Wednesday April 27, 2022

10:00 A.M.

The Harrison County Courthouse will be opened with limited seating at the County Commission meeting. 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. --- Steve Rawlings --- Current Coverage --- WV Corp
10:15 A.M. --- Public Nuisance --- Michael Lyons & Michelle Gum
10:30 A.M. --- Public Nuisance --- Sharon Bork
10:45 A.M. --- Report on Harrison County Development Authority Projects --- Mike Jenkins
11:15 A.M. --- Funding Request --- Youth Baseball of Harrison County, Inc. --- Patrick Marozzi

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A. Chris Harris --- Resignation --- Effective 04-19-2022 --- Sheriff's Department**
   - **B. Bryan Lowther --- FMLA --- Leave w/o Pay --- 911**
   - **C. C. Renee Courtney --- 3 Days LWOP (May 5, 6, & 9) --- Parks & Rec**
   - **D. Jason Spatafore --- Merit Increase --- Effective 5/10/2022 --- Maintenance**
   - **E. Kortney Hill --- Dispatch Trainee --- Effective 05-10-2022 --- 911**
   - **F. Jason Sheff --- Dispatch Trainee---Effective 05-10-2022 --- 911**
   - **G. Mica Gioquinto --- Dispatch Trainee --- Effective 05-10-2022 --- 911**
4. **Minutes and /or Amended Minutes of Previous Meeting**
   - **A. Regular Meeting Minutes 04-06-2022**
   - **B. Regular Meeting Minutes 04-13-2022**
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A. Vendor Requisition List of Payments**

6. Exonerations --- Corrective Tickets --- Joint Property Application
   A. Exonerations --- See Exhibit A
   B. Corrective Tickets --- See Exhibit B
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. (04/27/22) --- UMB Bank $1,765.33
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
   A. Requisition Number #57 --- Steptoe & Johnson, PLLC $11,557.02
   B. Requisition Number #58 --- Steptoe & Johnson, PLLC $3,187.50
9. Review – Discuss – Consider a Resolution Authorizing the Submission of a Proposal to Congressman McKinley's Office
10. Review – Discuss – Consider Rail Trail Crossing Permit/Dominion Energy
11. Review – Discuss – Consider Formal Retention of Legal Counsel to Address Antero's Tax Appeal
12. Review – Discuss – Consider Funding Request from the Town of Lumberport
13. Review – Discuss – Consider Budget Revision to the Current 2021-2022 Budget for Prosecuting Attorney's Office from: 405-341 Materials & Supplies ($150.00) to 405-349 Charges by Other Gov. Units ($150.00)
14. Review - Discuss - Consider Formal Issuance of Request for Proposal for County Insurance Services
15. Review – Discuss - Consider Entering into a MOU/Intergovernmental Agreement whereby City of Salem Continues to Perform Maintenance on Portions of the Rail Trail System
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
   1. 04-16-2022 to 04-12-2022
   2. 04-13-2022 to 04-19-2022
B. Monthly Fiduciary Commission Settlements: *(NONE)*
C. Review – Discuss - Consider Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts:
   1. Enlarged Hepzibah PSD --- Final Budget – Water Division for Year Ended 06-20-23
   2. Sun Valley PSD --- Meeting Minutes 03-08-2022
   3. Sun Valley PSD --- Vendor Invoice Report 03-31-2022
   4. East View PSD --- Meeting Agenda 04-12-2022

5. Greater Harrison County PSD --- Agenda 04-20-2022
6. Greater Harrison County PSD --- Financials 03-2022
7. Bingamon PSD --- Meeting Minutes 03-21-2022
8. Enlarged Hepzibah PSD --- Meeting Minutes 03-14-2022
9. Enlarged Hepzibah PSD Financials 03-2022
10. Greater Harrison County PSD --- Meeting Minutes 03-16-2022

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

T-1. Bridgeport PD Notice of Membership --- Harrison & Taylor County 911 Advisory Board

T-2. Ordinance Modification Request Authorizing Volunteer Fire Companies & Paid Fire Companies to Charge Fees

Property Owners Name	Michael Lee Lyons Jr & Michelle Lynn Gum				Case# 448
Address	1247 New Creek Rd Salem, WV 26426-8556				
Address of Property In Review	3519 Wilsonburg Rd			District 07 MAP 1123 PARCEL 88	
Date Of Complaint	10/15/2021	Date of Notice	4/4/2022	Date of Certified Mail	
Date of 1st Notice	10/19/2021	Date of Certified Letter	4/9/2022	Date of Served Process to Sheriff	
Date of Certified Letter sent	10/19/2021	Date of Served Process to Sheriff	4/4/2022	Received Date of Certified Mail	
Date of Served Process to Sheriff	10/19/2021	Received Date of Certified Letter	N/K	Received Date of Served Process	
Received Date of Certified Letter	Returned	Received Date of Served Process	4/4/2022	Date File transferred to Legal	
Received Date of Served Process	10/22/2021	Hearing Date and Time	April 27, 2022 10:15AM	Court Date and Time	
Time for Correction	30 Days	Action Taken @ Hearing		Hearing Outcome	
Extended Time		Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes: Had to reschedule hearing. Covid.

10:15 AM

Date: October 19, 2021

Case #448

Property Owner/Address
Michael Lee Lyons Jr
Michelle Lynn Gum
1247 New Creek Road
Salem, WV 26426

Identification/Location of Property
Address: 3519 Wilsonburg Rd
District: 07
Tax Map: 1123
Parcel: 88

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

1. Dilapidated structure
2. Junk around structure
3. Excessive vegetation

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

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department, located:

Harrison County Courthouse
301 West Main Street
Clarksburg, WV, 26301
Telephone (304) 624-8690

HARRISON COUNTY PLANNING COMMISSION

By: _____
Robert Leonard, Code Officer



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

Pay your taxes online 

Harrison County Real Property - Tax Year: 2021

Ticket Number: 0000022070 **Account Number:** 06416764

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

Owner Name: LYONS MICHAEL LEE JR & MICHELLE LYNN GUM **In Care of:** **Address:** 1247 NEW CREEK RD SALEM WV 264268556 **Lending Inst:**	**Property:** 2 LOTS #5 6 B J REYNOLDS SD #1 INC PCL 89 **Map:** 1123 **Parcel:** 0088 0000 0000 **Lot Size:** **Acreage:** **Book:** W201 **Page:** 805

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

DUE: First Half: 188.64 If paid by: 10/31/2021 Second Half: 182.56 If paid by: 03/01/2022 Total Due: 371.20 If paid by: 10/31/2021

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	11220	11220	
Building	4860	4860	
Total	16080	16080	187.24

PAYMENTS RECEIVED:

	First Half	Second Half
Net	.00	.00
Discount	.00	.00
Interest	.00	.00
Total	.00	.00
Date	none paid	none paid

Format for Printer

Click here to begin a new search.



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

PLANNING COMMISSION

Return # 171214
Process # CIV21-06765
Docket # 448
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } IN PERSON
- vs - }
MICHAEL LEE LYONS, JR; MICHELLE LYNN GUM }
Defendants }

I hereby certify that on the **21st day of October, 2021**, **a Letter**, in the above entitled action, came into my hand for service. That on the **22nd day of October, 2021** at **2:45 PM**, in said county, **I did serve the documents on MICHAEL LEE LYONS, JR and/or MICHELLE LYNN GUM.**
Served the within **a Letter** on the within named **LYONS, MICHAEL LEE, JR** by delivering a copy of the within **a Letter** to him/her in person in Harrison County, West Virginia, on the **22nd day of October, 2021** at **2:45 PM**.

