly
Notary Public

OFFICIAL SEAL
Notary Public, State of West Virginia
MADISON COBERLY
BB&T
405 W Main St
Bridgeport WV 26330
My Commission Expires Aug. 28, 2025

Please note for dates of death July 13, 2001 or after, any beneficiaries who are to received a bequest of cash or personal property are not required to sign.

State of West Virginia, County of Harrison, to-wit:

I, Susan J Thomas, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objects filed thereto.

Given under my hand this _____ day of _____, _____.

Susan J Thomas
Clerk of the Harrison County Commission

By _____
Casey Blake
Deputy Clerk

D-3

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

DELBERTA J. McKINNEY, EXECUTRIX
OF THE LAST WILL AND TESTAMENT

OF ///REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

RICHARD J. CARNES, DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

In compliance with *West Virginia Code §44-2-29*, as amended, a **Waiver of Final Settlement** was filed by the Executrix of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 12th day of December, 2019, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 8th day of March, 2020 as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereof to the creditors and beneficiaries of this estate by publication in The Exponent-Telegram on the 8th and 15th days of January, 2020 the time so fixed being according to law; and that at the end of business hours on the 8th day of March, 2020, the claims period was formally closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Your Commissioner certifies that the name of Delberta J. McKinney, Executrix of the estate of Richard J. Carnes, deceased, was included in a list of fiduciaries, whose accounts were before your Commissioner for settlement, and said list was published once a week for two successive weeks on the 8th and 15th of January, 2021, in *The Exponent-Telegram* as required by *West Virginia Code §44-4-9*, as amended.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the findings of your Commissioner and the Report of Claims and Waiver of Final Settlement, in lieu of a settlement of the accounts of said Executrix. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorneys, and the Report was held in his office for ten (10) days for the examination of any persons interested and the

filing of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 8th day of February, 2021.

James C. Turner
Fiduciary Commissioner

United States of America

State of West Virginia

County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I,DELBERTA JO MCKINNEY, personal representative(s) in the estate of RICHARD A CARNES after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-2-1(b) ;

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

DELBERTA JO MCKINNEY — Delberta Jo McKinney EXEC (L.S.)
EXECUTRIX

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 14TH day of MAY, 2020.

My Commission expires: FEBRUARY 2, 2025 — Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
D. Andrew McMunn
Steele McMunn, PLLC
347 Washington Avenue
Clarksburg, WV 26301
My Commission Expires February 02, 2025

DELBERTA JO MCKINNEY — Delberta Jo McKinney (L.S.)
DAUGHTER

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 14TH day of MAY, 2020.

My Commission expires: FEBRUARY 2, 2025 — Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
D. Andrew McMunn
Steele McMunn, PLLC
347 Washington Avenue
Clarksburg, WV 26301
My Commission Expires February 02, 2025

DIANNA DEE BAILEY-MILLER — Dianna Dee Bailey Miller (L.S.)
DAUGHTER

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 14TH day of MAY, 2020.

My Commission expires: FEBRUARY 2, 2025 — Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
D. Andrew McMunn
Steele McMunn, PLLC
347 Washington Avenue
Clarksburg, WV 26301
My Commission Expires February 02, 2025

SANDRA KAY MIKES Sandra McKee O'Mikes (L.S.)
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 14th day of May, 2020.

My Commission expires: February 2, 2025 D. Andrew McMunn

Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
D. Andrew McMunn
Steele McMunn, PLLC
347 Washington Avenue
Clarksburg, WV 26301
My Commission Expires February 02, 2025

Please note for dates of death July 13, 2001 or after, any beneficiaries who are to received a bequest of cash or personal property are not required to sign.

State of West Virginia, County of Harrison, to-wit:

I, Susan J Thomas, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objects filed thereto.

Given under my hand this _____ day of _____, _____.

