00

Wednesday, February 23, 2022

10:00 A.M.

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

10:05 A.M. --- Funding Request --- City of Stonewood --- Stonewood 75 Committee --- Pat Folio

10:30 A.M. --- Funding Request --- Clarksburg Regional Housing Authority --- Donna DeMarco

NEW BUSINESS – Action Items for Consideration or Approval:

1. Public Comment Period
2. Consent Agenda
3. Payroll Change Notices
   A. Fred Wilson --- Resignation --- Effective 02-24-2022 --- Assessor
   B. Ashley R. Bassel --- New Hire --- Effective 03-01-22 --- Assessor
4. Minutes and /or Amended Minutes of Previous Meeting
   A. Regular Meeting Minutes 02-09-2022
   B. Board of Review and Equalization 02-10-2022
   C. Board of Review and Equalization 02-15-2022
5. Requisitions --- Purchase Orders --- Invoices
   A. Vendor Requisition List of Payments
6. Exonerations --- Corrective Tickets --- Joint Property Application ***(NONE)***
7. 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 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements)
   A. Requisition for Payment No. 31 --- Civil & Environmental Consultants $12,641.79
   B. Requisition for Payment No. 31 --- Genesis Partners, Limited Partnership $632.09

8. 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)***
9. Review – Discuss - Consider Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
   A. Meeting Agenda --- Greater Harrison County PSD --- 02-16-2022
   B. GHCPSD --- Financials 01-2022
   C. Enlarged Hepzibah PSD --- Meeting Minutes --- 01-10-2022
   D. Enlarged Hepzibah PSD --- Financials 01-2022
   E. Sun Valley PSD --- Meeting Minutes --- 01-11-2022
   F. Sun Valley PSD --- Financials 01-2022
   G. Sun Valley PSD --- Rules of Procedure
10. Review – Discuss – Consider Permission to Travel --- Best Friends Animal Society Sheltering Summit WV --- Embassy Suites --- Charleston, WV --- 03-24-2022
    A. Whitney Newlon
    B. Elizabeth Keough
11. Review – Discuss – Consider Permission to Travel --- CAET Continuing Education --- Stonewall Resort --- 04-22-2022
    A. Whitney Newlon
    B. Dennis Burner
    C. Elizabeth Keough
12. Review – Discuss – Consider Proposal from Glover Legal Regarding Sharing the Designated ARP Funds to Sun Valley PSD to be Shared --- Lake Floyd $1,385,000 ---- Hepzibah PSD $500,000 --- Sun Valley PSD $615,000
13. Review – Discuss – Consider Courthouse and Facilities Mask Mandate
14. Review – Discuss - Consider Budget and Revisions of Levy Budgets
15. Review – Discuss – Consider Letter to Alcohol Beverage Control Administration --- Hillbilly Hatchets --- Billy Reep
16. Administrator's Report
17. Commissioner Comments - Questions

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

A. Weekly Fiduciary Report from the County Clerk
B. Monthly Fiduciary Commission Settlements: ***(NONE)***
C. WVU Extension Office --- Harrison County Family & Community Development Newsletter

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

4/23
10:05 AM

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

Thank you for the opportunity to suport your project. Please complete this application and return it to the Horison County Commission, 301 West Main Street, Clarksburg, WV 26301 by fax or email: Facsimile: 304-624-8673; Email: [redacted]; Question: 304-624-8500
Funding is derived from the State of West Virginia/Video Lottery Funding.

Date of Request: 4/13/2021

Organization Name: City of Stonewood - STONEWOOD 75 COMMITTEE

Name and Title of Requester: Danny Peters, Recorder Pat Folio - Chairperson

Mailing Address of Organization and Responsible Person:
8058 Southern Avenue Stonewood WV 26301
If approved, this is where the check will be sent

Telephone: 3046232919 Fax: 3046340125 E-mail: cityclerk@cityofstonewood.

FEIN# _____ Is your organization an IRS 501(c) 3 not-for-profit? O Y ● N
If yes, attach IRS Status Letter
If no, please explain: We are a local municipal gov't seeking donations for 75th Ann

TOTAL Cost of Project/Activity: $ 40,000 - 50,000 (STILL CONFIRMING EXPENSES)

Dollar Amount REQUESTED - Grant: $ 10,000 Loan: $

Was project funded previously by HCC? Y O N ● If so, when _____; how much: $

Have you previously received funds from the Harrison County Commisson: Y (N)
If Yes, how much? If funded multi years - list by fiscal year?
When: _____; how much: $
When: _____; how much: $
When: _____; how much: $

Purpose of request (one sentence): 75th Anniversary of founding of city

If for a fair/festival/event, give dates and location: Date: July 1-3rd 2021 Location: Stonewood

Describe the proposed activities with dollar amounts to be funded by this request:
Festival celebrating the founding of Stonewood. VENDOR Booths, Food trucks, FIREMAN'S parade; Fireworks; Community Church service; Community potluck lunch, tours of Norwood Elementary; CONCERT at Firehall; Family movie night program to honor veterans

Are your financial statements audited by an outside accounting firm? ● Y O N
If Yes, by whom: Bennett ; Dobbins

Do you plan to recognize the Harrison County Commission 's contribution? ● Y O N
If Yes, how? Newsletter; Program; Signage

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) City of Stonewood agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) City of Stonewood, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) City of Stonewood shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) City of Stonewood agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

1. IRS Letter of Tax Exemption, if you have one
2. Current List of Board of Directors with addresses
3. List other contributors with dollar amounts to your project/event
4. Balance sheet and income statement for immediate prior year, or reason why no available
5. Any additional information about your organization

FINAL REPORT REQUIRED: If approved, you agree to submit within 15 days of the event or end of project the "Final Report for Special Funding Request", on page 3 of this application OR a detailed statement of revenues and expenditures.

On behalf of the Applicant, I certify that all required information in this request is attached and correct, that we agree to the above terms, and that a Final Report (on attached Final Report or by internal Financial Report detailing substantially same information) will be submitted within 15 days of the end of the project/event.

Signature and Title of Applicant Patricia M. - CHAIR **Date** 1/26/22

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Stonewood 75 Budget				Actual Budget	
Revenues	**Estimate**	**Rev./Ea**	**Estimated Revenue**	**Actual**	**Actual Revenue**
Seed Money - Stonewood	1	$ 17,000.00	$ 17,000.00	1	$ 17,000.00
Sposnsorships	1	$ 30,000.00	$ 30,000.00		$ 16,500.00
InKind Sponsorships	1	$ 10,000.00	$ 10,000.00		$ 5,000.00
Grants	1	$ 10,000.00	$ 10,000.00		$ -
Booth Rentals - Commerical	7	$ 200.00	$ 1,400.00		$ -
Booth Rentals - Non - Commerical	15	$ 20.00	$ 300.00		
Program	100	$ 25.00	$ 2,500.00		$ -
			$ 71,200.00		**$ 33,500.00**
Expenses					
Logistics & Entertainment	**Est. Qty**	**Act. Cost/Ea**	**Est. Cost/Ea**		**Act. Exp.**
Rentals (generators, lights)		$ 2,500.00	$ 2,500.00		
Portable Toilets		$ 2,550.00	$ 2,550.00		
Stage (Donated City of Bridgeport)		$ -	$ -		
AV		$ 500.00	$ 500.00		
			$ 5,550.00		**$ -**
Transportation					
Shuttles from Centra		$ 1,600.00	$ 1,600.00		
Rentals - Golf Carts Etc.		$ 250.00	$ 250.00		
			$ 1,850.00		**$ -**
Community Dinner					
Lumber - Tables; Chairs; Etc.		$ 1,000.00	$ 1,000.00		
F&B		$ 1,500.00	$ 1,500.00		
			$ 2,500.00		**$ -**
School Tours					
Misc. Expenses		$ 500.00	$ 500.00		
			$ 500.00		**$ -**
Carnival/Expo/F&B					
Band -Fri. (Queen City Funk & Soul)	1	$ 3,000.00	$ 3,000.00		$ 3,000.00
Band -Sat. TBD	1	$ 3,000.00	$ 3,000.00		$ 3,001.00
Axe Throwing	1	$ 1,600.00	$ 1,600.00		$ 1,600.00
Batman/Wonder Woman	1	$ 2,000.00	$ 2,000.00		$ 2,000.00
Inflatable Games	1	$ 5,000.00	$ 5,000.00		$ 5,000.00
Booths - Tables/Chairs		$ 750.00	$ 750.00		
			$ 15,350.00		**$ 14,601.00**
Parade					
Awards		$ 500.00	$ 500.00		
			$ 500.00		**$ -**
Program					
Design	1	$ 500.00	$ 500.00		
Printing	100	$ 18.50	$ 1,850.00		
			$ 2,350.00		**$ -**
Event Communications					
Mailings & Literature		$ 250.00	$ 250.00		
Website Management	7	$ 100.00	$ 700.00		
Postage & Shipping		$ 150.00	$ 150.00		
Event Signage	1	$ 750.00	$ 750.00		
Banners	1	$ 750.00	$ 750.00		$ 174.26
			$ 2,600.00		**$ 174.26**
Miscellaneous - Ancillary Events					
Fireworks	1	$ 7,500.00	$ 7,500.00		$ 7,500.00
SWAG (Shirts, etc)	1	$ 2,500.00	$ 2,500.00		
Miscellaneous	1	$ 2,500.00	$ 2,500.00		$ -
			$ 12,500.00		**$ 7,500.00**
Total Expenses			**$ 43,700.00**		**$ 22,275.26**
Net Procceeds (First Repsonders)			**$ 27,500.00**		**$ 11,224.74**

Stonewood 75

Current List of Sponsors

Company/Org Name	Amount	Notes
Thrasher Energy	$ 2,500.00	
North Central Distributors	$ 2,500.00	
A Family Trust	$ 2,500.00	Wants to remain private for now
Bennett & Dobbins	$ 500.00	
Davis Oil	$ 1,000.00	
InKind (1)	$ 5,000.00	Band Fee & Batman/Wonder Woman
City of Stonewood	$ 17,000.00	
Others (2)	$ 7,500.00	Waiting confirmed names
	$ 38,500.00	



STONEWOOD 75
A Community Celebration
8052 Southern Avenue
Stonewood, WV 26301
(304) 623-2919

Ms. Laura Pysz, County Administrator
(304) 624-8673
Harrison County Commission
301 West Main Street
Clarksburg, WV 26301

February 9, 2022,

Dear Ms. Pysz,

The Stonewood 75th Committee & City of Stonewood is requesting $10,000 from the Harrison County Commission to support the 75th anniversary celebration of the founding of the City of Stonewood, WV. A city-wide celebration is being planned for July 1-3, 2022. The event will include historical, educational, entertainment, ecumenical, and other activities for the entire family. Some of the events that we are planning are:

- Inflatable Games
- Craft Fair
- Family Movie Night & Concert
- Historical Talks
- Local School Tours and Reunions
- Fireman's Parade & Awards Ceremony
- Military Appreciation
- Food Trucks
- Community Ecumenical Service & Potluck
- Park Dedication

As you can see, the planning committee has been hard at work designing the event structure and budget that will attract current and former residents of Stonewood, locals from surrounding areas, and visitors from other parts of the state. We want to show our visitors the best of Stonewood, Harrison County and West Virginia, as we celebrate the founding of this amazing city.

As part of our fundraising program, we are seeking sponsorships from local citizens, businesses, civic organizations, and government agencies, including the Harrison County Commission. We are aware of the Commission's storied history in supporting local events and hope that Stonewood 75 can be included. Please see the attached funding request from the committee seeking your support.

If you need additional information or have any questions, please contact me at (404) 459-4504 or pfolio@outlook.com.

Thank you for the opportunity to be considered for support by the Harrison County Commission.

Regards,

Patrick E. Folio – Planning Committee, Chair
Stonewood 75 Committee

10:15 A.M. Rhonda or Donna

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

Thank you for the opportunity to support your project. Please complete this application and return it to the Harrison County Commission, 301 West Main Street, Clarksburg, WV 26301 by fax or email: Facsimile: 304-624-8673; Email: countyadministrator@harrisoncountywv.com; Questions: 304-624-8500 Funding is derived from the State of West Virginia/Video Lottery Funding.

Date of Request: 02/16/2022

Organization Name: Clarksburg-Harrison Regional Housing Authority

Name & Title of Requestor: Donna De Marco --Resident Services/Family Self-sufficiency Coordinator

Mailing Address of Organization and Responsible Person:
433 Baltimore Ave, Clarksburg, WV 26301
If approved, this is where the check will be sent

Telephone: 304-623-3322 ext. 17 Fax: 304-623-5604 E-mail: ddemarco@citynet.net

FEIN# _____ Is your organization an IRS 501(c) 3 not-for-profit?
If yes, attach IRS Status Letter
If no, please explain:

TOTAL Cost of Project/Activity: $ 4,200.00

Dollar Amount REQUESTED - Grant: $ 1,000.00 Loan: $ _____

Was project funded previously by HCC? (YES) NO If so, when 2021 how much: $ 1,000.00

Have you previously received funds from the Harrison County Commission: Y N
If Yes, how much? If funded multi years - list by fiscal year?
When: August 2022 ;how much: $ _____
When: _____ ;how much: $

Purpose of request (one sentence): Donation

If for a fair/festival/event, give dates and location: Date: August 2022 Location: _____

Describe the proposed activities with dollar amounts to be funded by this request:
Annual Back to School Event with a cookout for the Low-Income children and their families, games, book bags, school supplies needed for the upcoming school year.

Are your financial statements audited by an outside accounting firm? ⊗ Y ○ N
If Yes, by whom:

Do you plan to recognize the Harrison County Commission's contribution? If Yes, how? Yes

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) Clarksburg-Harrison Regional Housing Authority agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) Clarksburg-Harrison Regional Housing Authority (CHRHA), the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) CHRHA shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) CHRHA agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

1. IRS Letter of Tax Exemption, if you have one
2. Current list of Board of Directors with addresses
3. list other contributors with dollar amounts to your project/event
4. Balance sheet and income statement for immediate prior year, or reason why no available
5. Any additional information about your organization

FINAL REPORT REQUIRED: If approved, you agree to submit within 15 days of the event or end of project the "Final Report for Special Funding Request", on page 3 of this application OR a detailed statement of revenues and expenditures.

On behalf of the Applicant, I certify that all required information in this request is attached and correct, that we agree to the above terms, and that a Final Report (on attached Final Report or by Internal Financial Report detailing substantially same information) will be submitted within 15 days of the end of the project/event.

Signature and Title of Applicant Donna M DeMarco **Date** 2-16-2022

President Services Coordinator / FSS Coordinator

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: _____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

_____

Approval Signature Date

WEST VIRGINIA CONSUMERS SALES AND SERVICE TAX AND USE TAX

EXEMPTION CERTIFICATE

CANNOT BE USED TO PURCHASE GASOLINE OR SPECIAL FUEL

WV/CST-280
(Rev. 905)

All sales of tangible personal property or taxable services are presumed to be subject to tax unless a properly completed Exemption Certificate or a Direct Pay Permit number is provided. Read instructions on reverse side before completing this certificate.

NAME OF VENDOR	DATE	CHECK APPLICABLE BOX: ☐ SINGLE PURCHASE CERTIFICATE ☒ BLANKET CERTIFICATE
STREET ADDRESS	CITY	STATE ZIP CODE

TO BE COMPLETED BY PURCHASER: I, the undersigned, hereby certify that I am making an exempt purchase and hold a valid Business Registration Certificate

Enter Tax Identification Number [redacted]

My principle business activity is PUBLIC HOUSING

I claim an exemption for the following reason (Check applicable box or boxes):

PURCHASE FOR RESALE

☐ Purchase of tangible personal property or taxable services for resale or for use in performing taxable services where such property becomes a component part of the property upon which the services are performed and will be actually transferred to the purchaser. WV Code § 11-15-9(a)(9

PURCHASE BY AN EXEMPT COMMERCIAL AGRICULTURAL PRODUCER

☐ A Purchase of tangible personal property or taxable services for use or consumption in the commercial production of an agricultural product. But not purchases for the construction of, or permanent improvement to real property or purchases of gasoline or fuel. WV Code § 11-15-9(a)(8.