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

Invoice # IN202106895
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 10/22/21

Signed Sandra Mikes **Date** 10-22-2021

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

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

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

Date: October 19, 2021

Case #448

Property Owner/Address
Michael Lee Lyons Jr
Michelle Lynn Gum
1247 New Creek Road
Salem, WV 26426

Identification/Location of Property
Address: 3519 Wilsonburg Rd
District: 07
Tax Map: 1123
Parcel: 88

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

1. Dilapidated structure
2. Junk around structure
3. Excessive vegetation

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

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department, located:

Harrison County Courthouse
301 West Main Street
Clarksburg, WV, 26301
Telephone (304) 624-8690

HARRISON COUNTY PLANNING COMMISSION

By: Robert Leonard

Robert Leonard, Code Officer

6765



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Michael Lee Lyons Jr. and Michelle Gum
1247 New Creek Road
Salem, WV 26426
Tax Map 1123 Parcel 88
Case # 448 3519 Wilsonburg Road

December 3, 2021

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, January 19, 2021 at 10:00 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Michael Lee Lyons Jr. and Michelle Gum
1247 New Creek Road
Salem, WV 26426
Tax Map 1123 Parcel 88
Case # 448 3519 Wilsonburg Road

December 3, 2021

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, January 19, 2022 at 10:00 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

0012

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

PLANNING COMMISSION

Return # 172754
Process # CIV22-00012
Docket # 448
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }

HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } SUBSTITUTE SERVICE
- vs - }
MICHAEL LEE LYONS, JR; MICHELLE LYNN GUM }
Defendants }

I hereby certify that on the **3rd day of January, 2022**, **a NOTICE OF HEARING**, in the above entitled action, came into my hand for service. That on the **5th day of January, 2022** at **2:37 PM**, in said county, **I did serve the documents on MICHAEL LEE LYONS, JR and/or MICHELLE LYNN GUM.**
Served the within **a NOTICE OF HEARING** on the within named **MICHAEL LEE LYONS, JR and/or MICHELLE LYNN GUM**, on the **5th day of January, 2022** at **2:37 PM** by delivering on that day a copy of said **a NOTICE OF HEARING** to **ALISHA HICKMAN (NIECE)** , (a member of His/Her family over the age of sixteen years), at His/her usual place of abode, in Harrison County, West Virginia, giving the said **ALISHA HICKMAN (NIECE)** information of the purport of said **a NOTICE OF HEARING** the said **MICHAEL LEE LYONS, JR and/or MICHELLE LYNN GUM** not being found.

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

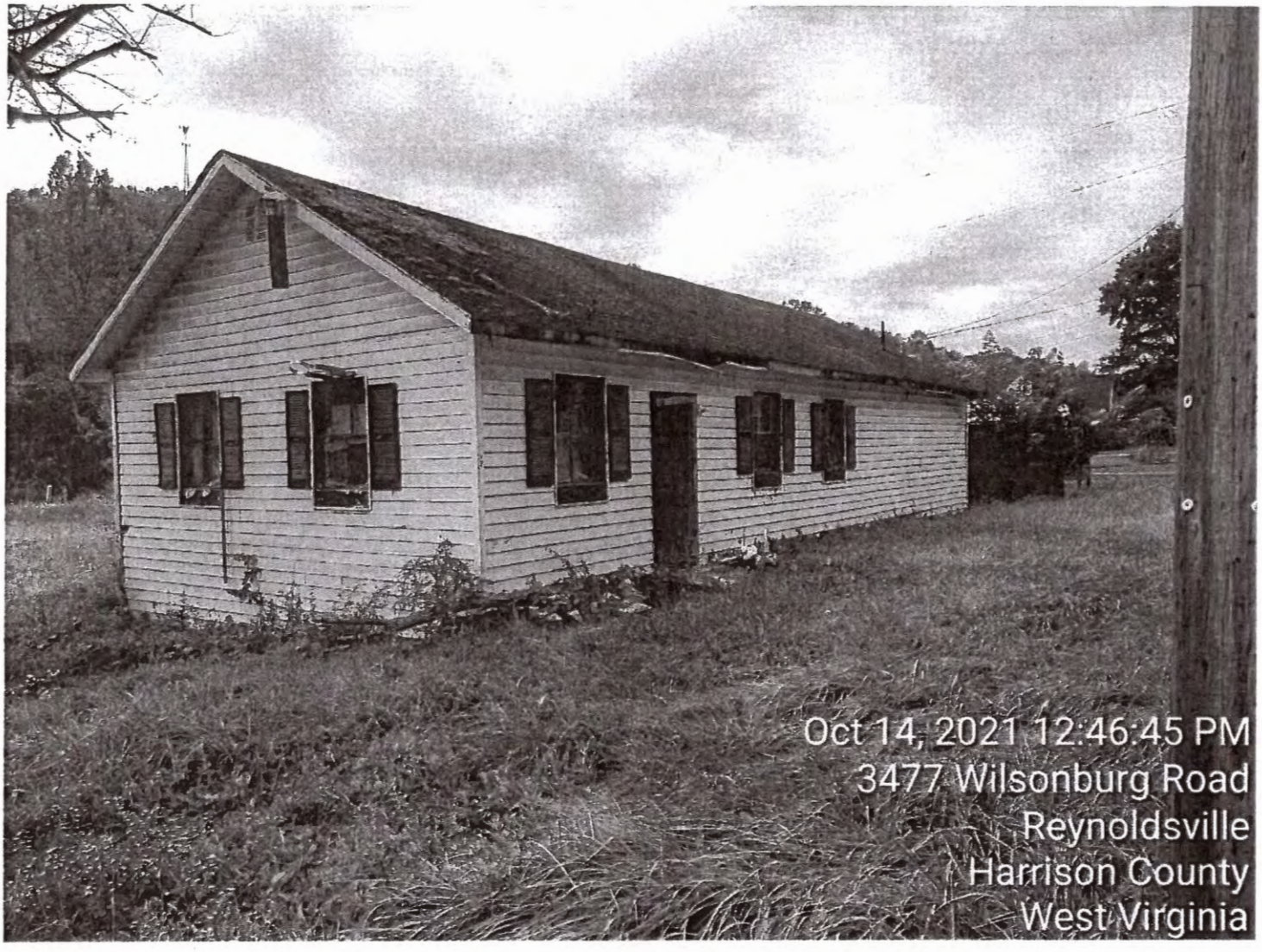
Invoice # IN202200012
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments

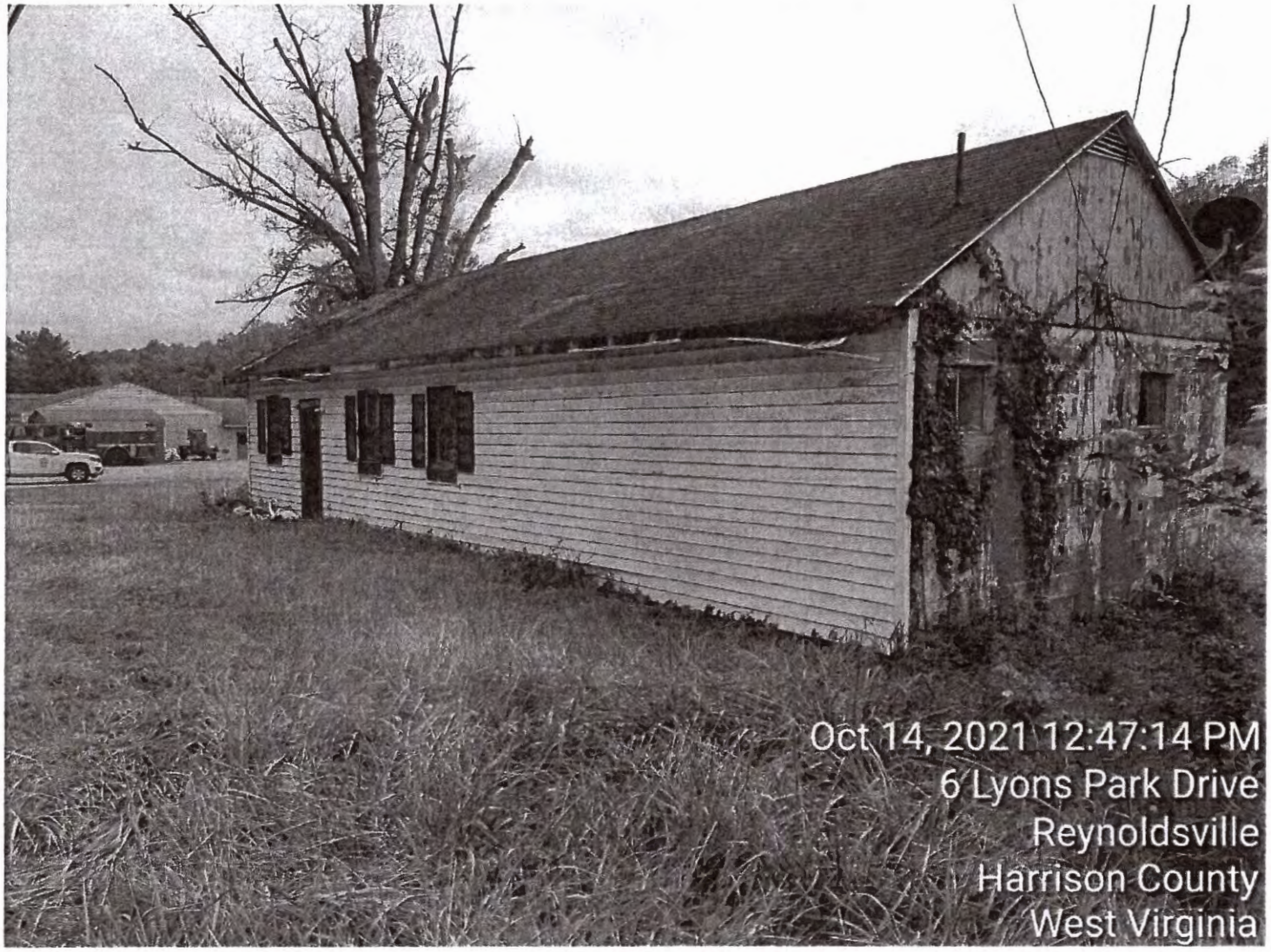
Date Returned 1/5/22

Signed Sandra Mikes **Date** 1-5-2022

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


Oct 14, 2021 12:46:45 PM
3477 Wilsonburg Road
Reynoldsville
Harrison County
West Virginia


Oct 14, 2021 12:46:55 PM
6 Lyons Park Drive
Reynoldsville
Harrison County
West Virginia


Oct 14, 2021 12:47:14 PM
6 Lyons Park Drive
Reynoldsville
Harrison County
West Virginia


Oct 14, 2021 12:46:45 PM
3477 Wilsonburg Road
Reynoldsville
Harrison County
West Virginia


Oct 14, 2021 12:47:14 PM
6 Lyons Park Drive
Reynoldsville
Harrison County
West Virginia


Oct 14, 2021 12:46:55 PM
6 Lyons Park Drive
Reynoldsville
Harrison County
West Virginia



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Michael Lee Lyons Jr. and Michelle Gum
1247 New Creek Road
Salem, WV 26426
Tax Map 1123 Parcel 88
Case # 448 3519 Wilsonburg Road

March 3, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, April 20, 2022 at 10:15 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

Harrison County Sheriff's Office
609 West Main Street
Clarksburg, West Virginia 26301
Law Enforcement 304-423-7700
Civil Process 304-423-7708 / Home Incarceration 304-423-7710

PLANNING COMMISSION

Return # 174787
Process # CIV22-01585
Docket # 448
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } SUBSTITUTE SERVICE
- vs - }
MICHAEL LEE LYONS, JR; MICHELLE LYNN GUM }
Defendants }

I hereby certify that on the **3rd day of March, 2022**, **a NOTICE OF HEARING**, in the above entitled action, came into my hand for service. That on the **23rd day of March, 2022** at **11:25 AM**, in said county, **I did serve the documents on MICHELLE LYNN GUM and/or MICHAEL LEE LYONS, JR**.
Served the within a **NOTICE OF HEARING** on the within named **MICHELLE LYNN GUM and/or MICHAEL LEE LYONS, JR**, on the **23rd day of March, 2022** at **11:25 AM** by delivering on that day a copy of said **a NOTICE OF HEARING** to **ALISHA GUM (DAUGHTER)** , (a member of His/Her family over the age of sixteen years), at His/her usual place of abode, **1271 NEW CREEK RD, SALEM, WV 26426** in Harrison County, West Virginia, giving the said **ALISHA GUM (DAUGHTER)** information of the purport of said **a NOTICE OF HEARING** the said **MICHELLE LYNN GUM and/or MICHAEL LEE LYONS, JR** not being found.

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

Invoice # IN202201919
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments
MICHELLE'S DAUGHTER

Date Returned 3/23/22

Signed Sandra Mikes **Date** 3-23-2022

Robert Matheny
Harrison County
By: Sandra Mikes
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Michael Lee Lyons Jr. and Michelle Gum
1247 New Creek Road
Salem, WV 26426
Tax Map 1123 Parcel 88
Case # 448 3519 Wilsonburg Road

March 3, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, April 20, 2022 at 10:15 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

1585



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Michael Lee Lyons Jr. and Michelle Gum
1247 New Creek Road
Salem, WV 26426
Tax Map 1123 Parcel 88
Case # 448 3519 Wilsonburg Road

April 4, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, **April 27, 2022 at 10:15 a.m.** at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

2348

Harrison County Sheriff's Office
609 West Main Street
Clarksburg, West Virginia 26301
Law Enforcement 304-423-7700
Civil Process 304-423-7708 / Home Incarceration 304-423-7710

PLANNING COMMISSION

Return # 175058
Process # CIV22-02348
Docket # 448
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } SUBSTITUTE SERVICE
- vs - }
MICHAEL LEE LYONS; MICHELLE LYNN GUM }
Defendants }

I hereby certify that on the **4th day of April, 2022**, a **NOTICE OF HEARING**, in the above entitled action, came into my hand for service. That on the **4th day of April, 2022** at **2:59 PM**, in said county, **I did serve the documents on MICHAEL LEE LYONS and/or MICHELLE LYNN GUM**.
Served the within **a NOTICE OF HEARING** on the within named **MICHAEL LEE LYONS and/or MICHELLE LYNN GUM**, on the **4th day of April, 2022** at **2:59 PM** by delivering on that day a copy of said **a NOTICE OF HEARING** to **ALISHA GUM (MICHELLES DAUGHTER)** , (a member of His/Her family over the age of sixteen years), at His/her usual place of abode, **1247 NEW CREEK RD, SALEM, WV 26426** in Harrison County, West Virginia, giving the said **ALISHA GUM (MICHELLES DAUGHTER)** information of the purport of said **a NOTICE OF HEARING** the said **MICHAEL LEE LYONS and/or MICHELLE LYNN GUM** not being found.

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

Invoice # IN202202773
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 4/4/22

Signed Sandra Mikes **Date** 4-4-2022

Robert Matheny
Harrison County
By: Sandra Mikes
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Michael Lee Lyons Jr. and Michelle Gum
1247 New Creek Road
Salem, WV 26426
Tax Map 1123 Parcel 88
Case # 448 3519 Wilsonburg Road

April 4, 2022

NOTICE OF HEARING

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Charlotte Shaffer, Planning Director

7018 1830 0001 3940 3961

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*.