Susan J. Thomas By _____

Susan J Thomas
Clerk of the Harrison County Commission

Courtney Flesher
Deputy Clerk

Summit Park Public Service District
100 Coal St., Clarksburg, WV 26301-5966

E-1

ROBERT HINEBAUGH, CHAIRMAN ❖ ROBERT W. BUSH, TREASURER ❖ RONALD L. JOHNSON, SECRETARY

Board of Directors Meeting
Agenda

Meeting will be held on **Monday, January 11, 2021** at 4:00 pm at the District's office on Coal St. in Summit Park. **Public meetings are recorded**

Work Session: 3:30PM

I. Call Meeting to Order

II. Roll Call - Declare quorum if present

III. Introduce Staff present

IV. Recognize public present

V. Approve minutes of previous month's meeting.

VI. Financial Reports
- A. Approve or deny bills
- B. Budget review and discussion

VII. Old Business:
- A. Leak Repair Status
- B. Rate Case Status
- C. Late Pay Policy- Tables until PSC New Rule Adoption

VIII. New Business:
None

IX. Manager's report
Monthly Status Report

X. Any other Business that may come before the Board

XI. Open meeting to the public for comment.

(Each person will have a two-minute time period to make comments concerning agenda items. All public comment topics must be submitted in writing in order to be added to the agenda, no less than two days before the meeting date)

XII. Announcement of next scheduled meeting.

XIII. Adjournment

Copies of financial information are available to the public under the Federal Freedom of Information Act. The request must be made in writing; the District will provide the information in 5 business days. A copying fee of $.50 per page will apply, or if the person making the request would rather see the information in our office, we will make it available during business hours.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

SUMMIT PARK PUBLIC SERVICE DISTRICT
100 COAL ST.
CLARKSBURG, WV 26301
304-623-5304

ROBERT HINEBAUGH, CHAIRMAN ❖ ROBERT W. BUSH, TREASURER ❖ RONALD L. JOHNSON, SECRETARY

Board Minutes January 11, 2021

Board members present: Robert W. Bush, Robert Hinebaugh, and Ronald L Johnson

Others Present: Mary E Seymour, General Manager, Adam Southern, Office Manager
Public Present: None

The regular monthly meeting of the Summit Park PSD was held on Monday January 11, 2021, at the District's office on Coal Street, Summit Park, WV.

Chairman Robert P. Hinebaugh, called the meeting to order at 4:02pm. Upon calling the roll a quorum of the members was present.

Reading of the minutes being waived, Ronald Johnson made a motion to accept the minutes of the previous meeting and to approve the district's financials, including the invoices and paid bills, as presented; motion was seconded by Robert Bush. Having all members in favor, the motion passed unanimously.

Old Business:

Ms. Seymour informed the members of the various actions being taken and resources being used to locate and repair water leaks withing the system. She stated that during the month of December the water loss was at 26% and that since the last repair, on Murphy Run Road, the daily usage has gone up. She further stated that all measures are being taken to locate leaks. The leak loss been estimated as 15 gallons per minute which is a approximately 900 gallons an hour, and if this usage is more than one leak it can be difficult to locate.

Ms. Seymour stated that the Rule 42 for the rate case submission has had not yet been completed.

Ms. Seymour stated that the comments to the PSC rule change was slated for January 18th, and that the final order may take months. She recommended moving the Late Pay Policy discussion off the agenda until the PSC had a final order. The members agreed.

No new business was discussed

Having no further business to discuss, Chairman Robert Hinebaugh announced that the next meeting of the Summit Park Board of directors would be scheduled for Monday, February 8th , at 4pm.

There being no public in attendance, Robert Bush made a motion to adjourn the meeting at 4:16 pm, and Ronald Johnson seconded the motion, the motion passed unanimously.

Respectfully submitted.