☐ B Purchase of propane for use in poultry houses for heating purposes. WV Code § 11-15-9(a)(18)

TAX EXEMPT ORGANIZATIONS

☒ A GOVERNMENT - Purchases by governmental agencies and institutions of (1) the United States; (2) this State (including its local governments) and (3) any other State (and its local governments) which provides this same exemption to this State. Such purchases by government employees are not exempt unless they are on government business and are billed to and paid for directly by the government. Private persons doing business with government may not claim this exemption. WV Code § 11-15-9(a)(3)

☐ B CERTAIN NONPROFIT ORGANIZATIONS - Purchases by a corporation or organization which has a current registration certificate and which is exempt from federal income taxes under section § 501(c)(3) or (c)(4) of the Internal Revenue Code. These organizations must meet all of the requirements set forth in WV Code § 11-15-9(a)(6). For information concerning these requirements refer to publication TSD-320. WV Code § 11-15-9(a)(6)

☐ C SCHOOLS - Purchases by a school with its principal campus in this State which is approved by the State of West Virginia to award degrees and which is exempt from federal and state income taxes under section § 501(c)(3) of the Internal Revenue Code. WV Code § 11-15-9(a)(15)

☐ D CHURCHES - Purchases of services, equipment, supplies, food for meals and materials directly used or consumed by churches which make no charge whatsoever for the services they render. The purchase must be paid for directly out of the church treasury. WV Code § 11-15-9(a)(5)

PURCHASES OF CERTAIN SPECIFIC SERVICES AND TANGIBLE PERSONAL PROPERTY

☐ A. Purchases of electronic data processing services and related software but not data processing equipment, materials and supplies WV Code § 11-15-9(a)(21)

☐ B Purchases of services by one corporation, partnership or limited liability company from another corporation, partnership or limited liability company but only when the entities are members of the same controlled group or related taxpayers as defined in Section 267 of the Internal Revenue Code WV Code § 11-15-9(a)(23)

☐ C Purchases of computer hardware and software directly incorporated into manufactured products; certain leases; electronic data processing service; computer hardware and software directly used in communication; educational software; internet advertising; high technology business services directly used in fulfillment of a government contract. WV Code § 11-15-9h

☐ D Purchases of motion picture films, coin-operated video arcade machines and other video arcade games for any use upon which there will be a charge subject to sales tax. WV Code § 11-15-9(a)(32)

☐ E Purchases by a licensed carrier of persons or property, or by a government entity, of aircraft repair, remodeling and maintenance services for an aircraft, engine or other component part of an aircraft, or purchases of tangible personal property that is permanently affixed as a component part of an aircraft as part of the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts, and purchases by a licensed carrier of persons or property, or by a government entity, of machinery, tools or equipment, directly used or consumed exclusively in the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts. WV Code § 11-15-9(a)(33)

REVERSE SIDE OF EXEMPTION CERTIFICATE MUST BE COMPLETED TO BE CONSIDERED VALID

Clarksburg-Harrison Regional Housing Authority
433 Baltimore Avenue, Clarksburg, WV 26301
Phone: 304-623-3322 fax: 304-623-5604

February 16, 2022 **Contribution Letter**

To Whom It May Concern:

Hello, my name is Donna De Marco and I am the Resident Services/Family Self-Sufficiency Coordinator for the Clarksburg-Harrison Regional Housing Authority.

One of the programs that I work with is an After School Homework Help Program for children at Laurel Lanes, a low-income housing complex and surrounding communities. With no help from federal funding, the Clarksburg-Harrison Regional Housing Authority provides children K through 12th grade with assistance with their homework. There are approximately 125 children that live in the Laurel Lanes community along with an average of about 75 children from the surrounding communities who attend the activities. We have over 50 children enrolled in this year's After School Homework Help Program with an average of 15 to 25 daily. Each year we like to give the children and their families the opportunity to share in fun, games and a cookout that they may not otherwise be able to enjoy. **What a great start for the upcoming school year with new backpacks filled with school supplies and grooming products.**

Our "Back to School Party" is an event for the children and families of the Laurel Lanes community and surrounding communities. I have started to work on this year event that will be held the week before school starts in August 2022.

Hopefully your organization would be able to assist us in this event with a monetary donation.

Please call me at 304-623-3322 ext. 17 with any questions you may have or you may email me at ddemarco@citynet.net.

Sincerely,

Donna D. De Marco
Resident Services/Family Self-Sufficiency Coordinator

Clarksburg-Harrison Regional Housing Authority
Board of Commissioners
As Of
July 2020

Marcel C. Malfregeot-Chairperson — Appointed on 07/18/2016 — Term expires on 07/18/2023
519 Stanley Avenue
Clarksburg, WV 26301
Phone: 623-4204 (Home)

William J. Rota — Appointed on 07/20/2006 — Term expires on 06/18/2025
418 College Street — Reappointed on 07/29/15
Clarksburg, WV 26301 — Reappointed on 06/18/2020
Phone: 623-4681 (Home)
203-4164 (Cell)

Resident Commissioner
Delores Jackson — Appointed on 07/18/2016 — Term expires on 07/18/2021
810 Locust Avenue, Apt. 4
Clarksburg, WV 26301
Phone: 844-5140

Sam Caputo — Appointed on 07/20/2006 — Term expires on 07/19/2022
2745 Good Hope Pike
Clarksburg, WV 26301
Phone: 304-623-5247 (Home)
304-622-4259 (Work)
304-844-0101 (Cell)
A-1 Exterminating

Roger Diaz — Appointed on 7/1/2020 — Term expires on 6/30/2025
1708 N. 16th Street
Clarksburg, WV 26301
Phone: 304-669-1708

SCHOOL SUPPLIES NEEDED ATTACHMENT # 1a

200 BACKPACKS

400 POCKET PAPER PORFOLIO FOLDERS

200 (24) COUNT CRAYOLA CRAYONS

200 GLUE STICKS

200 1-SUBJECT WILD-RULE SPIRAL NOTEBOOKS

100 1- SUBJECT COLLEGE-RULE SPIRAL NOTEBOOKS

200 3-HOLE PUNCH LOOSELEAF WIDE-RULES PAPER

100 3- HOLE PUNCH LOOSELEAF COLLEGE-RULES PAPER

200 RULERS

200 HI-LITERS

200 COLARED PENCILS

200 LARGE PINK ERASERS

600 # 2 PENCILS

200 PENS

200 PENCIL SHARPENERS

200 5" BLUNT SCISSORS

200 PACKAGES OF INDEX CARDS

200 PRINTED SCHOOL SCHEDULES

250 TOOTH BRUSHES

250 TOOTHPASTE

200 COMBS

200 POCKET TISSUE PACKETS

200 POCKET-SIZE HAND SANITIZERS

200 DENTAL FLOSS

FOOD AND PAPER PRODUCTS NEEDED FOR THE BACK TO SCHOOL PARTY
Attachment #1b

250 HAMBURGER PATTIES
250 HOT DOGS
250 (21) DOZEN HAMBURGER BUNS
250 (21) DOZEN HOT DOG BUNS
5 GALLONS HOT DOG CHILI
300 INDIVIDUAL-SIZE POTATO CHIPS
2 GALLONS ORANGE DRINK
2 SLEVES OF CUPS
120 CANS OF SODA POP
40 (2 LD) SODA POP
250 PLATES
250 FORKS, KNIFES, SPOONS
300 NAPKINS
12 TABLE CLOTHS
250 CUP CAKES
2 BAGS OF ONIONS
12 BAGS OF ICE
100 BOTTLED WATER
5 GALLONS BAKE BEANS
MUSTERD/KETCHUP/MAYO/PICKLES
CHEESE
WATERMELON
CANDY
48 LITTLE HUGGIES
5 GALLONS OF BAKED BEANS
5 GALLONS OF COLE SLAW
DECORATIONS
HAIR COLAR SPRAY
FACE PAINT

VENDOR DONATIONS AS OF 09/03/2021	
UNICARE HEALTH PLAN OF WEST VIRGINIA	
PERSONAL HYGIENE PACKS	100
HEINER'S	
HOT DOGS BUNS	144
HAMBURG BUNS	144
PEPSI-COLA GROUP	
POP	5 CASES OF POP= 120 CANS
DE MARCO'S MACHAINE SHOP	
ONIONS	10 LB
TOMATOES	2 ½ BUSHELS
GREEN PEPPERS	2 ½ BUSHELS
HOT PEPPERS	1 BUSHELS
YELLOW SUMMER SQUASH	2 BUSHELS
CUCUMBERS	2 BUSHELS
SWEET YELLOW CORN	2 BUSHELS
SACRED HEART CHILDREN'S CENTER	
CHECK DONATION	$ 3,000.00
HARRISON COUNTY COMMISSION	
CHECK DONATION	$ 1,000.00
CITY OF CLARKSBURG	
CHECK DONATION	$ 400.00

PURCHASES as of 09/03/2021	
BAGS IN BULK	$ 808.92
SAM'S CLUB	$ 1149.94
WALMART	$ 635.58
WALGREENS	$ 48.80
AMAZON	$ 53.82
TOTALS	$ 2697.06
LESS CASH DONATIONS	(- $ 4400.00)
BALANCE	$1702.94
TOTAL COST TO HOUSING AUTHORITY	$ 0.00

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO	
2/24/22			
NAME FRED WILSON		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S): ASSESSOR 407

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB	RESIGNATION	ON
☐ SHIFT		
☐ RATE	2/24/22	
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN	Please PAY HIM	
☐ OTHER _____	FOR THE VACATION	
☐ OTHER _____	HRS. OWED	

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE [signature]	DATE 2/15/22
HUMAN RESOURCES MANAGER [signature]	DATE 2/15/22

PRINTED IN U.S.A. Rev 3/16 Re-order Form #08320 ©copyright 2020 Amsterdam Printing, Amsterdam, N.Y. 12010
Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam®

3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
3/1/22		| | |-| | |-| | | | |

NAME	ADDRESS
ASHLEY R. BASSEL	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S): ASSESSOR 407

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT	NEW HIRE	
☐ RATE		
☐ ADDRESS/PHONE	407	
☐ BENEFIT PLAN		
☐ OTHER _____	START AT	4-1
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

~~TYPE OF~~ LEAVE NEW HIRE VALUATION FUND

☐ OTHER (Explain) START DATE 3/1/22

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Joseph R Gorman	DATE 2/15/22
HUMAN RESOURCES MANAGER Laura Rys	DATE 2/15/22

PRINTED IN USA Rev 3/16 Re-order Form #08320 ©copyright 2020 Amsterdam Printing, Amsterdam, N.Y. 12010
Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam®

2/23
4-A

At the regular meeting of the County Commission of Harrison County held on Wednesday February 9, 2022, Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner David Hinkle was present via ZOOM. Also present were John Spires, County Clerk, and Laura Pysz, County Administrator. Commissioner Thomas opened the meeting and Johnny Davis said a prayer and led those present in the Pledge of Allegiance to the Flag. There was a moment of silence for Joe Trupo that passed away.

1. Public Comment Period: Willie Parker, an Upshur County resident, spoke on not being able to schedule to appear on the agenda. Mr. Parker asked what the procedure is for this.

10:05 A.M. --- Funding Request --- West Fork Conservation District --- Jim Roy/Bill Coffindaffer ---$8,000. --- Operation & Maintenance of Watershed Dams: Bill Coffindaffer and Jim Roy explained the funding request in the amount of $8,000.00. Hinkle moved to approve. Commission concurred.

Public Comment (continued): Chad Edwards, Shinnston City Manager, spoke of gravel and the trail head in Shinnston. Pat Kovalck, Mayor of Shinnston, spoke on a water project with Lumberport and would like to continue the cooperation.

2. Consent Agenda: Trecost moved to approve. Commission concurred.
3. Payroll Change Notices: Hinkle moved to approve item A and B. Commission concurred.
   A. Kassandra Bennett--- Intern --- Effective 02-09-2022 --- IT Department
   B. Sara Bostonia ---Resignation--- Effective 01-09-2022 --- Animal Control
4. Minutes and /or Amended Minutes of Previous Meeting: Hinkle moved to approve as presented. Commission concurred.
   A. Regular Meeting Minutes 01-26-2022
   B. Minutes --- Board of Review and Equalization --- 02-01-2022
5. Requisitions --- Purchase Orders --- Invoices: Trecost moved to approve. Commission concurred.
   A. Vendor Requisition List of Payments

6. Exonerations --- Corrective Tickets --- Joint Property Application: Trecost moved to approve. Commission concurred.
   A. Exonerations --- See Exhibit A
7. 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 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements)
   A. Requisition for Payment No. 9 --- MuniCap, Inc. $87.50
   B. Requisition for Payment No. (02-09-2022) --- $2,953.33
      1. MuniCap, Inc. --- $375.00
      2. UMB Bank --- $2,578.33
   C. Requisition for Payment No. 44 --- MuniCap, Inc. $2,293.75

   Trecost moved to approve items A through C. Commission concurred.
8. 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*)
9. Review – Discuss - Consider Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts: Trecost moved to approve item A and B. Commission concurred.
   A. Meeting Agenda --- Enlarged Hepzibah PSD --- 02-07-2022
   B. Sun Valley PSD --- Meeting Scheduled on 02-08-2022 Rescheduled for 02-15-2022 At 5:00 P.M.
10. Review – Discuss – Consider Permission to Travel --- Charlotte Shaffer --- Planning Department --- Mountain State Land Use Academy Conference 2022 --- Pipestem Resort State Park --- May 17 & 18: Trecost moved to approve the travel. Commission concurred.
11. Consider for adoption a Resolution and Order which (i) approves the amendment of (a) the County Commission's Resolution and Order dated November 8, 2012 (the "District Creation Order"), which created the Charles Pointe Economic Opportunity Development District (the "District"), and (b) the Project Plan for the District, in order to permit obligations issued by the County Commission for funding projects in the District ("Financing Obligations") to have terms of 30 years from the date of issuance of such Financing Obligations; and (ii) removes from proposed amendments to the District Creation Order and the Project Plan for the District the December 31, 2052 termination date for the District which was included in the Application for such amendments that was submitted to the West Virginia Department of Economic Development.

    Hinkle moved to approve and for the President to affix signature. Commission concurred.
12. Review – Discuss – Consider Creation of Economic Development Administration Fund #108: Hinkle moved to approve. Commissioner Trecost asked if the loan was granted. Commissioner Hinkle advised that it is in the process and won't arrive until the lease is signed. Commissioner Trecost asks to table this pending further information. Commissioner Hinkle states that this agenda item is only to create an account.

13. Review – Discuss – Consider entering into a memorandum of understanding (MOU) with Harrison County Community Corrections in relation to the lot at the corner of Washington and 3rd St.
Gary Hamrick spoke on proposed offer. Hinkle moved to table this matter. Trecost moved to approve. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Commissioner Hinkle stated that the parking lot should be exclusive to County Deputies and State Police. Commissioner Hinkle advised that he would also like to get the police vehicles off of the street and be able to control the parking situation.
14. Review – Discuss – Consider Elected Officials Approved that Actions Taken by the Nutter Fort Volunteer Fire Department, Inc. followed Code Section 147 (f) of the International Code of 1986 and by Granting and Executing this Approval the HCC does not become Obligated for the Financial Obligation of the volunteer Fire Department: Laura Pysz explained that this is part of the financial process for the Volunteer Fire Department and the County Commission is not held liable. Ms. Pysz advised that all documentation has been submitted. Hinkle moved to approve and for the President to affix signature. Commission concurred.
15. Administrator's Report: Laura Pysz, County Administrator, spoke of PSD grants, budget workshop, Board of Review and the Planning Department.
16. Commissioner Comments – Questions: Commissioner Trecost advised he would like a time limit on public comment. Commissioner Trecost summarized the Sheriff's report of shortfall. Commissioner Hinkle stated his main goal of creating jobs and asked for support from public.

Commissioner Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

4-B

Thursday February 10, 2022

The Commission sat as a Board of Review and Equalization

Commissioner Susan Thomas was present. Commissioner Patsy Trecost II was present via speaker phone. Commissioner David Hinkle was absent. Also present were Laura Pysz, County Administrator, John Spires, County Clerk, and Joseph Romano, Assessor.

Commissioner Thomas opened the meeting.

Commissioner Thomas advised that there was a hearing scheduled at 11:30 am. Joseph Verciglio and Lucas Witters, Representing Rish Equipment from Baker and Hostutler, Attorneys. Jerry Knight from Knight Consulting Services, representing the Assessor's office. Commissioner Thomas swore in the individuals that will be testifying.

Joseph Verciglio spoke on Rish going out of business and selling over two million worth of assets between July and September. Mr. Verciglio also spoke on the preferred valuation method of market driven cost approach. Mr. Verciglio advised that they are doing the same thing in Raleigh, Putnam and Logan Counties in West Virginia. Mr. Verciglio would like the Assessor's office to us a total of $3,978,442.00 as the value as opposed to the $5,459,459.00.

Denise Hyman, Deputy Assessor, advised that the sale occurred after July 1st deadline. There was discussion on the sale not being considered an arm lengths transaction. There was also discussion on this transaction being an asset liquidation to avoid bankruptcy. Jerry Knight suggests entering exhibits into the record.

Lucas Witters spoke of arm's length sale. Jerry Knight spoke on State Code and forced or liquidation sale. Joe Verciglio contends that this was not a forced sale. Trecost moved to rule favor of the Assessor. Commissioner Thomas closed the hearing. Commissioner Thomas and Commissioner Trecost voted in favor. Motion carried. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Tuesday February 15, 2022 at 9:00 am. Commission concurred.

_____ _____

Susan Thomas, President Date

DRAFT

4-C

Tuesday February 15, 2022

The Commission sat as a Board of Review and Equalization

Commissioner Susan Thomas was present. Commissioner Patsy Trecost II was present via ZOOM. Commissioner David Hinkle was absent. Also present were Laura Pysz, County Administrator, John Spires, County Clerk, and Randy Glaspell, Residential Appraiser.

Commissioner Thomas opened the meeting.

No one was scheduled and no one appeared. Commissioner Thomas moved to recess the Board of Review and Equalization and reconvene on Thursday February 17, 2022 at 10:00 am. Commission concurred.