OFFICIAL USE

Certified Mail Fee
$

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

Postage
$

Total Postage and Fees
$

Postmark Here

March 3, 2022

Sent To
Michael Lyons Michelle Gum

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

SENDER: *COMPLETE THIS SECTION*

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

1. Article Addressed to:

Michael Lyons & Michelle Gum
1247 New Creek Road
Salem, WV 26426

9590 9402 4664 8323 2213 08

2. Article Number *(Transfer from service label)*
7018 1830 0001 3940 3961

COMPLETE THIS SECTION ON DE

A. Signature
X

B. Received by *(Printed Name)*

D. Is delivery address different from ite
If YES, enter delivery address belo

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ d Mail
- ☐ d Mail Restricted Delivery ($500)

PS Form 3811, July 2015 PSN 7530-02-000-9053 Dome

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

Michael Lyons
1247 New Creek Road
Salem WV 26426

9590 9402 4664 8323 2213 91

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

7018 1830 0001 3940 3664

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* | C. Date of Delivery

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

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ [illegible] Mail
- ☐ [illegible] Mail Restricted Delivery [illegible]500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

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


Jan 13, 2022 10:59:34 AM
3443 Wilsonburg Road
Reynoldsville
Harrison County
West Virginia


Jan 13, 2022 10:47:13 AM

Property Owners Name	Sharon Bork			**Case #** 354	
Address	PO Box 2831 Clarksburg WV 26302				
Address of Property In Review	Arlington Addition			**Map:** 1109 **Parcel:** ~~120~~ 108	
Date of Complaint	06/04/2020	Date of Notice of hearing	3/3/2022	Date of Certified Mail	
Date of 1st Notice	06/04/2020	Date of Certified Letter	3/3/2022	Date of Served Process to Sheriff	
Date of Certified Letter sent	06/04/2020	Date of Served Process to Sheriff	3/3/2022	Received Date of Certified Mail	
Date of Served Process to Sheriff		Received Date of Certified Letter	N/A	Received Date of Served Process	
Received Date of Certified Letter	06/08/2020	Received Date of Served Process	3/15/2022	Date File transferred to Legal	
Received Date of Served Process		Hearing Date April 27 2022 10:30 AM		Court Date and Time	
Time for Correction	30 days	Action Taken @ Hearing		Hearing Outcome	
Extended Time		Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes:

Couldn't find all the heirs at the time

Rescheduled Hearing many times

2/4/2021

3/3/2022

4/20/2022

4/27/2022

10:30 Am

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

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

Date: June 4, 2020

Case # 354

Property Owner / Address

Sharon Bork
PO Box 2831
Clarksburg, WV 26302

Identification / Location of Property

Tax Map – 1109
Parcel – 120
Arlington Addition

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

1. Dilapidated, uninhabitable structure on the property

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

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department at 301 West Main Street, Clarksburg, WV 2630.

Respectfully,

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

2023



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

Pay your taxes online

Harrison County Real Property - Tax Year: 2020

Ticket Number: 0000019515 **Account Number:** 06416292

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

Owner Name: BORK SHARON R ET AL **In Care of:** **Address:** PO BOX 2831 CLARKSBURG WV 263022831 **Lending Inst:**	**Property:** 3 LOTS #13-14-15 SEC Q ARLINGTON INC PCLS 120 132 **Map:** 1109 **Parcel:** 0108 0000 0000 **Lot Size:** **Acreage:** **Book:** **Page:**

Tax Class: 2	Homestead Exemption:	Back Tax:	Exoneration:	Prior Delinquents:	Special Disposition:

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

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	7020	7020	
Building	1440	1440	
Total	8460	8460	48.78

PAYMENTS RECEIVED:

	First Half	Second Half
Net	48.78	48.78
Discount	1.22	1.22
Interest	.00	.00
Total	47.56	47.56
Date	07/16/2020	07/16/2020

Format for Printer

Click here to begin a new search.

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

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SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

SHARON BORK
PO BOX 2831
CLARKSBURG, WV 26302

9590 9402 4665 8323 1138 79

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

7011 0470 0001 5865 1840

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X Tim Davis ☐ Agent ☐ Addresse

B. Received by *(Printed Name)* | C. Date of Deliver

X TIM DAVIS | 6/08/20

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

3. Service Type

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

7011 0470 0001 5865 1840

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OFFICIAL USE

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

Postmark Here
06/04/2020
#354

Sent To SHARON BORK
Street, Apt. No.; or PO Box No. PO BOX 2831
City, State, ZIP+4 CLARKSBURG, WV 26302

PS Form 3800, August 2006 See Reverse for Instructions



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Sharon Bork
P.O. Box 2831
Clarksburg, WV 26301
Tax Map 1109 Parcel ~~120~~ 108
Case # 354 Arlington

January 7, 2021

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, February 24, 2021 at 10:30 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

William A. Parker, County Administrator



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OFFICIAL USE

Certified Mail Fee
$

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

Postage
$

Total Postage and Fees
$

Postmark Here

1/11/2021

Sent To
Sharon Bork
Street and Apt. No., or PO Box No.
P.O. Box 2831
City, State, ZIP+4®
Clarksburg WV 26301

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

7016 1630 0001 3910 3589

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

CIRCUIT COURT

Return # 164641
Process # CIV21-00180
Docket # NOTICE OF HEARINC
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }

HARRISON COUNTY COMMISSION }
Plaintiff, }
- vs - }
SHARON BORK }
Defendant }

SHERIFF'S RETURN OF PERSONAL SERVICE

I hereby certify that on the **11th day of January, 2021**, **a Notice**, in the above entitled action, came into my hand for service. That on the **12th day of January, 2021** at **2:25 PM**, in said county, **I did serve the documents on SHARON BORK**. By then and there delivering to and leaving with: **SHARON BORK (IN PERSON)** at **108 JOANNE LN, BRIDGEPORT, WV 26330**

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

Invoice # IN202100180
HARRISON COUNTY COMMISSION
301 W. MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 1/12/21

Signed Dawn Bourgeois **Date** 13 Jan 2021

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





HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Sharon Bork, Administrator
108 Joanne Lane
Bridgeport, WV 26330
Tax Map 1109 Parcel 108
Case # 354
19 Sun Setting Lane, Clarksburg

March 3, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, April 20, 2022 at 10:30 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

Harrison County Sheriff's Office
609 West Main Street
Clarksburg, West Virginia 26301
Law Enforcement 304-423-7700
Civil Process 304-423-7708 / Home Incarceration 304-423-7710

PLANNING COMMISSION

Return # 174565
Process # CIV22-01605
Docket # 354
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } IN PERSON
- vs - }
SHARON BORK }
Defendant }

I hereby certify that on the **3rd day of March, 2022**, **a NOTICE OF HEARING**, in the above entitled action, came into my hand for service. That on the **14th day of March, 2022** at **1:10 PM**, in said county, **I did serve the documents on SHARON BORK**.
Served the within **a NOTICE OF HEARING** on the within named **SHARON BORK** by delivering a copy of the within **a NOTICE OF HEARING** to him/her in person at **108 JOANNE LN, BRIDGEPORT, WV 26330** in Harrison County, West Virginia, on the**14th day of March, 2022** at **1:10 PM**.

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

Invoice # IN202201939
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 3/14/22

Signed _____ **Date** 15 March 2022

Robert Matheny
Harrison County
By: Dawn Bourgeois
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945





HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Sharon Bork, Administrator
108 Joanne Lane
Bridgeport, WV 26330
Tax Map 1109 Parcel 108
Case # 354
19 Sun Setting Lane, Clarksburg

April 4, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, **April 27, 2022 at 10:30 a.m.** at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

Harrison County Sheriff's Office
609 West Main Street
Clarksburg, West Virginia 26301
Law Enforcement 304-423-7700
Civil Process 304-423-7708 / Home Incarceration 304-423-7710

PLANNING COMMISSION

Return # 175334
Process # CIV22-02349
Docket # 354
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } IN PERSON
- vs - }
SHARON BORK }
Defendant }

I hereby certify that on the **4th day of April, 2022**, **a NOTICE OF HEARING**, in the above entitled action, came into my hand for service. That on the **18th day of April, 2022** at **2:51 PM**, in said county, **I did serve the documents on SHARON BORK**.
Served the within **a NOTICE OF HEARING** on the within named **SHARON BORK** by delivering a copy of the within **a NOTICE OF HEARING** to him/her in person at **108 JOANNE LN, BRIDGEPORT, WV 26330** in Harrison County, West Virginia, on the**18th day of April, 2022** at **2:51 PM**.