Robert P. Hinebaugh, Chairman

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Summit Park PSD
Balance Sheet
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
S127.3 · Sewer Bond Reserve	44,790.79
W127.3 · Water Bond Reserve	36,208.68
W131.11 · WU Customer Security Refund	544.52
W131.12 · WU Customer Security Deposits	
S132.1 · SEWER - CUST DEP CASH	14,186.00
W131.13 · WATER - CONTRA CUST DEP CASH	-14,186.00
W131.12 · WU Customer Security Deposits - Other	23,096.02
Total W131.12 · WU Customer Security Deposits	23,096.02
W131.2 · WU Payroll Account	3,288.69
S131.1 · WU Sewer Account	6,953.33
W131.10 · WU Water Account	4,943.31
W127.1 · WU Water DEP Fund	39,209.27
S127.2 · WU Sewer DEP Fund	180,396.42
Total Checking/Savings	339,431.03
Other Current Assets	
S142 · Sewer - Other A/R	3,069.99
W151 · Water - Inventory	3,338.62
W141 · Water - Customer A/R	-15,046.53
S141 · Sewer - Customer A/R	-26,796.57
S145 · Sewer receivable from Water	52,711.49
Total Other Current Assets	17,277.00
Total Current Assets	356,708.03
Other Assets	
S389.1 · Sewer - Software	1,989.90
W347.5 · Water - Software	3,695.10
W108.11 · Water - Tools Accum Deprec	-12,531.51
W346.5 · Water - Communication Equipment	12,531.51
W108.10 · Water - Accum Deprec	-1,015,334.06
W341.5 · Water - Vehicles	15,188.34
W343.5 · Water - Equipment	1,392.67
W335.4 · Water - Hydrants	150,449.64
W334.40 · Water - Meters	230,016.15
W331.4 · Water - Trans & Dist Mains	1,464,965.89
W303.4 · Water - Land Rights	8,850.00
S108.1 · Sewer - Accum Depreciation	-2,468,814.88
S391.7 · Sewer - Vehicle	16,625.12
S354.7 · Sewer - Improvements	60,982.82
S354.71 · Sewer - Building	60,812.53
S361.2 · Sewer System	2,975,915.02
S371.3 · Sewer - Equipment	131,317.89
S353.7 · Land Rights	2,760.75
Total Other Assets	1,640,812.88
TOTAL ASSETS	**1,997,520.91**

Summit Park PSD
Balance Sheet
As of January 31, 2021

	Jan 31, 21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
W232.3 · Water Meter Loan #3 WUB	14,960.81
W232.2 · Water-Note 2nd Meter Loan WUB	25,447.36
W232.1 · Water - Truck Note Pay W-Union	8,239.14
S241 · City of Clarksburg Tax	-212.59
W237 · Water - Accrued Interest	281.41
W231 · Water - Accounts Payable	8,241.64
W233 · Water Payable to Sewer	51,747.98
S237.1 · Sewer -Accrued Interest Payable	242.23
S231 · Sewer - Accounts Payable	11,291.45
S235.1 · Customer Security Deposits	
W237.2 · Customer Security Dep Interest	309.92
S235 · Sewer Customer Deposit	12,608.92
W235 · Water - Customer Deposit	8,725.83
S235.1 · Customer Security Deposits - Other	1,681.86
Total S235.1 · Customer Security Deposits	23,326.53
W236.1 · Payroll Liabilities	157.38
W236.2 · Payroll-FICA	1,301.06
W236.4 · Payroll-FWH	951.00
W236.5 · Payroll-MCARE	304.26
W236.6 · Payroll-SWHWV	472.00
Total Other Current Liabilities	146,751.66
Total Current Liabilities	146,751.66
Long Term Liabilities	
W221 · Water - Note Payable FHA	186,750.39
S221 · Sewer - Note Payable FHA	294,721.50
Total Long Term Liabilities	481,471.89
Total Liabilities	628,223.55
Equity	
W3900 · Water Retained Earnings	124,192.81
S3900 · Sewer Retained Earnings	-115,281.78
W271.1 · Water - Tap Fees Equity	2,340.00
W271.2 · Water - Contr in Aid of Constr	566,234.37
W215 · Water - Retained Earnings	416,230.15
S271 · Sewer - Contr in Aid of Constr	8,189.14
S271.2 · Sewer - EPA Grant Equity	1,815,900.00
S271.1 · Sewer - FHA Grant Equity	415,700.00
S216 · Sewer - Retained Earnings	-1,260,198.34
3900 · Earnings	-460,955.19
3000 · Open Bal Equity	-41,496.50
Net Income	-101,557.30
Total Equity	1,369,297.36
TOTAL LIABILITIES & EQUITY	**1,997,520.91**