_____ _____

Susan Thomas, President Date

DRAFT

February 23, 2022

5-A

Date of Meeting	February 23, 2022		
Work Order Number	Vendor Name	Amount of Invoice-Quote	Description
37681	Alere Toxicology Services, Inc.	$39,249.00	Lab Confirmations/Comm.
37683	PharmChem, Inc.	$816.90	Sweat Patch/Comm. Corrs
37722	Alcohol Monitoring Systems	$1,277.30	Daily Monitoring Fees/Com.Corr
37744	Trac Solutions	$9,095.50	Daily Monitoring Fees/Home Conf.
37778	U S Cellular	$436.26	Cell Service/ Home Confin
37779	Alere Toxicology-Products Division	$441.24	Urine Analysis/Comm. Corrs
37780	Staples	$119.96	Keyboards/Mouse/Day Rep.
37807	West Union Bank	$8,023.45	Lease Payment /Cruisers
37811	Staples	$1,318.68	Toner / Pros. Atty
37813	Truist Bank	$407.83	Training/Fuel/Deputies
37814	Rady & Deem	$523.85	Dry Cleaning/Deputies
37815	Rady & Deem	$52.00	Dry Cleaning/Deputies
37816	Rady & Deem	$133.20	Dry Cleaning/Security
37819	Mirco Distributing II	$220.95	Hair Follicle/Comm. Corrs
37820	Gutter Express	$462.00	New Gutters/609
37821	CDWG	$1,004.26	Printers/Assessor's
37823	APCO International	$90.00	Recertification/C.Cutright/911
37824	APCO International	$60.00	Recertification/M.Payton/911
37825	APCO International	$30.00	Recertification/M.Spaulding/911
37826	APCO International	$30.00	Recertification/K.Lanier/911
37828	Truist Bank	$213.14	Supplies,Fuel/Deputies
37829	American Garage Door	$7,140.00	Garage Door/633 W.Pike St.
37831	CDWG	$131.93	Metro DataVac Duster/911
37834	Truist Bank	$4,035.64	Various / Pros. Atty
37835	LeAnn Shuck	$21.45	Wellness Reimbursement
37836	Durham County Sheriff's Department	$100.00	Process Service/Pros.Atty
37837	AT&T	$136.38	Phone Service/Pros.Atty
37839	A-1 Exterminating Co.	$75.00	Pest Control Service/911
37841	APCO International	$30.00	Recertification/J.Hyre/911
37842	APCO International	$95.00	Recertification/B.Martin/911
37843	APCO International	$30.00	Recertification/L.Atha/911
37844	APCO International	$30.00	Recertification/M.Payton/911
37847	Brenda Hinkle	$156.76	Mental Health Service
37848	Casto Technical Services, Inc	$6,062.00	HVAC/Courthouse
37849	Frontier Communications	$10.27	Phone Service/Courthouse
37851	Lowe's Home Center	$47.93	Various Supplies/Animal Con.
37852	MCM Business System	$794.30	Copier Rental/Pro. Atty
37853	Mon Power	$21,336.57	Service/Courthouse/Annex
37854	Mon Power	$23.94	Service/Spelter Park
37855	Otis Elevator Company	$625.00	Standby Fire Service/Senior Center
37857	Witmer Public Safety Group	$678.38	Hotsticks for Spelter Vol.Fire
37858	Thomson Reuters	$483.47	Online/Software Charges

37859	Town of Nutter Fort	$512.63	Utility Service /Public Safety
37860	Vertical Transport Consulting	$499.24	Annual Elevator Insp./Jail
37861	West Fork Conservation District	$8,000.00	Contribution/Appv'd 2/9/22
37862	Truist Bank	$100.00	Animal Control
37863	Truist Bank	$1,541.92	Various Charges/Co. Comm.
37866	Drivers License Guide Co.	$300.00	eGuide Subscript/911
37869	Woodford Oil	$8,787.43	Monthly Fuel
37870	Operation Firm Handshake	$2,000.00	Contribution/Appv'd 2/16/22
37876	JD'S General Contracting & Hauling	$500.00	Installed basketball pole
37877	Commerce District at Charles Pointe	$342.88	Dues/ 911 Center
County Clerk	Casto & Harris	$1,950.00	Recording Paper
County Clerk	Champion Industries	$382.58	Black Toner
County Clerk	ES&S	$157.04	Thermal Paper Roll
County Clerk	Fifth Third Bank	$1,396.42	Budget Truck Rental/Levy Election
County Clerk	Hart Office Solution	$19.90	X-TREME Rubber Bands
County Clerk	James & Law	$461.28	Toner Cartridges
County Clerk	James & Law	$139.91	Black Toner
County Clerk	The Exponent Telegram	$305.65	Legal Advertisments
	Total	$133,446.42	

7-A

REQUISITION FOR PAYMENT FROM
SERIES 2019 A EXCISE TAX BONDS PROJECT 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)

REQUISITION FOR PAYMENT NO. 31

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") the Charles Pointe Economic Opportunity Development District Board (the "District Board") and Genesis Partners, Limited Partnership, a West Virginia limited partnership (the "Developer") by their duly Authorized Officers, hereby certify, in connection with this Requisition for Payment from Series 2019 A Excise Tax Bonds Project Fund (the "Requisition") under an Indenture of Trust for the above captioned Bonds (the "Series 2019 A Excise Tax Bonds"), dated as of August 16, 2019 (the "Indenture") between the Issuer and Wilmington Trust, N.A., as trustee thereunder (the "Trustee") and a Development Agreement, dated as of August 16, 2019, by and among the Issuer, the District Board, the Developer and Charles Pointe Crossing, LLC (the "Site Developer") (the "Development Agreement"), that:

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

2. This Requisition requests payment of costs of the Charles Pointe Crossing Project which are now due and owing and have not been theretofore paid and/or reimbursed from the proceeds of the Series 2019 A Excise Tax Bonds and are otherwise an allowable expenditure under the EODD Act, the Project Plan, the Indenture and the Development Agreement.

3. The parties to this Requisition are not aware that any Event of Default has occurred pursuant to Section 9.01 of the Indenture or any termination event has occurred pursuant to Section 9.02 of the Development Agreement.

4. The amount requested to be disbursed pursuant to this Requisition is authorized under Section 4.03 of the Indenture.

5. The total amount requested to be disbursed pursuant to this Requisition is $12,641.79. As set forth in **Schedule I** attached hereto, of the total amount of such disbursement:

(a) $0.00 is to be paid to the District Board, the Developer or the Site Developer as reimbursement to the District Board, the Developer or the Site Developer for an invoice or statement previously paid by the District Board, the Developer or the Site Developer to an entity that is not affiliated with the District Board, the Developer or the Site Developer; and

(b) $12,641.79 is to be paid to a third party payee that is not affiliated with the District Board, the Developer or the Site Developer (including any contractor or supplier of materials) or on a joint basis to the District Board, the Developer or the Site Developer and such third party payee with respect to an expense previously incurred.

In either event, the amounts set forth herein and in **Schedule I** attached hereto are 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 the District Board and by the Developer by their duly Authorized Officers this **23rd day of February, 2022.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

CHARLES POINTE ECONOMIC OPPORTUNITY
DEVELOPMENT DISTRICT BOARD

By: _____
Its Chairman

GENESIS PARTNERS, LIMITED PARTNERSHIP

By: Realcom, Inc., its Managing General Partner

By: _____
James A. Corton, President of Realcom, Inc.

RESIDENT PROJECT REPRESENTATIVE'S CERTIFICATE

Robert F. Stuart, Director of Planning/Engineering, Genesis Partners, Limited Partnership, as Resident Project representative for the Project Plan, hereby certifies that the portion of the Project Plan for which payment is requested hereby has been constructed in accordance with the plans and specifications therefore, that payment is now due and owing for such costs, and that such costs have not been the subject of a previous requisition by the District Board, the Developer or the Site Developer.

RESIDENT PROJECT REPRESENTATIVE

By: _____

Name: Robert F. Stuart

Title: Resident Project Representative

Schedule I
to Requisition

REIMBURSEMENT AND THIRD PARTY PAYMENTS

(1) Total Amount of disbursement pursuant to this Requisition: $12,641.79

(2) Reimbursement to the District Board, the Developer or the Site Developer:

	Vendor	Description of Expense	Date of Payment	Amount
1.				
2.				
3.				
TOTAL				$ 0.00

(3) Payment to third party payees:

	Vendor	Description of Expense	Amount	Payee Name(s)/ Address(es)
1.				
2.		(See attached schedule and supporting materials)		
3.				
TOTAL				$ 12,641.79

The items listed for reimbursement to the Developer, the Site Developer or the District Board or payment to third party payees are supported by attached copies of invoices, statements or proof of payment.

Schedule I
to Requisition
(continued)

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

Genesis Partners, Limited Partnership
2019 Series A Bonds
Third Party Payees
Application 31

Vendor	Invoice Number	Invoice Date	Description of Expense	Amount	Address	Account Number
Civil & Environmental Consultants, Inc.	309985	1/27/2022	Engineering & Design Services/ Construction Oversight	11,091.79	PO Box 644246 Pittsburgh, PA 15264-4246	165-037
Department of Environmental Protection Division of Water and Waste Management	00458660	1/5/2022	Groundwater Protection Fee/ WVNPDES Annual Permit Fee	1,550.00	PO Box 364 Charleston, WV 25322	

TOTAL **12,641.79**

Invoice

Civil & Environmental Consultants, Inc.
Phone: 412-429-2324| Fax: 412-429-2114
www.cecinc.com

Robert (Rob) Stuart
Genesis Partners, Limited Partnership
P.O. Box 1000
Bridgeport, WV 26330

January 27, 2022
Project No: 165-037
Invoice No: 309985

Project 165-037 Charles Pointe Development

email: stuartrf@genesis-partners.com

Professional Services through December 31, 2021

Task 0010 Construction Management

Professional Fees

	Hours	Rate	Amount	
Principal				
Cain, Steve	6.50	200.00	1,300.00	
Project Manager II				
Haws, Christopher	36.75	141.29	5,192.41	
Project Manager I				
Peters, Howard	8.50	116.59	991.02	
Staff Consultant				
Neehouse, Jared	11.00	96.00	1,056.00	
	62.75		8,539.43	
				8,539.43

Unit Billing

Field Vehicle (Daily)	1.0 unit @ 35.00	35.00	
CADD	11.0 Hours @ 10.00	110.00	
Total Units	**1.0 times**	**145.00**	**145.00**
	Total this Task		**$8,684.43**

Task 0026 Topography/Photogrammetry

Professional Fees

	Hours	Rate	Amount	
Assistant Project Manager				
Stocking, Jared	8.00	112.33	898.64	
Survey Technician IV				
Harker, Jonathan	3.50	97.41	340.94	
Survey Technician I				
Desormier, Brandon	11.50	60.61	697.02	
Survey Technician II				
Patterson, James-Dylan	6.00	65.96	395.76	
	29.00		2,332.36	
				2,332.36

Project	165-037	Charles Pointe Development		Invoice	309985
Unit Billing					
Field Vehicle (Daily)		1.0 Unit @ 75.00	75.00		
Total Units		**1.0 times**	**75.00**	**75.00**	
			Total this Task		**$2,407.36**
			Amount Due This Invoice		**$11,091.79**

Remit to:
Civil & Environmental Consultants, Inc.
PO Box 644246
Pittsburgh, PA 15264-4246

Payment Terms: Net 30 Days, 1.5% Interest Per Month on Past Due Balances

ENGINEERING/DESIGN CONSTRUCTION OVERSIGHT
RFS 2/14/22

Division of Water and Waste Management

INVOICE

PHONE: (304) 926-0499 ext 41195
FAX: (304) 926-0481

Department of Environmental Protection
Division of Water and Waste Management
(TRES/RPD)
PO Box 364
Charleston, WV 25322

INVOICE NO: 00456660
Invoice Date: 01/05/2022
Remit By: 02/04/2022

GENESIS PARTNERS
600 MARKET PL, STE 350
BRIDGEPORT, WV 26330

PLEASE PAY THIS AMOUNT **$1,550.00**

Permit / ID No.	Anniversary Date	Description	Facility	Quantity	Unit Rate	Extension
WV0117200	02/10/2015	Groundwater Protection Fee	Charles Pointe South	1	50.00	$50.00
	02/10/2015	WVNPDES Annual Permit Fee	Charles Pointe South	1	1,500.00	$1,500.00
PLEASE PAY THIS AMOUNT >>>>						**$1,550.00**

INDIVIDUAL NPDES PERMIT FEE (FINAL)
RFS 2/14/22

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT
PLEASE DO NOT STAPLE

Billed To:
GENESIS PARTNERS
600 MARKET PL, STE 350
BRIDGEPORT, WV 26330

INVOICE NO: 00456660
INVOICE DATE: 01/05/2022
REMIT BY: 02/04/2022
AMOUNT DUE: $1,550.00

Remit To: Department of Environmental Protection
Division of Water and Waste Management
(TRES/RPD)
PO Box 364
Charleston, WV 25322
FEIN: 556000769W

To pay this invoice with a credit card, please call 304-926-0499 ext 41195. Only Visa and MasterCard are accepted.

D20420220000155000004566O

7-B

REQUISITION FOR PAYMENT FROM
SERIES 2019 C EXCISE TAX BONDS PROJECT FUND

$17,600,000
The County Commission of Harrison County
Junior Subordinate Special District Excise Tax Revenue and Improvement Bonds,
Series 2019 C
(Charles Pointe Economic Opportunity Development District)

REQUISITION FOR PAYMENT NO. 31

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"), the Charles Pointe Economic Opportunity Development District Board (the "District Board") and Genesis Partners, Limited Partnership, a West Virginia limited partnership (the "Developer") by their duly Authorized Officers, hereby certify, in connection with this Requisition for Payment from Series 2019 C Excise Tax Bonds Project Fund (the "Requisition") under an Indenture of Trust, dated as of August 16, 2019 (the "Original Indenture"), between the Issuer and Wilmington Trust, N.A., as trustee thereunder (the "Trustee"), a First Supplemental Indenture of Trust for the above captioned Bonds (the "Series 2019 C Excise Tax Bonds"), dated as of August 16, 2019 (the "First Supplemental Indenture" and together with the Original Indenture, the "Indenture") between the Issuer and the Trustee and a Development Agreement, dated August 16, 2019 (the "Development Agreement"), by and among the Issuer, the Developer, the District Board and Charles Pointe Crossing, LLC (the "Site Developer"), that:

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

2. This Requisition requests credit for Costs of the Project previously paid by the Developer or the Site Developer for a portion of the principal amount and purchase price of the Series 2019 C Excise Tax Bonds for a cost which constitutes an allowable expenditure under the EODD Act, the Project Plan, the Indenture and the Development Agreement.

3. The total amount requested to be credited to the purchase price of the Series 2019 C Excise Tax Bonds pursuant to this Requisition is $632.09 as more particularly described in **Schedule I** attached hereto and made a part hereof. The amounts set forth herein and in **Schedule I** attached hereto are supported by the attached copies of invoices or statements.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer, by the District Board and by the Developer by their duly Authorized Officers this **23rd day of February, 2022**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

CHARLES POINTE ECONOMIC OPPORTUNITY
DEVELOPMENT DISTRICT BOARD

By: _____
Its Chairman

GENESIS PARTNERS, LIMITED PARTNERSHIP

By: Realcom, Inc., its Managing General Partner

By: _____
James A. Corton, President of Realcom, Inc.

RESIDENT PROJECT REPRESENTATIVE'S CERTIFICATE

Robert F. Stuart, Director of Planning/Engineering, Genesis Partners, Limited Partnership, as Resident Project representative for the Residual Project, hereby certifies that the portion of the Project Plan for which payment has been made by Developer or Site Developer and which is requested to be credited to a portion of the principal amount and purchase price of the Series 2019 C Excise Tax Bonds has been constructed in accordance with the plans and specifications therefore and such costs have not been the subject of a previous requisition by the District Board and the Developer.

RESIDENT PROJECT REPRESENTATIVE

By: _____
Name: Robert F. Stuart
Title: Resident Project Representative

Schedule I
to Requisition

CREDIT FOR COSTS OF THE PROJECT PAID
BY DEVELOPER OR SITE DEVELOPER

(1) Total Amount of credit requested pursuant to this Requisition: $632.09

(2) Costs of the Project Paid by Developer or Site Developer:

Vendor	Description of Expense	Date of Payment	Amount
1. Genesis Partners, Limited Partnership	Project Management Services	February 14, 2022*	$632.09
2.			
3.			
TOTAL			$ 632.09

*Invoice submitted for services provided during the period of Requisition #31 from the Series 2019 A Excise Tax Bonds Project Fund

The items listed as having been paid by the Developer or Site Developer are supported by the attached copies of invoices or statements and proof of payment.