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

Invoice # IN202202774
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments

Date Returned 4/18/22

Signed _____ **Date** 18 April 2022

Robert Matheny
Harrison County
By: Dawn Bourgeois
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

Sharon Bork, Administrator
108 Joanne Lane
Bridgeport, WV 26330
Tax Map 1109 Parcel 108
Case # 354
19 Sun Setting Lane, Clarksburg

April 4, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, **April 27, 2022 at 10:30 a.m.** at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County Courthouse. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and little or no action has been commenced to resolve these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

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

Postage
$

Total Postage and Fees
$

Postmark Here

March 3 2022

Sent To Sharon Bork

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

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

7018 1830 0001 3940 3954

11:15 AM

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: 3/14/2022

Organization Name: Youth Baseball of Harrison County Inc.

Name & Title of Requestor: Patrick Marozzi - President

Mailing Address of Organization and Responsible Person:

Po Box 629 Clarksburg, WV 26302

If approved, this is where the check will be sent

Telephone — Fax: _____ E-mail _____

FEIN# - Is your organization an IRS 501(c) 3 not-for-profit? Yes

If yes, attach IRS Status Letter

If no, please explain:

TOTAL Cost of Project/Activity: $ 1,000.00

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

Was project funded previously by HCC? YES NO If so, when _____ how much: $ _____

Have you previously received funds from the Harrison County Commission: No Y N

If Yes, how much? If funded multi years - list by fiscal year?

When: _____ ;how much: $ _____

When: _____ ;how much: $

Purpose of request (one sentence): General Funding Request

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

Describe the proposed activities with dollar amounts to be funded by this request:

We recently raised money to replace a batting cage, + decided to add an additional one for our kids to use. We need to purchase 2 - Screens + turf batters boxes for each batting cage.

Are your financial statements audited by an outside accounting firm? ☑ Y ○ N

If Yes, by whom:

Conley CPA Group

Do you plan to recognize the Harrison County Commission's contribution? If Yes, how? At Opening Day, We would like representatives from Commission to attend + we will publicly thank the Commission for their contribution.

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) Youth Baseball of Harrison Co. Inc. 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) Youth Baseball of Harrison Co. Inc., the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Youth Baseball of Harrison Co. Inc. 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) Youth Baseball of Harrison Co. Inc. 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 _____ **Date** 3/14/2022

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

Name of Organization/Applicant

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $

ITEMIZED EXPENSES FOR THE AMOUNT RECEIVED FROM THE HCC (ATTACH EXTRA SHEETS IF NECESSARY OR DETAILED STATEMENT
OF REVENUED AND EXPENSES RELATED THERETO):

	$
	$
	$
	$
	$

NAME OF PROJECT/EVENT:

TOTAL PROJECT/EVENT INCOME AND EXPENSES: (ATTACH EXTRA SHEETS IF NECESSARY OR A DETAILED STATEMENT OF REVENUES AND EXPENSES RELATED THERETO):

INCOME SOURCE:		$
		$
		$
	TOTAL	$
EXPENSE ITEM:		
		$
		$
	TOTAL	$

LIST ALL CONTRIBUTORS TO THIS PROJECT/EVENT: (ATTACH EXTRA SHEETS IS NECESSARY)

	$
	$
	$
	$
TOTAL	$

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

Applicant _____ Date _____

PAYROLL CHANGE NOTICE

3-A

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
4/19/2022		

NAME	ADDRESS
Chris Harris	

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

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

- ☐ HIRED
- ☐ RE-HIRED
- ☐ PROMOTION
- ☐ DEMOTION
- ☐ TRANSFER
- ☐ MERIT INCREASE
- ☐ WAGE SCALE CHANGE
- ☐ 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) Resignation effective 4/19/2022, please pay available vacation days if any

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Rodney Matthews, Sheriff	DATE 04/07/2022
HUMAN RESOURCES MANAGER	DATE 4/25/2022

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Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
4/9/2022		| | |-| | |-| | | | |
NAME Bryan Lowhorn		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT 911 / SHIFT

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

- ☐ HIRED
- ☐ RE-HIRED
- ☐ PROMOTION
- ☐ DEMOTION
- ☐ TRANSFER
- ☐ MERIT INCREASE
- ☐ WAGE SCALE CHANGE
- ☐ 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) 88 Hours leave w/o pay FMLA

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 4/14/2022
HUMAN RESOURCES MANAGER	DATE 4/14/2022

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Amsterdam

HARRISON COUNTY PARKS & RECREA
PAYROLL CHANGE NOTICE

Agtnd [redacted]

3-C

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO

NAME	ADDRESS
C. Renee Courtney	on file

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		parks	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☒ OTHER _____	May 5, 6 & 9th	
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) 3 days LWOP - out of vacation time, need to move my kids out of their apartment

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE 4-18-22
SUPERVISOR SIGNATURE	DATE 4-19-22
HUMAN RESOURCES MANAGER	DATE 4-25-22

3-D.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5/10/2022		| | | - | | - | | | |
NAME Jason Spatafore		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT 454 / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
X RATE	2-4 $34,112	5-4 $39.7169
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Ryle	DATE 4/21/2022

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PAYROLL CHANGE NOTICE

West Virginia 3-E

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5/10/2022		| | -| | -| | | |
NAME Kortney Hill	ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 911 / SHIFT

OFFICE USE ONLY:
Date received: _____
Reviewed by: _____

26301

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☒ RATE	—	PG 3-1 $13.09
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

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) _____

Hired as 911 Dispatch Trainee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 4/21/2022
HUMAN RESOURCES MANAGER	DATE 4/21/2022

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Amsterdam

03/05/2022

Maiden

State Zip

XXXXXXXXXXXX (Do Not Complete)

tact Y... _____

eligibility to work. ____YES ____NO

f of eligibility will be required if hired.)

le to Work: (please indicate)

ULL- OR PART-TIME

R OF YEARS IPLETED	MAJOR & DEGREE
4	

Have you ever been convicted of a crime? ☐ Yes ☑ No (A conviction record will not necessarily disqualify you from employment, but less than a full and complete response can result in termination.)

For each conviction, please state the nature of the crime, the date of conviction, the jurisdiction in which you were prosecuted, the sentence imposed (including probation), and any additional explanation you wish to provide. _____

A1 Form

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
3/10/2022		| | |-| | |-| | | | |
NAME		ADDRESS
Jason Smith		
PHONE	CITY/STATE/ZIP	DEPARTMENT / SHIFT
		911

West Virginia 3-F

OFFICE USE ONLY:
Date received: _____
Reviewed by: _____

26301

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☒ RATE	-	PG 3-1 $31095
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

HIRED AS 911 Dispatch Trainee

2/13/22

:L

Maiden

State Zip

:

lact You:

eligibility to work? ____YES ____NO

of eligibility will be required if hired.)

le to Work: (please indicate)

_____ Mond
_____ Wedn
_____ Frid

ULL- OR PART-TIME

ence

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 4/21/2022
HUMAN RESOURCES MANAGER	DATE 4/21/2022

R OF YEARS PLETED	MAJOR & DEGREE
4	

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Have you ever been convicted of a crime? ☐ Yes ☒ No (A conviction record will not necessarily disqualify you from employment, but less than a full and complete response can result in termination.)

For each conviction, please state the nature of the crime, the date of conviction, the jurisdiction in which you were prosecuted, the sentence imposed (including probation), and any additional explanation you wish to provide. _____

PAYROLL CHANGE NOTICE

est Virginia

3-G

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5/10/2022		

NAME	ADDRESS
Mica Sisquito	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

OFFICE USE ONLY:
Date received: _____
Reviewed by: _____

301

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☒ RATE	-	PG 3-1 $31095
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

HIRED AS 911 Dispatch TRAINEE

Maiden

State Zip

You: 2pm-4pm

bility to work? ____YES ____NO

eligibility will be required if hired.)

Work: (please indicate)

- OR PART-TIME

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 4/21/2022
HUMAN RESOURCES MANAGER	DATE 4/21/2022

F YEARS ETED | MAJOR & DEGREE

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Have you ever been convicted of a crime? ☐ Yes ☑ No (A conviction record will not necessarily disqualify you from employment, but less than a full and complete response can result in termination.)