Schedule I
to Requisition
(continued)

Copies of Invoices or Statements
and Proof of Payment by Developer or Site Developer
(Attached)

Genesis Partners, Limited Partnership

Bridgeport, WV 26330

Invoice

Date	Invoice #
2/14/2022	31

Bill To
Charles Pointe Economic Opportunity Dev. % Harrison County Commission 301 W. Main St. Clarksburg, WV 26301

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	RFP #31 $12,641.79 Series 2019 A Bond Project Fund - 5%	632.09	632.09
		Total	$632.09

9-A

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
February 16, 2022

4:00 pm Board Meeting Convenes

4:05 pm Call for approval of minutes from 01/19/2022 regular board meeting

4:15 pm Public comment period

ACTION ITEMS

A. Logan Alastanos (Thrasher)

1. GHCPSD Sewer Projects
    - A. Phase II/Rt. 73
        - a. Construction Updates
        - b. Change order #6 Contract #3
    - B. Enterprise Project
        - a. Construction Update
    - C. Rover Construction – Time extension and reduction of retainage request
    - D. Sludge Removal Project
        - a. Design Update
    - E. Quiet Dell
        - a. Plant Location and Access
    - F. Woodstock Heights Sanitary Sewer Extension Project
        - a. Project Update
    - G. 10-Year Plan
        - a. General Update
    - H. River Crossings
        - a. General Update
2. GHCPSD Water Projects
    - A. Steven's Run
        - a. Project Update
    - B. Overall Water Project
        - a. Project Update
    - C. Locust Heights
        - a. Project Update
    - D. 10-Year Plan
        - a. General Discussion

B. Zack Dobbins (Accountant)/Ruth Ann Messenger

1. Water and Sewer Check Register and debit cards
2. Project Requisitions
3. Legal agreements for projects

C. Bill Hoover (General Manager)

1. Water
    A. Water Loss Report
    B. Water leak Report
2. Sewer
    A. General Update
3. Good of the District
    A. Election of officers
    B. WV American Water request
    C. Tetrick & Bartlett documents for signatures
        a. Engagement Letter – GM and Chairman
        b. Conflict of Interest – GM and each Board Member
        c. Fraud Inquiry – GM and each Board Member

D. Patrick Lesmann (P&B Services LLC)

1. Package Plant Report
2. Sewer Plant Report

E. Sam Harold

F. Executive Session

1. Personnel Issues
2. Attorney

9-B

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
01/01/2022 - 01/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	181,649.62	189,025.00	(7,375.38)	86.63%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	31.47	300.00	(268.53)	0.02%
MISCELLANEOUS/RECONNECT FEES	27,510.47	341.67	27,168.80	13.12%
QUIET DELL LEASE	500.00	566.67	(66.67)	0.24%
TAP FEES		950.00	(950.00)	0.00%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	209,691.56	191,183.33	18,508.23	
EXPENSES				
ACCT, BILLING, & COLLECTING	12,898.69	5,133.33	7,765.36	6.41%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
CHEMICALS	-	108.33	(108.33)	0.00%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	24,610.85	29,350.00	(4,739.15)	12.23%
DIRECTORS FEES	456.50	491.67	(35.17)	0.23%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	6,016.63	6,241.67	(225.04)	2.99%
LAB SERVICE	299.00	925.00	(626.00)	0.15%
LABOR	30,982.96	28,441.67	2,541.29	15.40%
MAINTENANCE	18,657.71	11,216.67	7,441.04	9.27%
MISCELLANEOUS EXPENSE	-	33.33	(33.33)	0.00%
OFFICE SUPPLIES & EXPENSE	928.00	175.00	753.00	0.46%
OUTSIDE SERVICES/CONTRACT LABOR	8,191.80	5,991.67	2,200.13	4.07%
POWER PURCHASED	5,102.10	3,308.33	1,793.77	2.54%
PROPERTY/LIABILITY & INJURIES INSURANCE	270.48	3,800.00	(3,529.52)	0.13%
REGULATORY COMMISSION	85.65	858.33	(772.68)	0.04%
RENEWAL & REPLACEMENT	-	3,975.00	(3,975.00)	0.00%
RENT EXPENSE	2,500.00	2,500.00	-	1.24%
TAXES	2,680.03	2,500.00	180.03	1.33%
TRANSPORTATION	5,645.32	3,491.67	2,153.65	2.81%
UTILITIES	536.16	925.00	(388.84)	0.27%
WATER PURCHASED	81,314.96	80,825.00	489.96	40.42%
TOTAL EXPENSES	201,176.84	190,291.67	10,885.17	
NET SURPLUS (DEFICIT)	8,514.72	891.67	7,623.05	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
01/01/2022 - 01/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	196,176.97	210,008.33	(13,831.36)	87.38%
FACILITIES CHARGE	2,500.00	2,500.00	-	1.11%
INTEREST INCOME	63.75	833.33	(769.58)	0.03%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	800.00	1,741.67	(941.67)	0.36%
UNUSUAL CHARGE	24,973.21	15,991.67	8,981.54	11.12%
TOTAL INCOME	224,513.93	231,075.00	(6,561.07)	
EXPENSES				
ACCT, BILLING, & COLLECTING	871.64	1,058.33	(186.69)	0.39%
BRIDGEPORT SANITARY BOARD	7,030.82	8,783.33	(1,752.51)	3.14%
CHEMICALS	-	1,325.00	(1,325.00)	0.00%
CLARKSBURG SANITARY BOARD	2,318.80	2,025.00	293.80	1.03%
DEBT SERVICE	92,773.73	92,519.58	254.15	41.38%
DIRECTORS FEES	343.50	283.33	60.17	0.15%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	4,527.32	4,600.00	(72.68)	2.02%
LAB SERVICE	367.14	1,000.00	(632.86)	0.16%
LABOR	14,235.23	18,825.00	(4,589.77)	6.35%
MAINTENANCE	15,905.36	20,966.67	(5,061.31)	7.09%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	786.77	991.67	(204.90)	0.35%
OUTSIDE SERVICES/CONTRACT LABOR	16,841.98	23,766.67	(6,924.69)	7.51%
POWER PURCHASED	16,466.77	20,083.33	(3,616.56)	7.34%
PROPERTY/LIABILITY & INJURIES INSURANCE	203.52	1,758.33	(1,554.81)	0.09%
REGULATORY COMMISSION	-	608.33	(608.33)	0.00%
RENEWAL & REPLACEMENT	43,497.00	17,258.33	26,238.67	19.40%
RENT EXPENSE	-	-	-	0.00%
TAXES	602.27	1,716.67	(1,114.40)	0.27%
TRANSPORTATION	4,247.93	1,983.33	2,264.60	1.89%
UTILITIES	3,187.10	516.67	2,670.43	1.42%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	224,206.88	220,069.58	4,137.30	
NET SURPLUS (DEFICIT)	307.05	11,005.42	(10,698.37)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
01/01/2022 - 01/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	377,826.59	399,033.33	(21,206.74)	87.02%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.58%
INTEREST INCOME	95.22	1,133.33	(1,038.11)	0.02%
MISCELLANEOUS/RECONNECT FEES	27,510.47	341.67	27,168.80	6.34%
QUIET DELL LEASE	500.00	566.67	(66.67)	0.12%
TAP FEES	800.00	2,691.67	(1,891.67)	0.18%
UNUSUAL CHARGE	24,973.21	15,991.67	8,981.54	5.75%
TOTAL INCOME	434,205.49	422,258.33	11,947.16	
EXPENSES				
ACCT, BILLING, & COLLECTING	13,770.33	6,191.67	7,578.66	3.24%
BRIDGEPORT SANITARY BOARD	7,030.82	8,783.33	(1,752.51)	1.65%
CHEMICALS	-	1,433.33	(1,433.33)	0.00%
CLARKSBURG SANITARY BOARD	2,318.80	2,025.00	293.80	0.55%
DEBT SERVICE	117,384.58	121,869.58	(4,485.00)	27.59%
DIRECTORS FEES	800.00	775.00	25.00	0.19%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	10,543.95	10,841.67	(297.72)	2.48%
LAB SERVICE	666.14	1,925.00	(1,258.86)	0.16%
LABOR	45,218.19	47,266.67	(2,048.48)	10.63%
MAINTENANCE	34,563.07	32,183.33	2,379.74	8.13%
MISCELLANEOUS EXPENSE	-	33.33	(33.33)	0.00%
OFFICE SUPPLIES & EXPENSE	1,714.77	1,166.67	548.10	0.40%
OUTSIDE SERVICES/CONTRACT LABOR	25,033.78	29,758.33	(4,724.55)	5.88%
POWER PURCHASED	21,568.87	23,391.67	(1,822.80)	5.07%
PROPERTY/LIABILITY & INJURIES INSURANCE	474.00	5,558.33	(5,084.33)	0.11%
REGULATORY COMMISSION	85.65	1,466.67	(1,381.02)	0.02%
RENEWAL & REPLACEMENT	43,497.00	21,233.33	22,263.67	10.23%
RENT EXPENSE	2,500.00	2,500.00	-	0.59%
TAXES	3,282.30	4,216.67	(934.37)	0.77%
TRANSPORTATION	9,893.25	5,475.00	4,418.25	2.33%
UTILITIES	3,723.26	1,441.67	2,281.59	0.88%
WATER PURCHASED	81,314.96	80,825.00	489.96	19.12%
TOTAL EXPENSES	425,383.72	410,361.25	15,022.47	
NET SURPLUS (DEFICIT)	8,821.77	11,897.08	(3,075.31)	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2021 - 01/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,255,363.76	1,323,175.00	(67,811.24)	97.27%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	243.59	2,100.00	(1,856.41)	0.02%
MISCELLANEOUS/RECONNECT FEES	27,590.83	2,391.67	25,199.16	2.14%
QUIET DELL LEASE	3,500.00	3,966.67	(466.67)	0.27%
TAP FEES	3,900.00	6,650.00	(2,750.00)	0.30%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	1,290,598.18	1,338,283.33	(47,685.15)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	42,649.81	35,933.33	6,716.48	3.36%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
CHEMICALS	1,680.00	758.33	921.67	0.13%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	172,275.95	205,450.00	(33,174.05)	13.57%
DIRECTORS FEES	4,218.81	3,441.67	777.14	0.33%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	41,978.43	43,691.67	(1,713.24)	3.31%
LAB SERVICE	5,863.81	6,475.00	(611.19)	0.46%
LABOR	210,392.69	199,091.67	11,301.02	16.57%
MAINTENANCE	100,607.31	78,516.67	22,090.64	7.93%
MISCELLANEOUS EXPENSE	4,732.65	233.33	4,499.32	0.37%
OFFICE SUPPLIES & EXPENSE	1,597.87	1,225.00	372.87	0.13%
OUTSIDE SERVICES/CONTRACT LABOR	42,781.09	41,941.67	839.42	3.37%
POWER PURCHASED	26,458.26	23,158.33	3,299.93	2.08%
PROPERTY/LIABILITY & INJURIES INSURANCE	14,801.84	26,600.00	(11,798.16)	1.17%
REGULATORY COMMISSION	9,402.34	6,008.33	3,394.01	0.74%
RENEWAL & REPLACEMENT	1,500.00	27,825.00	(26,325.00)	0.12%
RENT EXPENSE	17,500.00	17,500.00	-	1.38%
TAXES	18,198.98	17,500.00	698.98	1.43%
TRANSPORTATION	26,272.54	24,441.67	1,830.87	2.07%
UTILITIES	5,228.66	6,475.00	(1,246.34)	0.41%
WATER PURCHASED	521,321.55	565,775.00	(44,453.45)	41.07%
TOTAL EXPENSES	1,269,462.59	1,332,041.67	(62,579.08)	100.00%
NET SURPLUS (DEFICIT)	21,135.59	6,241.67	14,893.92	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2021 -01/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,342,951.20	1,470,058.33	(127,107.13)	91.01%
FACILITIES CHARGE	17,500.00	17,500.00	-	1.19%
INTEREST INCOME	450.39	5,833.33	(5,382.94)	0.03%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	12,900.00	12,191.67	708.33	0.87%
UNUSUAL CHARGE	101,854.01	111,941.67	(10,087.66)	6.90%
TOTAL INCOME	1,475,655.60	1,617,525.00	(141,869.40)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	5,741.92	7,408.33	(1,666.41)	0.46%
BRIDGEPORT SANITARY BOARD	38,111.11	61,483.33	(23,372.22)	3.08%
CHEMICALS	3,661.04	9,275.00	(5,613.96)	0.30%
CLARKSBURG SANITARY BOARD	15,255.80	14,175.00	1,080.80	1.23%
DEBT SERVICE	556,365.65	647,637.08	(91,271.43)	45.02%
DIRECTORS FEES	3,131.19	1,983.33	1,147.86	0.25%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	31,412.23	32,200.00	(787.77)	2.54%
LAB SERVICE	2,463.21	7,000.00	(4,536.79)	0.20%
LABOR	111,112.71	131,775.00	(20,662.29)	8.99%
MAINTENANCE	88,078.49	146,766.67	(58,688.18)	7.13%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	10,189.18	6,941.67	3,247.51	0.82%
OUTSIDE SERVICES/CONTRACT LABOR	109,325.06	166,366.67	(57,041.61)	8.85%
POWER PURCHASED	82,987.21	140,583.33	(57,596.12)	6.71%
PROPERTY/LIABILITY & INJURIES INSURANCE	10,390.66	12,308.33	(1,917.67)	0.84%
REGULATORY COMMISSION	10,022.96	4,258.33	5,764.63	0.81%
RENEWAL & REPLACEMENT	126,004.95	120,808.33	5,196.62	10.20%
RENT EXPENSE	-	-	-	0.00%
TAXES	5,830.41	12,016.67	(6,186.26)	0.47%
TRANSPORTATION	17,788.04	13,883.33	3,904.71	1.44%
UTILITIES	7,991.21	3,616.67	4,374.54	0.65%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	1,235,863.03	1,540,487.08	(304,624.05)	100.00%
NET SURPLUS (DEFICIT)	239,792.57	77,037.92	162,754.65	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2021 -01/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	2,598,314.96	2,793,233.33	(194,918.37)	93.93%
FACILITIES CHARGE	17,500.00	17,500.00	-	0.63%
INTEREST INCOME	693.98	7,933.33	(7,239.35)	0.03%
MISCELLANEOUS/RECONNECT FEES	27,590.83	2,391.67	25,199.16	1.00%
QUIET DELL LEASE	3,500.00	3,966.67	(466.67)	0.13%
TAP FEES	16,800.00	18,841.67	(2,041.67)	0.61%
UNUSUAL CHARGE	101,854.01	111,941.67	(10,087.66)	3.68%
TOTAL INCOME	2,766,253.78	2,955,808.33	(189,554.55)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	48,391.73	43,341.67	5,050.06	1.93%
BRIDGEPORT SANITARY BOARD	38,111.11	61,483.33	(23,372.22)	1.52%
CHEMICALS	5,341.04	10,033.33	(4,692.29)	0.21%
CLARKSBURG SANITARY BOARD	15,255.80	14,175.00	1,080.80	0.61%
DEBT SERVICE	728,641.60	853,087.08	(124,445.48)	29.08%
DIRECTORS FEES	7,350.00	5,425.00	1,925.00	0.29%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	73,390.66	75,891.67	(2,501.01)	2.93%
LAB SERVICE	8,327.02	13,475.00	(5,147.98)	0.33%
LABOR	321,505.40	330,866.67	(9,361.27)	12.83%
MAINTENANCE	188,685.80	225,283.33	(36,597.53)	7.53%
MISCELLANEOUS EXPENSE	4,732.65	233.33	4,499.32	0.19%
OFFICE SUPPLIES & EXPENSE	11,787.05	8,166.67	3,620.38	0.47%
OUTSIDE SERVICES/CONTRACT LABOR	152,106.15	208,308.33	(56,202.18)	6.07%
POWER PURCHASED	109,445.47	163,741.67	(54,296.20)	4.37%
PROPERTY/LIABILITY & INJURIES INSURANCE	25,192.50	38,908.33	(13,715.83)	1.01%
REGULATORY COMMISSION	19,425.30	10,266.67	9,158.63	0.78%
RENEWAL & REPLACEMENT	127,504.95	148,633.33	(21,128.38)	5.09%
RENT EXPENSE	17,500.00	17,500.00	-	0.70%
TAXES	24,029.39	29,516.67	(5,487.28)	0.96%
TRANSPORTATION	44,060.58	38,325.00	5,735.58	1.76%
UTILITIES	13,219.87	10,091.67	3,128.20	0.53%
WATER PURCHASED	521,321.55	565,775.00	(44,453.45)	20.81%
TOTAL EXPENSES	2,505,325.62	2,872,528.75	(367,203.13)	100.00%
NET SURPLUS (DEFICIT)	260,928.16	83,279.58	177,648.58	

GREATER HARRISON COUNTY PSD - SEWER
Statement of Cash Flows
January 2022

OPERATING ACTIVITIES		
Net Income (Loss)	$	307.05
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Payable	$	22,688.92
Customer Deposits	$	3,366.79
Payroll Liabilities	$	3,452.48
Due (From) To Water Fund	$	(52,635.20)
Net cash provided by Operating Activities	$	(22,819.96)
INVESTING ACTIVITIES		
1450 · WORK IN PROGRESS:Row's & Land	$	-
Fixed Assets Project	$	(803,076.27)
Net cash provided by Investing Activities	$	(803,076.27)
FINANCING ACTIVITIES		
	$	-
5.5 Agreement	$	-
Draw on Bond & Grants	$	892,856.36
Net cash provided by Financing Activities	$	892,856.36
Net cash increase for period	$	66,960.13
Cash at beginning of period	$	2,152,851.59
Cash at end of period	**$**	**2,219,811.72**
Unrestricted Cash	$	966,286.30
Restricted Cash		
Construction Account	$	303,559.55
Depreciation Reserve	$	773,163.50
Rural Development Reserve	$	25,277.33
Bond Commission Sweep	$	52,749.54
SB 234	$	15,000.00
Customer Deposits	$	83,775.50
Total Restricted Cash	$	1,253,525.42
Total Unrestricted & Restricted Cash	**$**	**2,219,811.72**
	$	-

GREATER HARRISON COUNTY PSD - WATER
Statement of Cash Flows
January 2022

OPERATING ACTIVITIES		
Net Income (Loss)	$	8,514.72
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Receivable	$	(27,494.57)
Accounts Payable	$	9,166.99
Customer Deposits	$	1,506.71
Due (From) To Sewer Fund	$	52,635.20
Net cash provided by Operating Activities	$	44,329.05
INVESTING ACTIVITIES		
Fixed Assets	$	-
	$	-
Net cash provided by Investing Activities	$	-
FINANCING ACTIVITIES		
5.5 Agreement	$	-
Grants	$	-
Net cash provided by Financing Activities	$	-
Net cash increase for period	$	44,329.05
Cash at beginning of period	$	938,497.46
Cash at end of period	**$**	**982,826.51**
Unrestricted Cash	$	561,228.31
Restricted Cash		
Depreciation Reserve	$	316,409.95
Bond Commission Sweep	$	26,503.00
Construction Stevens Run	$	50.00
SB 234	$	15,000.00
Customer Deposits	$	63,635.25
Total Restricted Cash	$	421,598.20
Total Unrestricted & Restricted Cash	**$**	**982,826.51**
	$	-

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, January 10, 2022

With due notice published and a quorum present, Darlene Swiger called the meeting to order: ROLL CALL

Present	Employees	Also Present
Darlene Swiger	Kevin Short	Tom Marion
Sharon Hamilton		Shelby Johnson
Fred Martin		

Election of Officers

Sharon Hamilton made a motion to leave the officers in place as follows; Darlene Swiger - Chairman; Sharon Hamilton – Treasurer; and Fred Martin – Secretary. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

1. **Approval of Minutes**

   Fred Martin made a motion to approve the minutes for Monday, December 13, 2021, as read. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**

   Sharon Hamilton made a motion to approve the Checks Signed Document dated 12/01/21 through 12/31/21. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

3. **Hepzibah Water Project**

1. Shelby and the Board discussed the progress made with Morgan Haymond on getting the Rights of Ways. Kevin said he received an email from Morgan today and he has five rights of ways complete in hand and he has been at the courthouse working on updates and tracking current owners and while he was there he got another rights of way, so that makes six total that he has. Kevin said there is a total of 29 rights of ways that we need to get and we have 11 completed rights of ways. Kevin said that Morgan Haymond hasn't worked any the month of December because he has been at the hospital with his first grandson who had to have open heart surgery.
2. Tom Marion informed the Board that IJDC/PSC have two additional things they want with one being, an Updated Project Cost Estimate and an Updated Project Schedule. The second thing is the Bond Resolution notice and Tom said that Steptoe & Johnson will put together the notice and send it to the PSC. Kevin said one of the reasons that Tom is at the meeting tonight is in reference to a draft letter of things (concerning the American Rescue Plan Act funds) that we need from the County Commission. Kevin said we have already made some changes in the letter. Kevin and Tom and the Board discussed this in great detail.

4. **Manager's Report**

A. Kevin provided the Board with a copy of an agreement from Bennett & Dobbins to do the quarterly and annual reports along with the accounting work and the cost will be $900.00/quarterly or $3,600.00/yearly. After discussion, **Fred Martin made a motion to accept the agreement from Bennett & Dobbins to do our quarterly and annual reports along with accounting work, and the cost will be $900.00/quarterly or $3,600.00/yearly. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.**

B. Kevin provided the Board with a copy of the A/P Aging Summary sheet as of December 31, 2021 and discussed.

C. Kevin provided the Board with a copy of the Profit & Loss Report for December, 2021 and discussed.

D. Kevin provided the Board with a copy of the Statement of Cash Flows sheet for December, 2021 and discussed.

E. Kevin provided the Board with a copy of December, 2021 Past Due Accounts and discussed.

F. Kevin provided the Board with a copy of the Income and Expense report for December, 2021 and discussed.

G. Kevin provided the Board with a copy of the December, 2021 Water Loss report and said the water loss was 46.08 %.

H. Kevin informed the Board that he ordered UV Lights for the Spelter plant. Kevin said they are rotating the UV lights every six months. Kevin and the Board discussed this further.

I. Kevin informed the Board that he is working with Cummings Sales and Service to get the permanent generators repaired. Kevin said the permanent generator at Spelter needs a new controller and it runs approximately $900.00 and it also needs a new breaker and a new cord. Kevin said they are supposed to be getting him prices for these items and a price to repair the transfer switches. Kevin and the Board discussed this in detail.

J. Kevin informed the Board that they had all of the meters tested at both plants and this has to be done yearly per the DEP rules and regulations. The meters are fine, but one of the transmitters on the influent is not sending the signal to the plant and it has a running total. Kevin said he is waiting on a price to fix this problem, so hopefully this is will be all he has for both plants.

K. Kevin informed the Board that Dave and Zach Barnett are scheduled to go take the Class 1 Wastewater course on April 18th thru April 22nd.

L. Kevin informed the Board that a company by the name of Global Life (Liberty National Vision) Insurance out of Morgantown, WV met with him concerning Insurance for our Employees'. Kevin said with the Board's approval they would like to come in and offer our employees' life insurance and various other insurance policies such as supplemental dental and eye. After discussion, **Sharon Hamilton made a motion to allow Global Life Insurance Company to come in and discuss various insurances with our employees'. Fred Martin seconded the motion. All in favor, none opposed and none abstained.**

5. **Employee Issues**

1. Kevin and the Board discussed the employees' available vacation and personal time at the end of calendar year 2021 (if any vacation over 40 hours). After discussion, **Fred Martin made a motion to approve carrying over all vacation time or the employee can get paid for anything over 40 hours the next pay cycle, with it being the employee's option. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.**
2. Kevin informed the Board that he interviewed (last Thursday) a lady by the name of Jenny

Dotson for the possibility of hiring her for a part time position. After discussion, the Board decided to have Kevin offer Jenny Dotson a part time position with Hepzibah PSD.

6. **Next Board Meeting**
   Sharon Hamilton announced that the next board meeting will be February 7, 2022.

7. **Adjournment**
   There being no further business, **Sharon Hamilton made a motion to adjourn the meeting. Fred Martin seconded the motion. All in favor, none opposed, and none abstained.**

Darlene J. Yeager
Chairman

Sharon Hamilton
Treasurer

Secretary

aja

9-D

Enlarged Hepzibah PSD
Statement of Cash Flows
January 1 through February 7, 2022

	Jan 1 - Feb 7, 22
OPERATING ACTIVITIES	
Net Income	7,480.49
Adjustments to reconcile Net Income to net cash provided by operations:	
1000.1 · Water:1370 · Returned Checks	36.83
Account Payable	8,825.94
1200 · Other Liabilties - Sewer:1227 · Customer Deposits	350.00
1201 · Other Current Liabilities - Wat:2350 · Customer Deposits	433.44
24000 · Payroll Liabilities	881.40
Net cash provided by Operating Activities	18,008.10
INVESTING ACTIVITIES	
1401 · Fixed Assets - Water:3460 · Meters	-2,685.00
Net cash provided by Investing Activities	-2,685.00
FINANCING ACTIVITIES	
1300 · Long Term Liabilities - Sewer:1236 · 05 USDA Bond Payable	-12,399.96
Net cash provided by Financing Activities	-12,399.96
Net cash increase for period	2,923.14
Cash at beginning of period	27,712.28
Cash at end of period	30,635.42

Enlarged Hepzibah PSD
A/P Aging Summary
As of February 7, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ace Hardware	46.94	0.00	0.00	0.00	0.00	46.94
ACE HARDWARE OF SALEM	119.98	0.00	0.00	0.00	0.00	119.98
B&M Environmental LLC	0.00	3,322.50	0.00	0.00	0.00	3,322.50
Bennett & Dobbins PLLC	1,010.00	0.00	0.00	0.00	46,259.08	47,269.08
Chenoweth Ford	0.00	2,149.69	0.00	0.00	0.00	2,149.69
CINTAS	193.20	0.00	0.00	0.00	0.00	193.20
CITCO	3,480.00	0.00	0.00	0.00	0.00	3,480.00
City of Clarksburg	520.00	0.00	0.00	0.00	0.00	520.00
Clarksburg Water Board	30,078.15	0.00	0.00	0.00	46,826.91	76,905.06
Core & Main LP	0.00	0.00	0.00	0.00	-941.63	-941.63
Enlarged Hepzibah PSD	695.98	0.00	0.00	0.00	0.00	695.98
Hart Office Solutions	30.32	0.00	0.00	0.00	0.00	30.32
Miss Utility of WV, Inc.	23.95	0.00	0.00	0.00	0.00	23.95
Mon Power	1,324.71	0.00	0.00	0.00	0.00	1,324.71
North Central Paving	0.00	3,005.00	0.00	0.00	0.00	3,005.00
Sun Valley Public Service District	0.00	63.15	0.00	0.00	21,461.79	21,524.94
THE CLEAN TEAM	150.00	0.00	0.00	0.00	0.00	150.00
The Designer's Landscaping & Lawncare	1,000.00	0.00	0.00	0.00	0.00	1,000.00
THRASHER	0.00	0.00	2,412.50	0.00	0.00	2,412.50
Unifirst Corporation	306.76	0.00	0.00	0.00	0.00	306.76
Vincent Lumber Company	99.72	0.00	0.00	0.00	0.00	99.72
TOTAL	39,079.71	8,540.34	2,412.50	0.00	113,606.15	163,638.70

Enlarged Hepzibah PSD
Profit & Loss
January 1 through February 7, 2022

	Jan 1 - Feb 7, 22
Income	
1500 · Late Fees	1,027.54
1501 · Metered Sales	30,312.06
4610 · Metered Water Sales	56,088.64
4700 · Water Late Fees	1,126.59
4741 · Reconnect Fees	91.71
4746 · Credit Card Charges	709.37
Total Income	89,355.91
Gross Profit	89,355.91
Expense	
1508 · Workers Compensation	2,489.00
1704 · Utilities - Sewer Plant	3,953.88
1743 · Transportation Expense	851.07
1781 · Accounting & Legal	555.50
1790 · Postage	316.58
1791 · Board Salaries	454.50
1793 · Supplies	1,223.57
1794 · Uniforms	548.26
1795 · Telephone	274.52
1796 · Outside Services	11,225.50
1805 · Sludge Disposal	520.00
6020 · Purchased Water	30,032.15
66000 · Payroll Expenses	18,473.17
6661 · Water Testing	46.00
9210 · Office Supplies	245.74
9260 · Pensions & Benefits	9,859.96
9280 · Regulatory Expenses	806.02
Total Expense	81,875.42
Net Income	7,480.49

CHECKS SIGNED DOCUMENT
DATED
JANUARY 1, 2022 – JANUARY 31, 2022

For Vendor
- Check #'s — 1274 - 1285 (Water)

Signed by Kevin Short and Rhonda Beezel

For Payroll
- Check #'s — 7951 – 7954 (Sewer)

Signed by Kevin Short and Rhonda Beezel

For Vendor
- Check #'s — 7955 – 7961 (Sewer)

Signed by Kevin Short and Rhonda Beezel

For Payroll
- Check #'s — 7962 – 7971 (Sewer)

Signed by Kevin Short and Rhonda Beezel

For Vendor
- Check #'s — 7972– 7972 (Sewer)

Signed by Kevin Short and Rhonda Beezel

For Payroll
Check #'s — 7973 – 7982 (Sewer)

Signed by Kevin Short and Rhonda Beezel

Darlene J. Zunger
Chairman

Sharon Hamilton
Secretary

Treasurer

Sun Valley Public Service District

Regular Board Meeting

Tuesday, January 11, 2022

With due notice published and a quorum present, Chairman Dale called the meeting to order: ROLL CALL

Present	Employees	Also Present
Gregg Dale	Kevin Short	Logan Alastanos
Connor Thompson		Zack Dobbins
Sandra Patterson		

Election of Officers

Connor Thompson made a motion to leave the officers in place as stated; Gregg Dale – Chairman; Connor Thompson – Treasurer; and Sandra Patterson - Secretary. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

1. **Approval of Minutes**

   Sandra Patterson made a motion to approve the minutes for Tuesday, December 14, 2021, as read. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**

   Sandra Patterson made a motion to approve the Checks Signed Document dated 12/15/21 through 1/11/22. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

3. **2019 Water Project**

1. Zack Dobbins informed the Board that he had the Sun Valley Public Service District approving invoices that is relating to the Water Project and the authorizing payment thereof IJDC NO. 2018W-1775 with this being Resolution #14. Zack said the following is authorized and direct payment should be made to the following; JD Utilities for $508.00; Pro Contracting for $91,838.54; and the Thrasher Group for $1,300.00 for a grand total of $93,646.54. Zack said after this draw down we will have requested $2,471,196.45 of the $2,596,000.00 loan that we have, and as of date we have requested $140,230.19 from the $359,347.00 grant money which leaves $219,116.81 remaining in grant money. Zack and the Board discussed this in detail. After discussion, **Sandra Patterson made a motion to accept Resolution #14 of the Sun Valley Public Service District, approving invoices related to the Water Project, IJDC #2018W-1775 and authorizing payments thereof; JD Utilities for $508.00; Pro Contracting for $91,838.54; and the Thrasher Group for $1,300.00 for a grand total of $93,646.54. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

4. **Proposed Sewer Project**

1. Kevin informed the Board that we only received one bid for the Sewer Project and it was sealed. Gregg opened the bid and said it was from JD Utility Services. After discussion, **Connor Thompson made a motion to retain JD Utility Services LLC for the Project Administrator on our upcoming Marion Heights and Fletcher Heights Sewer Project. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.** After further discussion on this topic, Zack Dobbins asked the Board to make a motion for Kevin Short to sign the agreement for the Sewer Project. The Board agreed that it was fine for Kevin to sign the agreement. **Connor Thompson made a motion to allow Kevin Short to represent and sign any necessary paper work for JD Utilities, LLC (the Administrator) on the Sewer Project. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**
2. Logan informed the Board that as far as the Sewer Project, he hopes to have the P.E.R. ready for next month. Logan said the only hold up right now is with us seeking State A.R.R.P. funds from the state level through the DEP and IJDC as they are still waiting to see how they want to distribute and how they want to handle this. Logan said that Kylea has a call into Kathy Embrey, who is the head of the DEP to see how she wants this written in the document. Logan said when they decide what they want to do with the money, we will be ready to hand them what we want to do with the money as the documents will be finished and the agreements signed. Logan, Zack, Kevin and the Board discussed this in detail.

5. **Manager's Report**

A. Kevin provided the Board with a copy of the agreement with Bennett & Dobbins to do the accounting work and Rule 42 for the Sewer Project. After discussion, **Connor Thompson made a motion to except the Agreement with Bennett & Dobbins, PLLC, to do our Accounting work and Rule 42 for the Sewer Project with a closing fee of $36,000.00 which will be deferred until the closing of the project. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

B. Kevin provided the Board with copies of the Water and Sewer Bond Payment Schedule and advised the Board that all of the Bond payments are paid to date.

C. Kevin provided the Board with a copy of the Aged Trial Balance sheet and informed them that it was printed before charges were created on December 21, 2021 and discussed.

D. Kevin provided the Board with a copy of the Water Loss Report for July through December, 2021, with a water loss of 45.97% for the month of December, and with a year to date adjusted water loss of 37.15%. Kevin and the Board discussed in detail.

E. Kevin provided the Board with a copy of the Water and Sewer Spreadsheets that show the total amount billed compared to the total amount purchased for the month of December, 2021 and the total outstanding when the disconnects are mailed each month. Kevin and the Board discussed this in detail.

F. Kevin provided the Board with copies of the Vendor Invoice Report for Water & Sewer that is outstanding as of 12/29/21 and discussed.

G. Kevin provided the Board with a copy of the 19-A filing for a general water rate increase and a 19-A filing for a general sewer rate increase. Kevin said that Zack Dobbins is ready to submit both of these to the PSC. After discussion, **Connor Thompson made a motion to submit to the PSC the filing for the 19-A Water Rate Increase on tariff 11. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

Connor Thompson made a motion to submit to the PSC the filing for the 19-A Sewer Rate Increase on tariff 11. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

H. Kevin provided the Board with a copy of a letter that he along with Dave Glover have been working on to the attorney (Mr. Frank Simmerman) for the Harrison County Commission in regards to the American Rescue Plan Act funds. After a lengthy discussion, **Connor Thompson made a motion to approve our attorney, David Glover in submitting the proposal regarding the American Rescue Plan Act funds to the Harrison County Commission's attorney, Mr. Frank Simmerman. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

I. Kevin said that December was a rough month as we repaired three major leaks with two of the leaks being in Wolf Summit and the other one was in Reynoldsville.

6. Employee Issues

Sandra Patterson made a motion to give Kevin Short a 3 ½ percent pay raise, with his hourly wage now being $29.73 and with the raise it will be $30.77 an hour. This pay raise will be effective with the start of the next pay cycle, 1/9/22. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

Sandra Patterson made a motion to give Rodney Miller a 3 ½ percent pay raise, with his hourly wage now being $20.12 and with the raise it will be $20.82 an hour. This pay raise will be effective with the start of the next pay cycle, 1/9/22. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

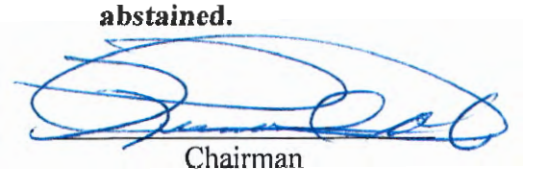
Sandra Patterson made a motion to give Dave Barnett a 3 ½ percent pay raise, with his hourly wage now being $20.50 and with the raise it will be $21.22 an hour. This pay raise will be effective with the start of the next pay cycle, 1/9/22. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

Kevin and the Board discussed the employee' available vacation and personal time at the end of calendar year 2021 (if any vacation over 40 hours). After discussion, **Sandra Patterson made a motion to approve carrying over all vacation time or the employee can get paid for anything over 40 hours the next pay cycle, with it being the employee's option. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

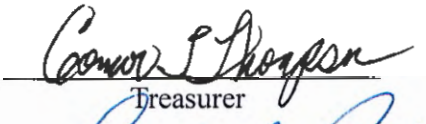
Kevin informed the Board that a company by the name of Global Life (Liberty National Vision) Insurance out of Morgantown, WV met with him concerning Insurance for our Employee's. Kevin said with the Board's approval they would like to come in and offer our employees' life insurance and various other insurance policies such as supplemental dental and eye. After discussion, **Sandra Patterson made a motion to allow Global Life Insurance Company to come in and discuss various insurances with our employees'. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

7. **Next Board Meeting**
Sandra Patterson announced that the next Board Meeting will be February 15, 2022.