For each conviction, please state the nature of the crime, the date of conviction, the jurisdiction in which you were prosecuted, the sentence imposed (including probation), and any additional explanation you wish to provide. _____

4.A

At the regular meeting of the County Commission of Harrison County held on Wednesday April 6, 2022, Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner Hinkle was present via ZOOM. Also present were John Spires, County Clerk. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the Flag.

1. Public Comment Period: Jessica Cross from Senator Capito's office spoke on the application that was released and placed on the Senator's website.
2. Consent Agenda: Trecost moved to approve. Commission concurred.
3. Payroll Change Notices *(NONE)*
4. Minutes and /or Amended Minutes of Previous Meeting: Trecost moved to approve. Commission concurred.
   A. Regular Meeting Minutes 03-23-2022
5. Requisitions --- Purchase Orders --- Invoices: Trecost moved to approve. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Commissioner Hinkle questioned item number 38499 for gravel for the rail trail. Commissioner Hinkle stated that there is no legal contract. Commissioner Hinkle moved to pay except for item number 38499. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed.
   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. (04/06/22) --- MuniCap, Inc. $212.50
   Trecost moved to approve item A. 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:
   A. Requisition Number: #55 --- Silling Associates $364.00
   Trecost moved to approve. Commission concurred.

9. Review – Discuss – Consider Permission to Travel --- Robert Leonard --- Emergency Management Division; Managing Floodplain Development --- Canaan Valley Resort --- May 1-5, 2022: Trecost moved to approve. Commission concurred.
10. Administrator's Report: NONE
11. Commissioner Comments – Questions: Commissioner Hinkle spoke on approved budget and increased levy rate. Commissioner Hinkle stated that Commissioner Thomas and Commissioner Trecost moved money for the rail trail and not budget shortfall. Commissioner Hinkle also stated that Commissioner Thomas and Commissioner Trecost approved wasteful spending in the amount of 2.2 million.

Commissioner Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

4-20

At the regular meeting of the County Commission of Harrison County held on Wednesday April 13, 2022, Commissioners Susan Thomas was present. Commissioners Hinkle and Patsy Trecost II were present via ZOOM. Also present were Laura Pysz, County Administrator, and Micah Fisher, Deputy County Clerk. Commissioner Thomas opened the meeting and Johnny Davis said a prayer and led those present in the Pledge of Allegiance to the Flag.

Trey Simmerman, County Attorney, tried to call and text Commissioner Hinkle to resolve the communication issue with no success.

15. Review – Discuss - Consider Execution of Memorandum of Understanding Related to Creation and Implementation of Opioid Foundation re: WV MLP Opioid Litigation: Sam Madia gave an update on the opioid litigation and advised how the funds will be separated and awarded. Mr. Madia recommends the MOU. Commissioner Trecost moved to proceed with the MOU and affix signatures. Commission concurred.

10:05 A.M. --- Proclamation --- Child Abuse Prevention --- Jayne Landacre: Commissioner Thomas read and presented the Proclamation that discussed Child Abuse. The County Commission hereby declares April 2022 as "Child Abuse Prevention Month".

1. Public Comment Period: NONE
2. Consent Agenda: Trecost moved to approve. Commission concurred.
3. Payroll Change Notices: Trecost moved to approve. Commission concurred.
   A. Todd Justis --- Resignation --- Effective 04-15-2022 --- Assessor

10:15 A.M. --- Your Community Foundation on North Central WV (YCF) --- Bryan Benchoff: Perri DeChristopher and Bryan Benchoff gave an overview of what services YCF offers. Bryan Benchoff spoke on the campaign of the YCF and presented documentation on the campaign. Laura Pysz, County Administrator, will be in contact with Ms. DeChristopher and Mr. Benchoff regarding documentation.

10:30 A.M. --- Funding Request --- Shinnston Municipal Pool --- Sonia McGrady: There was no one present from the Shinnston Municipal Pool. Hinkle moved to table this matter. Commissioner Trecost explained that the funding request is so that the pool can fix the water slide. Commissioner Trecost advised that he doesn't want to table this matter so that the Municipal Pool can get this project completed before the summer swimming season begins.

Commissioner Hinkle withdrew his motion. Trecost moved to allocate $4,000.00 to the Shinnston Municipal Pool for slide repairs. Commission concurred.

4. Minutes and /or Amended Minutes of Previous Meeting: Trecost moved to approve items A and B. Commission concurred.
   A. Regular Meeting Minutes 03-30-2022
   B. Special Meeting Minutes 03-25-2022
5. Requisitions --- Purchase Orders --- Invoices: Treocst moved to approve item A. Commissioner Hinkle asked about the requisition in the amount of $102,718.00 for General County Funds. Laura explained. Commission concurred.
   A. Vendor Requisition List of Payments
6. Exonerations --- Corrective Tickets --- Joint Property Application Review – Discuss – Consider Resolution Authorizing Submission of a Proposal Review – Discuss – Consider Resolution Authorizing Submission of a Proposal *(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) *(NONE)*
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: Trecost moved to approve item A. Commission concurred.
   A. Requisition Number #56 --- Steptoe & Johnson $1380.00
9. Review – Discuss – Consider a Resolution Authorizing the Acceptance of funds from the WV Justice Reinvestment Initiative Treatment Supervision Grant Program: Gary Hamrick advised that this is a standing grant. Trecost moved to approve and affix signatures. Commission concurred.
10. Review – Discuss – Consider Resolution Authorizing Submission of a Proposal for the FY 2023 Homeland Security Grant Program to Purchase Mobile & Portable Radios for Harrison County Sheriff's Department: Michelle Tonkin explained the grant and the process. Trecost moved to approve. Commission concurred.
11. Review – Discuss – Consider Resolution Authorizing Submission of a Proposal for the FY 2023 Homeland Security Grant Program to Purchase Equipment for Harrison County Sheriff's Department: Michelle Tonkin explained the grant and the amounts. Trecost moved to approve and affix signature. Commission concurred.
12. Review – Discuss – Consider Drafting and Issuing a Request for Proposals for County Insurance Services re: Fiscal Year Beginning July 1, 2022: Laura Pysz explained that this is to put out to bid for possible new insurance carriers for the County. Ms. Pysz advised that this hasn't been done for a few years. Trecost moved to proceed and put out for bid. Commissioner Hinkle would like to know the specifics for this matter. Commissioner

Hinkle moved for staff to draft a proposal for the Commission to review before going to bid. Commission concurred. Commissioner Trecost withdrew his motion.

10:45 A.M. --- Funding Request --- Pawsitively Delish --- Christina Murphy: Christina Murphy spoke on organizing a fundraiser for the Humane Society and gave an overview of the event. Ms. Murphy is asking for funds in the amount of $1,500.00 to be used for tote bags for the attendees. Trecost moved to approve. Commissioner Hinkle asked if she was acting as an individual proprietor. Commissioner Hinkle would like for the funds to go through a pass through agency. Commissioner Trecost voted in favor. Commissioner Thomas and Commissioner Hinkle voted against. Motion failed.

13. Review – Discuss – Consider Resolution Authorizing Submission of a Proposal to Senator Shelly Moore Capito's Office to be Considered for a Grant from the 2023 Congressionally Directed Spending: Hinkle moved to approve and affix signature. Commission concurred.
14. Review – Discuss – Consider Zoning Letter /Medical Cannabis Operations within Harrison County: Laura Pysz explained that the Commission needs to give them something stating that Harrison County does not have an ordinance on Medical Cannabis. Hinkle moved to approve. Commission concurred.
16. Administrator's Report: Laura Pysz spoke on the IRS refund and the elevators being worked on. Ms. Pysz advised that there were interviews conducted for the Litter Control Officer. Ms. Pysz explained that the meeting for levy rates will be held on April 19th and the Commission offices will be closed on Friday April 15th but the Courthouse will be open for the Courts. Ms. Pysz explained that interviews for 911 dispatchers will be held next week. Ms. Pysz advised that this week is Telecommunicators week and they are such a key role in both Harrison and Taylor County and we appreciate them. Ms. Pysz also advised that there will not be a meeting held on April 20th.
17. Commissioner Comments – Questions: Commissioner Thomas thanked the dispatchers for their hard work and dedication.

Commissioner Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

April 27, 2022

5-A

Date of Meeting	April 27, 2022		
Work Order Number	Vendor Name	Amount of Invoice-Quote	Description
38484	Scantastik Inc	$955.00	Scanners/Circuit Clerk
38505	Anmoore EMS	$12,787.45	Allotment March 2022
38506	Bridgeport Fire Department / EMS	$4,817.02	Allotment March 2022
38507	Harrison County EMS	$25,848.03	Allotment March 2022
38509	City of Salem	$3,227.90	Allotment March 2022
38559	Susan Dew Memorial Clinic	$15,193.75	4th Quarter Allotment
38562	Harrison-Clarksburg Health Department	$46,142.00	4th Quarter Allotment
38563	Bi-County Nutrition Program	$15,193.75	4th Quarter Allotment
38564	Harrison County Eco. Development Corp.	$7,500.00	4th Quarter Allotment
38593	Alere Toxocology Services	$56,041.65	Lab Confirmations/Day Report
38637	The Thrasher Group	$3,447.50	H.C.Rail Trail Spelter to Snake Hill
38638	CityNet, LLC	$11,655.90	Internet,Voice & Data
38639	Advantage Technology	$207.50	PC Machine License
38640	Ace Aggregates, LLC	$1,348.12	Stone Rail Trail selter to G.Fall
38643	Suddenlink	$157.87	Internet/ West Milford/L.E.
38644	Hartland Planing Mill	$23.67	Supplies / 609 W. Main St.
3864S	West Virginia Paging	$7.00	Pager/Investigations/Sheriff
38646	U S Cellular	$180.67	Cellular Account
38649	Tara Hodge	$169.65	Mileage Reimbursement
38650	Elizabeth Keough	$24.80	Mileage Reimbursement
38652	Fred Pryor Seminars	$149.00	Online Courses /May 2022/911
38654	Hart Office Solutions	$308.11	Copier Rental/County Clerk
38655	Hotsy Equipment Company	$94.70	ON/OFF Switch/Pressure Washer
38656	FedEx	$63.52	Postage/Grants Department
38657	Mon Power	$72.84	Service Spelter Park
38658	Michel, Inc.	$296.00	Electrical Repairs/Senior Center
38659	Michel, Inc.	$560.28	Repairs to Sally Port
38660	Mon Power	$148.15	Fire Fighters Training Building
38661	Harrison County Bank	$34,405.48	Airport Property Payment
38662	C. Renee Courtney	$52.34	Dinosaur Information Cards
38663	TLG Printing	$30.00	Business Cards/Sheriff's Dept.
38665	Jeffery S. Starcher	$75.00	Training / Deputies
38671	Allison J. Kelly	$46.20	Transcript
38674	Woodford Oil Company	$13,232.70	4,000.0 Gallons Reg.Unleaded Fuel
38675	Unifirst Corporation	$61.05	Carpet Runner Rental/911
38676	The Exponent Telegram	$515.48	Legal Ad/Sheriff's Deputy
38677	Frontier Communication	$5,203.69	Service 911 Center
38678	Frontier Communication	$10.42	Service Courthouse
38679	The Exponent Telegram	$288.00	Annual Yearly Subscription
38681	Truist Bank	$963.91	Sheriff's Deputies/Joe Carbacio
38682	Truist Bank	$6,414.98	Law Enforcement
38683	Office of The State Fire Marshal	$50.00	Renewal Elec. License/M.Womeldorff

April 27, 2022

38684	MCM Business System	$594.50	Copier Rental/Pros. Atty
38685	Whitney Newlon	$269.10	Mileage Reimbursement
38686	Charlotte Shaffer	$100.00	Reimbursement/Mountain St.Law
38687	Brenda Vernon	$304.20	Mileage Reimbursement
38693	Hart Office Solutions	$220.47	Copier Rental/Assessor
38695	West Union Bank	$8,023.45	Lease Payment for Cruisers
38697	Rady & Deem	$584.60	Dry Cleaning/Deputies
38698	Rady & Deem	$28.50	Dry Cleaning/Process Servers
38699	Rady & Deem	$147.60	Dry Cleaning/Security Officers
38700	Truist Bank	$144.45	Community Corrections
38701	Truist Bank	$3,495.76	Animal Control
38706	Truist Bank	$9,457.27	County Commission
38707	JD's General Contracting & Hauling	$4,100.00	Home Team Dugout/Summit Park
38709	Casto Technical Services, Inc.	$1,199.48	Repaired Furnace at Exten. Off
38710	JD's General Contracting & Hauling	$4,100.00	Visiting Team Dugout/Summit Park
38711	Ace Aggregates, LLC	$1,100.02	Stone Rail Trail selter to G.Fall
38712	Climatrol, Inc.	$4,692.00	Furnace Repairs/609 W. Main
38714	Charles Pointe Commerce	$342.88	Monthly Dues / 911 Center
38715	Truist Bank	$562.96	Fuel/Meals/Supplies/Deputies
38716	Continental Coffee	$139.80	Coffee Supplies/Deputies
38717	U.S. Cellular	$2,724.52	Cellular Account/Deputies
38721	Truist Bank	$188.25	Fuel/Subscription/Deputies
38723	Sutter Roofing & Metal Company	$216.65	Repairs for Leaking Roof
38724	MVB Bank	$6,222.12	609 W.Main St. Property Payment
38725	Town of Nutter Fort	$486.80	Water/Garbage Public Safety Bldg
38726	Xerox Corporation	$352.67	Copier Rental/County Clerk
38727	Dominion Energy of WV	$572.59	Service Various Locations
38728	Hart Office Solutions	$181.95	Copier Rental/911 Center
38729	Pace Shredding	$306.60	Shredding Service Courthouse
38730	Mon Power	$23.94	Spelter Park
38731	Mon Power	$21,264.83	Courthouse/Annex
38732	Dominion Energy of WV	$344.55	Service /Animal Control
38733	Clarksburg Water Board	$72.52	Service / 633 W. Pike St.
38734	Stationers	$248.95	Jury Envelopes/Circuit Clerk
38735	Stationers	$228.40	Window Envelopes/Cir.Clerk
38738	Truist Bank	$1,843.39	Supplies/Fuel/Deputies
38739	James & Law	$27.00	Paper/ Parks & Rec. Complex
38740	Olymbec USA	$10,000.00	Rent & Operating Expenses/Day Report
38741	Robins Perfect Fit	$35.00	Install Service Patches/Repair Pants
38743	Robins Perfect Fit	$12.00	Repair Pants / Deputies
38745	Advantage Technology	$3,240.00	410 Microsoft Office 365
38746	AT&T	$136.26	Service/Pros. Atty Office
38747	Truist Bank	$803.02	Travel/Supplies/Pros.Atty
38748	Meadowbrook Mall Co.	$365.00	Lease/Early Voting
38750	Fisher Auto Parts	$56.43	Supplies/Day Report/Truck
38751	PharmChem, Inc.	$2,201.50	Lab Confirmations/Day Report