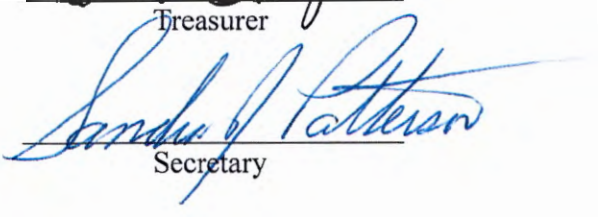
8. **Adjournment**
There being no further business, **Sandra Patterson made a motion to adjourn the meeting. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**



Chairman



Treasurer



Secretary

aja

9-F

V E N D O R I N V O I C E R E P O R T

** OPEN INVOICES ** DUE DATE: 1/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 1/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

VENDOR#	VENDOR NAME / DATE	TRAN#	TYPE	REFERENCE	DESCRIPTION	I/P AMOUNT	I/P BALANCE
125	ACE AGGREGATES						
	12/08/21	202406	401	6369	STONE FOR LEAK REPAIRS	654.08	654.08
						654.08*	654.08*
800	APPALACHIAN SOFTWARE INC						
	11/10/21	201210	401	110721	INSTALLATION SUPPORT 1/1/22 - 12/31/22	4,020.50	4,020.50
						4,020.50*	4,020.50*
1,055	CHASE CARDMEMBER SERVICE						
	12/14/21	202608	401	7547-HOSTMON	RENEW DOMAIN&SITELOCK1YR&BACKUP HOST 3YR	798.21	798.21
	12/28/21	203111	401	MIDTRA-PTPY2	NEW BRUSH HOG FOR JOHN DEERE 750-PT PAY2	999.00	999.00
						1,797.21*	1,797.21*
1,250	BENNETT & DOBBINS PLLC						
	4/16/21	190074	401	24848-SW	3RD QTR FY 2014-2015 ACCOUNTING WORK-SW	417.90	417.90
	4/16/21	190075	401	25095-SW	4TH QTR FY 2014-2015 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190076	401	25121-SW	1ST QTR FY 2015-2016 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190077	401	25194-SW	2ND QTR FY 2015-2016 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190078	401	25745-SW	3RD QTR FY 2015-2016 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190079	401	26019-SW	4th QTR FY 2015-2016 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190080	401	26065-SW	1ST QTR FY 2016-2017 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190081	401	26383-SW	2ND QTR FY 2016-2017 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190082	401	26716-SW	3RD QTR FY 2016-2017 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190083	401	26890-SW	4TH QTR FY 2016-2017 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190084	401	26982-SW	1ST QTR FY 2017-2018 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190085	401	27697-SW	2ND&3RD QTR FY 2017-2018 ACCTING WORK-SW	1,500.00	1,500.00
	4/16/21	190094	401	27856-SW	4TH QTR FY 2017-2018 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190095	401	28079-SW	1ST&2ND QTR FY 2018-2019 ACCTING WORK-SW	1,800.00	1,800.00
	4/16/21	190096	401	28571-SW	3RD QTR FY 2018-2019 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190097	401	28836-SW	ACCOUNTING SERVICES AGR HEP&SVPSD SW POR	750.00	750.00
	4/16/21	190098	401	29029-SW	4TH QTR FY 2018-2019 ACCOUNTING WORK-SW	900.00	900.00
	4/16/21	190099	401	29953-WA	ACCOUNTING WORK-RFP FOR AUDITORS-WA	210.00	210.00
	4/16/21	190100	401	29953-SW	ACCOUNTING WORK-RFP FOR AUDITORS-SW	90.00	90.00
	4/16/21	190101	401	30033-WA	ACCOUNTING WORK FY 2019-2020-WATER	6,300.00	6,300.00
	4/16/21	190102	401	30033-SW	ACCOUNTING WORK FY 2019-2020-SEWER	2,700.00	2,700.00
	4/16/21	190103	401	30516	ACCOUNTING WORK COVID 19 SW RATES	825.00	825.00
	1/11/22	204167	401	31069	ACCOUNTING WORK FY 2020-2021 PSC & FINAN	8,000.00	8,000.00
						34,292.90*	34,292.90*
2,700	WV NEWS						
	1/11/22	204175	401	1323506	AD-ADMINISTRATIVE PROPOSAL REQUEST-SW PR	136.86	136.86
						136.86*	136.86*
3,350	CLARKSBURG WATER BOARD						
	1/11/22	204178	401	M88985	DEC BACT SAMPS SITE 12 ZONES A-C 3301726	69.00	69.00
						69.00*	69.00*
4,275	DODSON PEST CONTROL						
	1/11/22	204177	401	238222041223	PEST CONTROL DEC 2021	62.00	62.00
						62.00*	62.00*
5,205	GOFF BACKA ALFEAR & COMPANY						
	9/13/21	198140	401	47856	FY 2019-2020 WATER AND SEWER AUDIT	7,300.00	7,300.00
						7,300.00*	7,300.00*
5,425	HART OFFICE SOLUTIONS						
	12/29/21	203615	401	249918	MAINT AGREEM 2500AC COPIER THRU 11/30/21	78.50	78.50
	12/29/21	203616	401	249919	MAINT AGREEM 2500AC COPIER THRU 12/31/21	78.50	78.50

V E N D O R I N V O I C E R E P O R T

** OPEN INVOICES ** DUE DATE: 1/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 1/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

VENDOR#	VENDOR NAME / DATE	TRAN#	TYPE	REFERENCE	DESCRIPTION	I/P AMOUNT	I/P BALANCE
5,425	HART OFFICE SOLUTIONS						
						157.00*	157.00*
5,430	ENLARGED HEPZBAH PSD						
	10/27/21	200522	401	SV-2022-002	MAINTENANCE HELP - WA LEAK WILSONBURG	208.90	208.90
	10/27/21	200523	401	SV-2022-003	MAINTENANCE HELP - WA LEAK BFS	115.50	115.50
	10/27/21	200524	401	SV-2022-004	MAINTENANCE HELP - WA LEAK - GARY DODD	66.00	66.00
	10/27/21	200525	401	SV-2022-005	MAINTENANCE HELP - WA LEAK - OLD DAV RUN	71.50	71.50
	12/14/21	202605	401	SV-2022-006	MAINT HELP- WA LEAK-CABOOSE LANE WOLF SU	66.00	66.00
						527.90*	527.90*
5,900	CORE & MAIN						
	11/30/21	202097	401	P928410	SUPS TO CONNECT NEW WATER LINES@SV TANK	1,189.27	1,189.27
	12/08/21	202412	401	P890788	PIN LOCKS FOR METERS	73.64	73.64
	12/08/21	202413	401	P890799	LOCKS FOR METERS	200.00	200.00
	12/08/21	202414	401	Q010910	SUPPS-LEAK REPAIR DOLAN STREET-WOLF SUM	135.26	135.26
	12/14/21	202601	401	Q022185	SUPPS-REDO WA TAPS ON CORK STREET	672.18	672.18
	12/14/21	202602	401	Q022195	SUPPLIES FOR LEAK REPAIRS	347.68	347.68
	12/14/21	202603	401	Q023213	MARKING PAINT FOR MISS UTILITIES	62.28	62.28
	12/20/21	202922	401	Q065606	SUPPLIES FOR STOCK	641.50	641.50
	12/29/21	203607	401	Q021271	SUPS-CONTROL VALVE WOLF SUMMIT	45.00	45.00
	12/29/21	203608	401	Q073129	SUPS-BURY METER @ 537600-00	456.07	456.07
	12/29/21	203609	401	Q123222	SUPS-BURY METER @ 537600-00	113.42	113.42
						3,936.30*	3,936.30*
5,910	CORKY WELLS ELECTRIC/CW SERVIC						
	11/30/21	202099	401	2609734	TROUBLESHOOT PD BLOWERS @ LAKE FLOYD	240.00	240.00
	11/30/21	202100	401	2609735	TROUBLESHOOT LIFT STAT PUMP 1 @ LAKE FLO	480.00	480.00
	12/14/21	202604	401	2609870	INSTALL NEW SEAL FAIL TEMP RELAY@LAKE FL	420.00	420.00
						1,140.00*	1,140.00*
7,700	MISS UTILITY OF WV INC						
	1/11/22	204180	401	WV21-5944	DIG NOTIFICATIONS	43.85	43.85
						43.85*	43.85*
8,050	NORTH CENTRAL PAVING, INC.						
	1/11/22	204168	401	121321	BLACKTOP FOR LEAK REPAIRS-AREAS ON QUOTE	8,373.00	8,373.00
						8,373.00*	8,373.00*
8,800	PUBLIC SERVICE COMMISSION						
	7/14/21	194941	401	12153	INTRASTATE REVENUE ASSESSMENT 2020	4,421.28	4,421.28
						4,421.28*	4,421.28*
9,351	RONALD LANE INC.						
	4/23/21	190361	401	31520	8TH REIMBURSEMENT LOT 1 SEWER	229.26	229.26
	4/23/21	190362	401	31520-2	8TH REIMBURSEMENT LOT 5 SEWER	229.26	229.26
	4/23/21	190363	401	31520-3	8TH REIMBURSEMENT LOT 10 SEWER	229.26	229.26
	4/23/21	190364	401	91520-1	9TH REIMBURSEMENT LOT 1 SEWER	229.26	229.26
	4/23/21	190365	401	91520-2	9TH REIMBURSEMENT LOT 5 SEWER	229.26	229.26
	4/23/21	190366	401	91520-3	9TH REIMBURSEMENT LOT 10 SEWER	229.26	229.26
	4/23/21	190367	401	31521-1	10TH REIMBURSEMENT LOT 1 SEWER	229.26	229.26
	4/23/21	190368	401	31521-2	10TH REIMBURSEMENT LOT 5 SEWER	229.26	229.26
	4/23/21	190369	401	31521-3	10TH REIMBURSEMENT LOT 10 SEWER	229.26	229.26
						2,063.34*	2,063.34*
10,900	CITCO WATER						
	12/14/21	202600	401	S100167431.2	LIQUID GAUGE FOR SUN VALLEY TANK	130.48	130.48
						130.48*	130.48*

V E N D O R I N V O I C E R E P O R T

** OPEN INVOICES ** DUE DATE: 1/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 1/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

VENDOR#	VENDOR NAME / DATE	TRAN#	TYPE	REFERENCE	DESCRIPTION	I/P AMOUNT	I/P BALANCE
11,190	PACE ANALYTICAL SERVICES, LLC						
	1/11/22	204176	401	217382481	QTR TTHMS/HAA5S REYNOLDSVILLE NOV 2021	185.00	185.00
						185.00*	185.00*
11,475	CHARTER COMMUNICATIONS						
	1/31/22	205736	401	653801 2/22	PHONE & INTERNET SERVICE	321.13	321.13
						321.13*	321.13*
11,900	TUCK'S WELDING						
	11/10/21	201198	401	583358	RENT DUMP TR-WA LEAK OLD DAV RUN 7/21/21	125.00	125.00
	11/10/21	201199	401	583359	RENT DUMP TR-LF PLANT CLEAN-DRYING BEDS	50.00	50.00
	11/10/21	201200	401	583360	RENT DUMP TRUCK-TRASH TO DUMP 8-22-21	100.00	100.00
	11/10/21	201201	401	583361	RENT DUMP TR-WA LEAK OLD DAV RUN 8/24/21	75.00	75.00
	11/16/21	201376	401	583362	RENT DUMP TRUCK-WA LEAK DOLAN ST 9/17/21	150.00	150.00
						500.00*	500.00*
13,600	WV DIVISION OF HIGHWAYS						
	12/20/21	202920	401	WS 4591	DOHPERMIT#04-2019-0542-ADD FOOTAGE WA PR	2,497.30	2,497.30
						2,497.30*	2,497.30*
13,900	WV RURAL WATER ASSOCIATION						
	12/08/21	202415	401	120821	2022 MEMBERSHIP DUES	726.69	726.69
						726.69*	726.69*
					VENDOR INVOICES	73,355.82**	73,355.82**

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 107 100 00	CONSTRUCTION-WORK IN PROGRESS	2	3,686.57	2	3,686.57
B	80 623 000 00	OPERATIONAL SUPPLIES & EXPENSE	1	45.00	1	45.00
B	80 650 000 00	MAINTENANCE OF DIST RESERVOIR	1	130.48	1	130.48
B	80 651 000 00	MAINTENANCE OF MAINS	2	569.49	2	569.49
B	80 651 100 00	MAINTENANCE OF MAINS	16	12,444.50	16	12,444.50
B	80 653 000 00	MAINTENANCE OF METERS	2	273.64	2	273.64
B	80 921 000 00	OFFICE SUPPLIES & OTHER EXP	2	628.75	2	628.75
B	80 921 100 00	OFFICE SUPPLIES & OTHER EXPENS	3	153.30	3	153.30
B	80 921 300 00	TELEPHONE EXPENSES	1	224.79	1	224.79
B	80 923 000 00	OUTSIDE SERVICES - COMPUTER	1	2,814.35	1	2,814.35
B	80 923 200 00	OUTSIDE SERVICES-WATER TESTING	2	254.00	2	254.00
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	3	12,110.00	3	12,110.00
B	80 923 425 00	OUTSIDE SERVICES-AUDIT	1	3,650.00	1	3,650.00
B	80 923 800 00	OUTSIDE SERVICES - OTHER	1	561.61	1	561.61
B	80 923 900 00	OUTSIDE SERVICES-OTHER-MISS UT	1	30.69	1	30.69
B	80 928 000 00	REGULATORY COMMISSION EXPENSE	1	3,094.90	1	3,094.90
	FUND# 80	WATER FUND	40	40,672.07	40	40,672.07
B	81 271 300 00	5.5 SEWER LINE EXT CONTRIBUT	9	2,063.34	9	2,063.34
B	81 398 000 00	CONSTRUCT IN PROGRESS PHASE 2	1	136.86	1	136.86
B	81 703 000 00	SUPPLIES & EXPENSES	2	318.38	2	318.38
B	81 793 000 00	GENERAL & MISC SUPPLIES & EXP	5	335.16	5	335.16

V E N D O R I N V O I C E R E P O R T

** OPEN INVOICES ** DUE DATE: 1/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 1/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

B	81	795	100	00	OUTSIDE SERVICES-ACCOUNTING	21	22,182.90	21	22,182.90
B	81	795	125	00	OUTSIDE SERVICES-AUDIT	1	3,650.00	1	3,650.00
B	81	795	150	00	OUTSIDE SERVICES - COMPUTER	1	1,206.15	1	1,206.15
B	81	795	800	00	OUTSIDE SERVICES - OTHER	1	165.08	1	165.08
B	81	795	900	00	OUTSIDE SERVICES-OTHER-MISS UT	1	13.16	1	13.16
B	81	797	000	00	REGULATORY COMMISSION EXPENSES	1	1,326.38	1	1,326.38
B	81	803	250	00	LAKE FLOYD MAINTENANCE HELP SW	4	1,190.00	4	1,190.00
B	81	807	200	00	TELEPHONE EXPENSE	1	96.34	1	96.34
	FUND# 81				SEWER FUND	48	32,683.75	48	32,683.75
					ALL FUNDS	88	73,355.82	88	73,355.82

9-G

RULES OF PROCEDURE

SUN VALLEY PUBLIC SERVICE DISTRICT

ARTICLE I

NAMES AND PLACES OF BUSINESS

Section 1. Name: SUN VALLEY PUBLIC SERVICE DISTRICT

Section 2. The principal office of this Public Service District will be located at Post Office Box 95, 18 Sable Circle, Reynoldsville, West Virginia.

Section 3. The Common Seal of the District shall consist of 2 concentric circles between which circles shall be inscribed Sun Valley Public Service District, and in the center "seal" as follows: SEAL

Section 4. The fiscal year of the District shall begin the 1st day of July in each year and shall end the following June 30th.

ARTICLE II

PURPOSE

This District is organized exclusively for the purposes set forth in Chapter 16, Article 13A of the Code of West Virginia of 1931, as amended (the "Act").

ARTICLE III

MEMBERSHIP

Section 1. The members of the Public Service Board of this District shall be those persons appointed by The County Commission of Harrison County , West Virginia (the "County Commission"), or otherwise appointed pursuant to the Act, who shall serve for such terms as may be specified in the order of the County Commission or otherwise.

Section 2. Should any member of the Public Service Board resign or otherwise become legally disqualified to serve as a member of the Public Service Board, the Secretary shall immediately notify the County Commission or other entity provided under the Act and request the appointment of a qualified person to fill such vacancy. Prior to the end of the term of any member of the Public Service Board, the Secretary shall notify the County Commission of other entity provided under the Act of the pending termination and request the County Commission or other entity provided under the Act to enter an order of appointment or re-appointment to maintain a fully qualified membership of the Public service Board.

ARTICLE IV

MEETINGS OF THE PUBLIC SERVICE BOARD

Section 1. The members of the Public Service Board of this District shall hold a regularly monthly meeting on the 2nd Tuesday of each month at 3:30 PM at the Sun Valley Public Service District's office, unless otherwise stated in notices for meetings. If the day stated shall fall on a legal holiday, the meeting shall be moved to a date that the Public Service Board approves. Special meetings of the Public Service Board may be called at any time by the Chairman or by a quorum of the Board.

Section 2. At any meeting of the Public Service Board of the District, 2 members shall constitute a quorum. Each member of the Public Service Board shall have one vote at any membership meeting and if a quorum is not present, those present may adjourn the meeting to a later date.

Section 3. Unless otherwise waived, notice to members by letter or telephone shall be required for regular meetings. Unless otherwise waived, notice to members by letter or telephone shall be required for special meetings at lease three days before the date fixed for such meeting. The notice of any special meeting shall state briefly the purpose of such meeting and the nature of business to be transacted thereat.

PUBLIC NOTICE OF MEETINGS

Section 4. Pursuant to Section 3, Article 9A, Chapter 6 of the West Virginia Code of 1931, as amended, notice of the time and place of all regularly scheduled sessions of such Public Service Board, and the time, place and purpose of all special sessions of such Public Service Board, shall be made available, in advance, to the public and news media as follows:

A. A notice shall be posted by the Secretary of the Public Service Board of the Public Service District on the Notice Board near the front door of the Harrison County Courthouse and on the Notice Board near the front door of the of the place fixed for the regular meetings of the Public Service Board (The Public Service District's office) of the time and place fixed and entered of record by the Public Service Board for holding of regularly scheduled sessions. If a particular regularly scheduled session is cancelled or postponed, a notice of such cancellation or postponement shall be posted on the Notice Board near the front door of the Courthouse and the meeting place as soon as feasible after such cancellation or postponement has been determined upon.

B. A notice shall be posted by the Secretary of the Public Service Board on the notice Board near the front door of the Harrison County Courthouse and on the Notice Board near the front door of the place fixed for the special meeting of the Public Service Board at least 48 hours before a special session is to be held, stating the time, place and purpose for which such special session shall be held. If the special session is cancelled, a notice

of such cancellation shall be posted on the Notice Board near the front door of the Courthouse and the meeting place as soon as feasible after such cancellation has been determined upon.

C. The form of notice for posting as to a special session may be generally as follows:

SUN VALLEY PUBLIC SERVICE DISTIRCT

NOTICE OF SPECIAL SESSION

The Public Service Board of Sun Valley Public Service District will meet in special session on _____, at _____ .m. prevailing time at _____, West Virginia, for the following purposes:

1. To consider and act upon

Secretary

Date: _____

ARTICLE V

OFFICERS

Section 1. The officers of the Public Service Board shall be a Chairman, Secretary and Treasurer. The Chairman shall be elected from the members of the Public Service Board. The Secretary and Treasurer need not be members of the Public Service Board, and may be the same person.

Section 2. The officers of the Public Service Board shall be elected each year by the members at the first meeting held in the month of January of such year. The officers so elected shall serve until the next amual election by the membership and until their successors are duly elected and qualified. Any vacancy occurring among the officers shall be filled by the members of the Public Service Board at a regular or special meeting. Persons elected to fill vacancies shall serve until the following January meeting of the Board when their successors shall be elected hereinabove provided.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. When present, the Chairman shall preside as Chairman at all meetings of the Public Service Board. He shall, together with the Secretary, sign the minutes of all meetings at which he shall preside. He shall attend generally to the executive business of the Board and exercise such powers as may be conferred upon him by the board, by these Rules of Procedure, or prescribed by law. He shall execute, and if necessary, acknowledge for record, any deeds, deeds of trust, contracts, notes, bonds, agreements or other papers necessary, requisite, proper or convenient to be executed by or on behalf of the Board when and if directed by the members of the Board.

Section 2. If the Chairman is absent from any meeting, the remaining members of the Board shall select a temporary chairman.

Section 3. The Secretary shall keep a record of all proceedings of the Board which shall be available for inspection as other public records. He shall, together with the Chairman, sign the minutes of the meetings at which he is present. The Secretary shall have charge of the minute book, be the custodian of deeds and other writings and papers of the Board. He shall also perform such other duties as he may have under law by virtue of his office or as may be conferred upon him from time to time by the members of the Board.

Section 4. The Treasurer shall be the lawful custodian of all funds of the District and shall pay same out on orders authorized or approved by the Board. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and proper receipts and vouchers for all disbursements made by or through him and shall prepare and submit such reports and statements of the financial condition of the Board as the members may from time to time prescribe. He shall perform such other duties as may be required of him by law or as may be conferred upon him by the members of the Board.

ARTICLE VII

AMENDMENTS TO RULES OF PROCEDURE

These Rules of Procedure may be altered, changed, amended or added to at any regular or special meeting of the Board by a majority vote of the entire Board, or at any regular or special meeting of the members when a quorum is present in person and a majority of those present vote for the amendment; but no such change, alteration, amendment or addition shall be made at any special meeting unless notice of the intention to propose such change, alteration, amendment or addition and a clear statement of the substance thereof be included in the written notice calling such meeting.

Adopted: 2/15/2022

Chairman

Secretary

Treasurer

10-A

Harrison County Commission

Request to Attend Meeting

Name	Whitney Newlon
Department	Animal Control
Destination	Embassy Suites Charleston WV
Travel Dates	25-Mar-22
Reason	Best Friends Animal Society Sheltering Summit WV

Total Estimated Cost $0.00

Transportation				$
Air			$	
Private Vehicle:				
Mileage	0	X .58	$ 0.00	
Rental Car			$	
Lodging				$
Registration				$ 0.00
Meals	(Estimated)			$
Incidentals				$

Employee Signature: _____ Date: 2/9/22

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

10-4b

Harrison County Commission

Request to Attend Meeting

Name	Elizabeth Keough
Department	Animal Control
Destination	Embassy Suites Charleston WV
Travel Dates	25-Mar-22
Reason	Best Friends Animal Society Sheltering Summit WV

Total Estimated Cost $151.96

Transportation				$
Air			$	
Private Vehicle:				
Mileage	262	X .58	$ 151.96	
Rental Car			$	
Lodging				$
Registration				$ 0.00
Meals	(Estimated)			$
Incidentals				$

Employee Signature: Elizabeth Keough Date: 2/9/22

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

11-A

Harrison County Commission

Request to Attend Meeting

Name: Whitney Newlon

Department: Animal Control

Destination: Stonewall Resort

Travel Dates: 22-Apr-22

Reason: CAET continuing education

Total Estimated Cost $250.00

Transportation			$
Air		$	
Private Vehicle:			
Mileage	X .58	$	
Rental Car		$	
Lodging			$
Registration			$ 250.00
Meals (Estimated)			$
Incidentals			$

Employee Signature: Elizabeth Keough Date: 2/7/22

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

2022 CAET Continuing Education Program Registration
Stonewall Resort, Roanoke, WV
April 22, 2022



To be received with the fee in the office of the West Virginia Board of Veterinary Medicine no later than March 22, 2022

Fee: $250.00 per registrant (all fees are non-refundable)
Contact the Board to pay with a credit card.

Enclose your check or money order payable to:
West Virginia Board of Veterinary Medicine
5509 Big Tyler Road, Suite 3, Cross Lanes, WV 25313

CAET Name:	Whitney Newlon
Name for Name Tag:	Whitney Newlon
Employer/Organization:	Harrison County Animal Control
Business Mailing Address:	301 W Main Street
Business City, State, Zip:	Clarksburg WV 26301
Business Phone:	304 592 1876
Business Email:	wnewlon450@gmail.com

Harrison County Commission

Request to Attend Meeting

11-B

Name	Dennis Burner
Department	Animal Control
Destination	Stonewall Resort
Travel Dates	22-Apr-22
Reason	CAET continuing education

Total Estimated Cost $250.00

Transportation			$
Air		$	
Private Vehicle:			
Mileage	X .58	$	
Rental Car		$	
Lodging			$
Registration			$ 250.00
Meals (Estimated)			$
Incidentals			$

Employee Signature: Elizabeth Kiorpes Date: 2/7/22

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

2022 CAET Continuing Education Program Registration
Stonewall Resort, Roanoke, WV
April 22, 2022



To be received with the fee in the office of the West Virginia Board of Veterinary Medicine no later than March 22, 2022

Fee: $250.00 per registrant (all fees are non-refundable)
Contact the Board to pay with a credit card.

Enclose your check or money order payable to:
West Virginia Board of Veterinary Medicine
5509 Big Tyler Road, Suite 3, Cross Lanes, WV 25313

CAET Name:	Gary D Burner 1-2019
Name for Name Tag:	Dennis Burner
Employer/Organization:	Harrison County Animal Control
Business Mailing Address:	301 W main St
Business City, State, Zip:	Clarksburg WV 26301
Business Phone:	304-592-1876
Business Email:	DBurner@harrisonCountyWV.com

11-C

Harrison County Commission

Request to Attend Meeting

Name: Elizabeth Keough

Department: Animal Control

Destination: Stonewall Resort

Travel Dates: 22-Apr-22

Reason: CAET continuing education

Total Estimated Cost $250.00

Transportation			$
Air		$	
Private Vehicle:			
Mileage	X .58	$	
Rental Car		$	
Lodging			$
Registration			$ 250.00
Meals (Estimated)			$
Incidentals			$

Employee Signature: Elizabeth Keough Date: 2/7/22

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

2022 CAET Continuing Education Program Registration
Stonewall Resort, Roanoke, WV
April 22, 2022



To be received with the fee in the office of the West Virginia Board of Veterinary Medicine no later than March 22, 2022

Fee: $250.00 per registrant (all fees are non-refundable)
Contact the Board to pay with a credit card.

Enclose your check or money order payable to:
West Virginia Board of Veterinary Medicine
5509 Big Tyler Road, Suite 3, Cross Lanes, WV 25313

CAET Name:	Elizabeth Keough
Name for Name Tag:	Elizabeth Keough
Employer/Organization:	Harrison County Animal Control
Business Mailing Address:	301 W Main St ~~Clarks~~
Business City, State, Zip:	Clarksburg WV 26301
Business Phone:	304-592-1876
Business Email:	ekeough@harrisoncountywv.com

12

GLOVER LEGAL
P L L C

David C. Glover
214 Saint James Drive
Clarksburg, WV 26301
Phone: (304) 969-9192
Facsimile: (304) 566-7237

January 12, 2022

Frank E. Simmerman, III
Simmerman Law Office, PLLC
254 E. Main Street
Clarksburg, WV 26301

Mr. Simmerman:

I represent Sun Valley Public Service District, Enlarged Hepzibah Public Service District and Lake Floyd Public Service District on projects that are moving along in the planning stage for each District. I wanted to approach you as Counsel for the Harrison County Commission concerning the appropriation of the American Rescue Plan Act funds to each District.

As you know, Sun Valley PSD operates and manages Enlarged Hepzibah PSD and Lake Floyd PSD. On October 1, 2021, Sun Valley Public Service District requested a total of $3,508,513 of the American Rescue Plan Act funds coming to the Harrison County Commission on behalf of the three Districts.

The 3 Districts requested a breakdown of the requested $3,508,513 as follows:

Lake Floyd PSD	$ 1,500,000
Enlarged Hepzibah PSD	$ 1,893,000
Sun Valley PSD	$ 115,513

The e-mails that were sent to the Harrison County Commission requesting these funds are attached.

On October 6, 2021, the Harrison County Commission voted to approve the appropriation of $2,500,000 to Sun Valley PSD.

Each District is planning a project that will benefit their customers and Harrison County. The plan among the Districts was to share the $2,500,000 among the 3 Districts and use the funds to offset project funding for each District's project. As you know, securing project funding is a vital part of the planning process. Before each District can proceed any further with their projects, they need a binding commitment of funds so that they can plan the projects with funding certainty.

The 3 Districts have agreed to breakdown the $2,500,000 appropriation as follows:

Lake Floyd PSD	$ 1,385,000
Enlarged Hepzibah PSD	$ 500,000
Sun Valley PSD	$ 615,000

On behalf of each District, I respectfully request that the Harrison County Commission provide a binding commitment letter in the amounts set forth above and commit the funds to each District so that they can finalize the funding for each of their projects. If the Districts cannot obtain individual binding commitments from the Harrison County Commission, the Districts will have no choice but to seek other less favorable sources of funding for their projects, which will not benefit the customers of Harrison County.

If you or the Commissioners have any questions or concerns, please do not hesitate to contact the Districts or me. Thank you in advance for your attention to this very important matter.

Sincerely,

David C. Glover

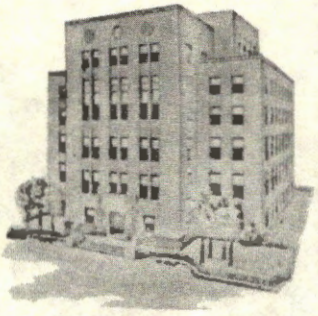
DCG/mg
cc: Sun Valley PSD
Enlarged Hepzibah PSD
Lake Floyd PSD

15

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 COURT HOUSE

February 23, 2022

Alcohol Beverage Control Administration
Attention: Licensing Department
900 Pennsylvania Avenue, 4th Floor
Charleston, West Virginia 25302

Dear Commissioner:

This letter is to advise you that the Harrison County Commission has no objection to a license being issued to Billy Reep for the establishment Hillbilly Hatchets, located at 34 Keystone Drive, Bridgeport, West Virginia 26330, who is applying for an ABCA License. This is zoned as county property not city property. The Harrison County Commission discussed this at the meeting held on February 23, 2022 and it was approved.

If further information is needed, please advise.

Sincerely,

Susan J. Thomas, President
Harrison County Commission

Zoning Form

(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the obverse (front) portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: _____

DBA (Doing Business As): Hillbilly Hatchets

Address of Establishment: 34 Keystone Dr. (Street/Route) Bridgeport (City) WV (State) 26330 (Zip Code)

Applicant's Name(s): Reep (Last) William (First) E. (Middle)

Dodd (Last) Tyler (First) G. (Middle)

General Description of Premises: Axe throwing bar.

Food Services to be Offered: Pizza, sandwiches, chips

Patron Capacity: 85

This Notice has been filed with the Clerk or Recorder of the City/Town of

_____ **on this** _____ **day of** _____, _____.

Applicant's Signature(s): _____ Date: 2.13.22

_____ Date: 2.13.22

(Municipality to fill out reverse side of form)

ABCA-Lic.Z.2

A

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, February 9, 2022, through Tuesday, February 15, 2022

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, Thursday, February 10, 2022, the following matters were disposed of in the presence of the Clerk:

The said estate of **GENE A DODD**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

On, Friday, February 11, 2022, the following matters were disposed of in the presence of the Clerk:

The said estate of **INA GRACE PENNINGTON**, deceased was referred to **JAMES C TURNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The said estate of **GLENDA GAIL WILSON**, deceased was referred to **JAMES A VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **TRACI L CURREY** was appointed and qualified as ADMINISTRATRIX of the estate of **JESSE WILLARD JOHNSON**, deceased. Bond was 26,500.00.

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

REGINA GALE HUDSON, who was named in the last will and testament of **SANDRA SUE HUDKINS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Monday, February 14, 2022, the following matters were disposed of in the presence of the Clerk:

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

SUZANNE CAROL CODLING, who was named in the last will and testament of **DONALD RAY CODLING**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **THELMA JEAN TENNANT**, deceased, late a resident of Wetzel, West Virginia, was admitted to record.

On, Tuesday, February 15, 2022, 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, **ROBERT G MATHENY SHERIFF** was appointed and qualified as ADMINISTRATOR of the estate of **SHARON SUE RICHARDS**, deceased. No bond was required.

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

JAMES J MATHENY, who was named in the last will and testament of **PATTY LOU MATHENY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

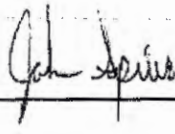
MELVA JO PETITTO, who was named in the last will and testament of **ELEANOR JEAN NEWBROUGH**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BRENDA LEA PROPER** was appointed and qualified as ADMINISTRATRIX of the estate of **JOSHUA KARLTON PROPER**, deceased. Bond was 20,000.0 0.

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

LUCILLE BOWERS, who was named in the last will and testament of **ROBERT LEE WAGNER**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
KATHY PARSONS, who was named in the last will and testament of **ROBERT LEE WAGNER**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **MARY ANN S HOPKINS**, deceased, late a resident of Monongalia, West Virginia, was admitted to record.



John R Spires
Clerk of the Harrison County Commission

Wednesday, February 23, 2022

Confirmed

WV EXTENSION SERVICE

Homespun News

Harrison County

Family & Community Development Newsletter

March
April
2022

Inside this issue:

Important Events	1
Featured Project, County Belle, CEOS Week, Learn How to Care for Your Succulents	2
Calendar of Events	3
Succulents Workshop, Energy Express, CEOS Spring Conference, Lesson Leader Trainings	4
Event Reservations	5
Cultural Arts Show Information	6
Grocery Budget and Pantry Stocking	7
Safely Packing Your Cooler	8
Homespun Humor, Contact Information	9



Shout Out to Sycamore

The Sycamore CEOS members made 81 snowmen using snuggle slipper socks bought from the Dollar Tree, Hershey candy bars with white paper wrapped around them, wiggly eyes, and ribbon. The members who made them were Elissa Whelchel, Debbie Blackwell, Esther Messenger, and Rena Lawrence. The workshop was held Saturday, January 8. The Snowmen Tray Favors will be donated to Hospice patients and to the Salem Nursing Home residents.

Executive Board Meets April 26

County Officers and committee chairs will meet at 9:30 a.m., Monday, April 26 in the 4-H Center. The agenda for the May County Council meeting will be discussed. Masks are still being required to attend.

County Council Meeting March 7

The meeting will begin at 9:30 a.m., Monday, March 7 in the 4-H Center. Join your fellow CEOS member to learn about upcoming CEOS events and other updates to meeting guidelines. Masks must be worn to attend the meeting.

Leadership & Officer Training Rescheduled



The Leadership and Officer Training class, which had originally been scheduled for January, will now be held on April 1 at the 4-H Center in conjunction with a Lesson Leader Training.

If you signed up for the January event, you are still registered for this one. If you now wish to attend , please fill out a reservation slip on page 5 and send it to the Extension Office. You can also register by calling the office at 304-624-8650.

Featured Project

Promoting CEOS Scholarship Opportunities

The WVCEOS and HCCEOS have made it a priority to promote scholarship opportunities to second-year college students in West Virginia.

Human Service/Education Scholarship

Some fields of study may include nutrition, early childhood development, interior design, apparel design, psychology, social work, counseling, and other related fields.

Nursing Scholarship

Available to West Virginia students who have successfully completed 24 credit hours and enrolled at a state college offering a bachelor's degree in nursing..

Multiple scholarships may be awarded to West Virginia students who have successfully completed 24 credit hours and are enrolled in state colleges.

Each of the scholarships are worth $500 and are renewable. The deadline to apply is April 1. For information, applications, and requirements, go to *extension.wvu.edu/community-educational-outreach-service or contact your local Extension Office.*

County Belle Nominations are due



March 15 is the deadline for clubs to submit names for County Belle consideration. Names will be drawn from a hat. The Belle must be at least 70 years old and able to participate in the parade. She must also be a resident of Harrison County. A former Belle is not eligible to represent her county. Harrison County CEOS Council pays the fee for the newly chosen Belle. This covers her lodging, meals, and transportation while at Glenville State College. While the Belle must provide her own transportation, HCCEOS will reimburse her mileage. The Belle may take a companion. However, the companion's expenses are the responsibility of the companion. For questions, or if a former Belle would like parade information, call the Extension office at 624-8650.



CEOS Week
May 15-20

Please save these items for the VA

* New coats & jackets for homeless Vets
* Underwear - All sizes (M-4XL), new only
* Shaving cream & lotion, small
* Shampoos, deodorants, small
* Combs, toothbrushes, small
* Denture adhesive, tablets
* Puzzle books – Large Print
* DVD Movies, current music CDs for library
* Backpacks
* Composition notebooks

Comfort Kits — shampoo, soap, razor, comb, toothbrush, toothpaste, and shaving cream.

Welcome Home Kits — broom, mop bucket, toilet brush, shower curtain, basic home supplies – please no chemicals.

Build Your Own Succulents Tray

Agriculture Agent Jennifer Friend will show us how to build our own tray of these plants during a workshop at 9:30 a.m., Friday, March 18 at the 4-H Center. Each participant will go home with three plants and all materials will be provided, though you are welcome to bring your own planter. The cost of the class will be $15 and will be limited to the first 20 who register by the March 8 deadline. Fill out the reservation slip on page 5, and we will see you there.

Basket Workshop April 8

Delores Stutler and Sharon Godwin will again be leading our basket-making workshops, and the first one of 2022 will be held at 9:30 a.m., Friday, April 8 at the 4-H Center. The cost of the class is $25. The style of the basket to be made will be displayed at the March County Council meeting. Bring your tools, a tub for soaking the reeds and a snack. Some tools will be available to purchase. Please send in your registration slip on page 5 by April 1 to the Extension office.

2022 Mark Your Calendar



Please Note: Workshops and events may be added or changed to this schedule

March

4 Lesson Leader Training
Railroads That Carved West Virginia
West Virginia Rhythm
7 County Council Meeting
18 Succulents Workshop

April

1 Lesson Leader Training
Danske Dandridge: WV Poet
Succulents 101
1 Leadership & Officer Training
4-8 WVCEOS Virtual Spring Conference
8 Basket Making Workshop
25 Executive Board Meeting

May

6 Lesson Leader Training
Trans Allegheny Lunatic Asylum
Sensational Soups
15 CEOS Week
20 String Art Workshop
23 County Council Meeting
Energy Express Items collected;
Cultural Arts Show, register at 8:30am
24 Collection for VA Hospital

June

3 Lesson Leader Training
Advanced Care Planning
10 Workshop TBA
24 Photo Contest Entries Due
29 Executive Board Meeting

July

11 County Council & Picnic (evening)
Collect cleaning supplies
22 Workshop TBA
25-27 NVON Conference, Evansville, IN

August

1 CVH Forms Due
5 Workshop TBA
5 Poetry, Short Story Entry Deadline
29 Executive Board Meeting

September

1 Reorganization Forms Due*
12 County Council Meeting
16 Workshop TBA

October

4-6 WVCEOS Fall Conference, Jackson's Mill
14 County Goal Writing Workshop
21 Workshop TBA
24 Executive Board Meeting
30 CEOS of the Year Forms Due*

November

4 Basket Make-up Workshop
7 County Council Meeting
18 Achievement & Demonstration Day
30 Deadline to Submit Club Dues, Rosters, and Committee Reports

Day trips are being planned for the summer, and details will be included when plans are finalized. CEOS members will be responsible for their own transportation to and from the event.

*Please note the earlier due dates for Reorganization and CEOS of the Year forms. This is to ensure that all of the necessary information will be available for Achievement Day.

***Inclement Weather Policy**: If school is cancelled in the County on a day of a county meeting or event, that event will be cancelled. A delay has no influence on a CEOS event.*

Attend A Virtual Class During the Spring Conference April 4-8 on Zoom



Join with CEOS members from across the state for the Spring CEOS Conference April 4-8. The online conference will feature classes in bird and wildlife watching, arts and crafts, tourism, cooking, history, and gardening, just to name a few. The state conference committee and Paul Crumrine are still working on the class schedule, and it will be announced at a later date. The details on what classes are being offered and how to join the group will be announced as we get closer to the event so keep checking the Harrison County CEOS Facebook page or call the Extension Office at 304-624-8650 for further information.

Railroads, Volunteering Topics For March Lesson Leader Training

Learn about the role railroads played in the development of early West Virginia's economy and how that role has changed today as we talk about the Railroads That Carved West Virginia lesson at the Lesson Leader Training set for 9:30 a.m., March 4 at the 4-H Center.

After that, we will discuss the health benefits of being a volunteer in our communities and how we can continue to do that from our homes during the pandemic as part of the Hearts and Hands In Action lesson.

Please send in the registration slip on page 5 or call the Extension office at 304-624-8650 to let us know you are coming.

April Lesson Leader Training Discusses Poet, Growing Succulents

Succulents are quickly becoming a popular household plant because of the minimal care needed and because they come in a variety of shapes, sizes, and colors. Learn how to grow and care for these plants during the April 1 Lesson Leader Training that begins at 9:30 a.m. at the 4-H Center.

We will also discuss the life of West Virginia poet Danske Dandridge, a woman who refused to let tragedies and illness prevent her from reaching her goal of becoming a publisher writer.

Please send in the registration slip on page 5 or call the Extension Office at 304-624-8650 to sign up for the class.

Items to Collect for Energy Express – Bring to May 23 County Council Meeting



Foam egg cartons	Socks and pantyhose	Newspapers	Wrapping paper	Sand
Paper plates	Paper towel tubes	Cotton balls	Freezer paper	Feathers
String, thread, yarn,	Paper bags (all sizes)	Cupcake liners	Magazines with pictures	Large appliance boxes
Empty cereal boxes Empty cracker boxes	Shoe boxes	Wallpaper samples	Packing material (foam or shredded paper)	Containers (cardboard, plastic, cottage cheese)
Textured fabrics, materials	Plastic rings from soft drink pack	Shower curtains or old sheets	Clothesline & clothespins	Foam meat trays (disinfect with water and bleach!)

Thanks for all you do!



Sincerely,
Ric Rodriguez,
Extension Agent
John Wickline,
Program Assistant

Programs and activities offered by the WVU Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin and marital or family status. **When registering for programs, please designate special access or dietary needs 3 weeks prior.** The information given herein is supplied with the understanding that no discrimination is intended and no endorsement by the Cooperative Extension Service is implied.

Lesson Leader Training

9:30 a.m., Friday, March 4 at the 4-H Center

Two lessons will be offered this day, *Railroads That Carved West Virginia*, and *Hearts & Hands In Action.*

Lesson Leader Training

NAME _____ **CLUB/GUEST** _____
ADDRESS _____ **PHONE** _____
Mail to : John Wickline **RSVP by March 1, 2022**
1117 Good Hope Pike
Clarksburg, WV 26301 **__ Railroads __ Hearts & Hands in Action**

Succulents Workshop

9:30 a.m., Friday, March 18 at the 4-H Center

Agriculture agent Jennifer Friend will show participants how to successfully grow and care for their own succulents. All materials will be provided, and you are welcome to bring your own planters if you wish.

Succulents Workshop

NAME _____ **CLUB/GUEST** _____
ADDRESS _____ **PHONE** _____
Mail to : John Wickline **RSVP by March 8, 2022**
1117 Good Hope Pike **Cost: $15**
Clarksburg, WV 26301 **Make checks payable to HCCEOS**

Lesson Leader Training

9:30 a.m., Friday, April 1 at the 4-H Center

Two lessons will be offered this day, *Danske Dandridge* and *Succulents 101.* We will also be offering Officer & Leadership Training.

Lesson Leader Training

NAME _____ **CLUB/GUEST** _____
ADDRESS _____ **PHONE** _____
Mail to : John Wickline **RSVP by March 24, 2022**
1117 Good Hope Pike **__ Danske Dandridge __ Succulents**
Clarksburg, WV 26301

Basket Making Workshop

9:30 a.m., Friday, April 8 at the 4-H Center

Basket Making Workshop

NAME _____ **CLUB/GUEST** _____
ADDRESS _____ **PHONE** _____
Mail to : John Wickline **RSVP by March 24, 2022**
1117 Good Hope Pike **Cost: $25**
Clarksburg, WV 26301 **Make checks payable to HCCEOS**

Cultural Arts Show—May Council Meeting 2021 at the 4-H Center

Entries will be accepted only between 8:30 a.m. and 9:30 a.m. Please don't leave the table until item is registered. Have your item in the correct category. You may enter as many items as you like.

Categories:



- Paintings — drawings, watercolors, oils, pastels, charcoal & acrylics
- Tole painting & China painting
- Jewelry
- Paper Crafts
- Fiber arts – knitting, crocheting, macramé, spinning & weaving
- Hand stitchery — needlepoint, crewel, embroidery & cross-stitch
- Heritage skills — quilling, scrimshaw, drying & leather craft
- Ceramics — porcelains, pottery – free form or commercial mold
- Handcrafted toys
- Dolls — all kinds
- Holiday crafts
- Wearable Art — sweatshirts, children's clothes, etc.
- Basketry — Handwoven
- Recycled items — items made from recycled supplies
- Floral arrangements — fresh or artificial
- Miscellaneous — any item which does not fit into any of the above categories
- Professional — this category is for members who sell crafts or exhibit on a professional level or teach workshops in that particular category.
- Adult Coloring

- Quilts — hand pieced & hand quilted
- Quilts — machine pieced & hand quilted
- Quilts — hand pieced & machine quilted
- Quilts — machine pieced & machine quilted professionally
- Quilts — wall hangings
- Quilts — Pre-printed
- Quilts — Appliqué
- Quilts — Baby & Ronald McDonald Quilts
- Quilts — Miscellaneous

All quilts will be folded and then opened by the judges. No quilts will be hung.

- **Rules & Guidelines**

- Kits are eligible.
- Must have been completed within the past year May 2021 – May 2022
- All work on the item must have been done only by the member entering it.

NOTE: Craft items are entered at the owners' risk and responsibility.

Have a 3 x 5 card with the following information for each item:
Name, Address, Phone Number, Club, and Category

Grocery Budget and Pantry Stocking

Three easy ways to save at the grocery store.

1. Plan ahead before venturing out to the store. Create a weekly menu, and make a list of ingredients you'll need to make each recipe. You can use sale circulars and flyers to create menus based on weekly sales. When making your list, be sure to check for ingredients that you already have in your kitchen. Double checking helps avoid the sinking feeling you get when you discover that you spent money on an item that you already had.

2. Check the unit cost of similar items to ensure you're getting the best deal. This is where your phone calculator comes in handy. To find the unit cost, divide the total cost of the item by the number of units in the product (ounces, milliliters, grams, etc.).

3. Use coupons with caution. Coupons are frequently offered for national brands instead of generic or store brands. Even with the coupon, that national brand item may still be more expensive than the generic equivalent. Generic and store brands are usually comparable in quality and taste and tend to cost less.



Stocking the Pantry

In times of uncertainty, our thoughts often turn to our food supply and feeding our families healthfully while keeping budget in mind. There are many things that we can do to make sure we have what we need on hand without having to buy large quantities of food.

Don't forget to consider your freezer space. Fresh meat and poultry can be purchased in bulk and frozen in smaller amounts to save money in the long run. Frozen fruits and vegetables are often a great choice because they are usually picked and packed on the same day and retain their nutritional value, and they last much longer than fresh.

Consider stocking up on a few items from each of the five food groups to make well-balanced meals.

Fruits and vegetables

Rinsing canned vegetables removes some of the sodium, but you can also buy lower-sodium varieties often at the same cost. Try to purchase canned fruit in its own juice or water instead of canned in syrup because it's lower in sugar. Canned tomatoes and tomato sauce can be used for a variety of dishes like soup, chili, pasta sauce and casseroles.

Proteins

Try to have some canned or dried beans, canned fish, nuts and nut butter in your pantry. Beans, lentils and other legumes can be especially low-cost and used in a variety of ways.

Grains

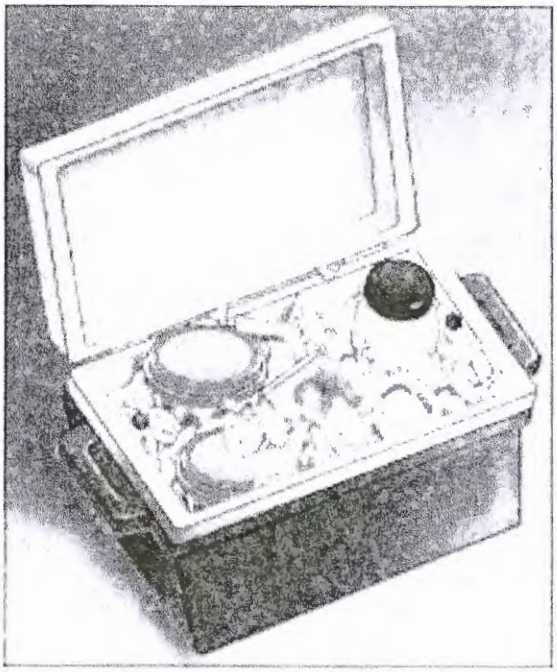
Grains are very shelf-stable and versatile. Rice, pasta, couscous and other grains can be used as side dishes, or to make many different other dishes such as soups, stews and casseroles. Whole grain foods like oats can be eaten for breakfast, but don't forget you can also to use them in muffins and cookies to boost nutrients and fiber.

Dairy

There are many varieties of shelf-stable fluid milk available, but people don't often realize that fresh milk can be frozen for up to three months. If you find some on sale and have a little extra freezer space, pick up an extra gallon or two. Solid cheese can also be grated and frozen, but once it's thawed after freezing, the texture may change somewhat.

— Courtesy of WVU Extension

Packing a cooler for your trip? Follow these food safety guidelines



Now that warmer weather is nearing, it's time to gear up and head for the great outdoors. However, there are a few things to remember before packing a cooler for your car, boat or camper.

The USDA Food Safety and Inspection Service have provided a list of general rules to follow when preparing a meal for an outdoor trip.

- Pack safely by using a cooler if car-camping or boating. Always keep frozen items in a cold source if hiking or backpacking. Try freezing water in clean, empty milk cartons to create a longer-lasting cold source for coolers.

- Try to keep any raw food away from food to be consumed immediately. Bacteria can be present in raw foods, sometimes causing illness if consumed.

- Either double wrap raw meat or poultry packages, or seal them in plastic bags to prevent juices from the raw product from dripping on other foods.

- Keeping your hands clean is a necessity when preparing food in any environment, but is crucial when preparing food in the outdoors. By using disposable wipes or biodegradable soap, you'll cut back on the major risk of illness.

- Avoid consuming unfamiliar water sources. Pack bottled water if possible or use a water purification tablet if unsure of the water quality.

- It's difficult to keep hot foods at safe temperatures for extended periods of time. Instead, transport chilled foods and cook on site when possible. Check your local camping supply store for light-weight pots and portable stoves.

These tips can keep you safe from harmful illnesses related to consumption. By following these precautions, you can make certain that your camping and outdoor adventures will be safe and fun.

Remember to burn any leftover foods instead of tossing them into a trash can. Leftover foods can attract animals.

For more information on outdoor food safety, contact your local WVU Extension Service county office.

You may also call the USDA Meat and Poultry Hotline at 1-888-MPHotline (1-888-674-6854) between 10 a.m.- 4 p.m. ET.

Homespun Humor

Ready For An Interesting Road Trip?



West Virginia has a lot of towns with slightly different pronunciations. According to the guidebook published by WVU in 1981, "A Guide to Pronunciation of a Place Named in West Virginia," there is one short, simple road trip you may be interested in driving.

In Harrison County, just 4 miles north of Clarksburg sets the unincorporated town of Hepzibah. The community is pronounced HEP-zee-baw. But it is not to be confused with the community located just to the east in neighboring Taylor County.

Located just six miles from Bridgeport, the Taylor County community is spelled exactly the same as its Harrison County counterpart. But according to the guide, it is pronounced HEP-zee-bee.

If you wanted to make the short drive between the two communities, it would take you roughly about 20-30 minutes to cover the 15 miles.

Other towns that made the list of difficult pronunciations included Onego (ONE-go) in Pendleton County, Cheylan (SHEEL-yun) in Kanawha County, Cairo (KAIR-oh) in Ritchie County and the ever popular Hurricane (HER-uh-kun) in Putnam County.

— Courtesy of WBOY and West Virginia University

WVU Extension Office Harrison County
1117 Good Hope Pike
Clarksburg, WV 26301
Phone 304-624-8650
Fax 304-624-0017
E-mail:
Ric.Rodriguez@mail.wvu.edu
John.wickline@mail.wvu.edu

"Every day may not be good, but every day has good in it."

http://facebook.com/pages/Harrison-County-CEOS

http://harrison.ext.wvu.edu/

www.wvu.edu

EXTENSION SERVICE

2022 Harrison County CEOS Officers:

President	Carolyn Romine Friendly Neighbors CEOS
Vice President	Deloris Wilson Stonewood CEOS
Secretary	Patricia Rummel Shinn's Run CEOS
Treasurer	Joann Giovanetti Coburn's Creek CEOS
Board Advisor	Connie Wolfinger Sycamore CEOS