April 27, 2022

38752	Ace Aggregates, LLC	$1,173.22	Stone Rail Trail selter to G.Fall
38755	Sandy's True Valve	$92.91	Maintenance Supplies
38756	Shinnston Plumbing Co.	$249.50	Repaired Furnace at Rt. 19 Garage
38757	Shinnston Ace Hardware	$82.46	Various Maintenance Supplies
38758	Alcohol Monitoring Systems	$1,298.50	Monitoring Fees/Day Report
38760	Div.of WV Justic & Community	$36.00	LS/CMI Usage/Day Report
38761	City of Shinnston	$4,000.00	Contributions for pool slide
38762	Tri-State Roofing & Sheet Metal Co.	$107,977.50	Application#2/Public Safety Bldg
38763	Advance Auto Parts	$416.29	Various Automoblie Parts
38764	Alliance Glass Corp.	$250.00	Windshield/Garage
38765	Chenoweth Ford	$1,037.23	Various Automobile Parts
38766	Collision Plus LLC	$5,479.57	Repairs/Cruiser/Dep. Nuzum
38767	Fisher Auto Parts	$21.77	Automobile Parts
38768	Middletown Tractor Sales	$162.96	Service/ John Deere Tractor
38769	Toothman Sowers	$279.90	Battery / Dump Truck
38770	Unifirst Corporation	$501.96	Carpet Runner Rental/Courthouse
38771	Whaley Distributing	$88.50	Shop Supplies/Garage
38773	Liberty Distributors, Inc.	$38.31	Sweeper Belts/Maintenance
38776	Casto & Harris	$160.80	2022 Assessor Binders(Covers)
38777	Craven County Sheriff's Office	$30.00	Process Service in Case
38778	Lowe's	$107.83	Supplies /Day Report
38779	Geo-Comm Inc.	$6,000.00	GeoComm Maintainer -1 Year/911
38806	City of Shinnston	$187,797.00	ARPA Allotment
County Clerk	Exponent Telegram	$286.60	Legal Ad
County Clerk	Exponent Telegram	$215.99	Legal Ad
County Clerk	Casto & Harris	$173.00	Supplemental Deed Books
County Clerk	Exponent Telegram	$11.32	Advertising Invoice
County Clerk	Exponent Telegram	$1,231.75	Advertising Invoice
County Clerk	James & Law	$102.24	Printer Cartridges
Diana Caton-Milliman	Diana Caton-Milliman	$24.67	Reimbursement/Wellness
	Total	$679,060.84	

6-A
Exhibit A

Exonerations

EXHIBIT A

PP 210 Steven W. Bolyard

PP 211 Tony R. Clevenger

PP 212 Rebecca Jill Holmes

PP 213 John E. & Tammy Holt

PP 214 Robert E. & Stephanie L. Martin

PP 215 Gregory D. Cottrill & Elizabeth

PP 216 Gary & Penny K. Cowger

PP 217 Shirley Scott Queen & Bridget Queen

RE 153 Earnie Ray Pritt (Shirley A. Floyd)

RE 154 Earnie Ray Pritt (Shirley A. Floyd)

RE 155 Earnie Ray Pritt (Shirley A. Floyd)

RE 156 Earnie Ray Pritt (Shirley A. Floyd)

RE 157 Beverly Shaw & Brandon

PP 210

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 20th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **BOLYARD STEVEN W & SHANNA L** whose address is, 2215 HAWK HWY LOST CREEK, WV 26385, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **26820** on **2016 CHEVROLET EQUINOX**, Class **3/4** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **20265**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **6555**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2016 Chevy, the vehicle was traded for the 2019 Jeep also reported. Exonerate a value of 6555 at a class 3 rate of levy to correct the overcharge. Please remove the 16 Chev Equi (6555) from the vehicle description.

District: **12 - GRANT-OUTSIDE**
Account No. **3063097**
Ticket No. **916194**
Tax Year **2021**

Amount Exonerated: $152.65

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP 211

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 20th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CLEVENGER TONY R** whose address is, 92 LENA LN LOST CREEK, WV 26385, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **59064** on **2019 CHEVROLET BLAZER**, Class **2** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **40974**, Class **2** in and for the year **2021**, resulting in a difference in assessed value of **18090**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2019 Chevy, the vehicle is assessed and paid in Webster County. Exonerate a value of 18090 at a class 3 rate of levy to correct the overcharge. Please remove the 19 Chev Blaz (18090) from the vehicle description.

District: **12 - GRANT-OUTSIDE**
Account No. **3042916**
Ticket No. **916290**
Tax Year **2021**

Amount Exonerated: $421.28

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP212

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 20th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **HOLMES REBECCA JILL** whose address is, 793 LONG ST BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **26715** on **2007 FORD 500**, Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **25860**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **855**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2007 Ford, the vehicle was retitled January 2020. Exonerate a value of 855 at a class 4 rate of levy to correct the overcharge. Please remove the 07 Ford 500 (855) from the vehicle description.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3010700**
Ticket No. **922877**
Tax Year **2021**

Amount Exonerated: $26.04

PRESENT: Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR Joseph A. Romano

PP213

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 20th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **HOLT JOHN E & TAMMY** whose address is, 442 FRANCIS MINE RD FAIRMONT, WV 26554, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **36000** on **20014 JAYCO CAMPER**, Class **3/4** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **31230**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **4770**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2014 Jayco, the camper was assessed and paid in Randolph County. Exonerate a value of 4770 at a class 3 rate of levy to correct the overcharge. Please remove the 14 Jayc Jay (4770) from the vehicle description.

District: **05 - CLAY-OUTSIDE**
Account No. **2434128**
Ticket No. **907155**
Tax Year **2021**

Amount Exonerated: $111.08

PRESENT: Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR Joseph A Romano

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

PP 214

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 20th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **MARTIN ROBERT E & STEPHANIE L** whose address is, 901 RIVERVIEW DR FAIRMONT WV 26554, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **22569** on **VEHICLES**, Class **3/4** in **SIMPSON-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **22569**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported their vehicles to Harrison County, the taxpayer lived and paid taxes in Marion County. Cancel this ticket and mark improper for the 2021 tax year.

District: **15 - SIMPSON-OUTSIDE**
Account No. **3071384**
Ticket No. **920232**
Tax Year **2021**

Amount Exonerated: $525.59

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP 215

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **COTTRILL GREGORY D & ELIZABETH A** whose address is, 1742 28TH ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **22053** on **2006 SATURN ION & 2019 FORD EDGE**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **4353**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **17700**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2006 Saturn and the 2019 Ford, they are ex wife's vehicles and are on acc;ount number 3079211. Exonerate a value of 17700 at a class 4 rate of levy to correct the overcharge. Please remove Elizabeth A from taxpayer name, and 06 Satu Ion(855) and 19 Ford Edge(16845) from vehicle description.

District: **08 - COAL-CLARKSBURG**
Account No. **3040690**
Ticket No. **911552**
Tax Year **2021**

Amount Exonerated: $544.95

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____ _____

ATTEST: County Clerk

ASSESSOR Joseph K Clemens

PP 276

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **COWGER GARY & PENNY K** whose address is, 309 DOWNBRIDGE RD SHINNSTON, WV 26431, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **675** on **2000 Pontiac** , Class **3/4** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **405**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **270**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the 2000 Pontiac, the correct vehicle should be a 2005 Ford Focus (r title). Exonerate a value of 270 at a class 3 rate of levy to correct the overcharge. Please remove the 00 Pont Gran (675) from the vehicle description, please add a 05 Ford Focu (405) to the vehicle description.

District: **05 - CLAY-OUTSIDE**
Account No. **2331293**
Ticket No. **906594**
Tax Year **2021**

Amount Exonerated: $6.29

_____ PRESENT:

Prosecuting Attorney
(or)

_____
PRESENT: Tax Commissioner

_____
APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

_____

_____
ATTEST: County Clerk

ASSESSOR Joseph C Cremans

PP217

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **QUEEN SHIRLEY SCOTT & BRIDGETT** whose address is, 446 ROANE AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **9354** on **2013 Dodge Ram**, Class **3/4** in **COAL-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2019**, resulting in a difference in assessed value of **9354**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2019**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error was assessed twice for the 2019 tax year, the taxes are paid same account ticket # 700000112-S. Cancel this ticket and mark improper for the 2019 tax year.

District: **07 - COAL-OUTSIDE**
Account No. **3035048**
Ticket No. **700000111-S**
Tax Year **2019**

Amount Exonerated: $215.82

PRESENT: Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR
Joseph A. Remus

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

RE 153

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **PRITT EARNIE RAY (SHIRLEY A FLOYD)** whose address is, 5387 SYCAMORE RD SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **780** on **1 TRACT (LOTS 7 THRU 12) MOWERY ADD**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **780**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The disability exemption was deleted when we removed Benjamin as being deceased, in error, when in fact Shirley is the one who deceased December 3, 2017. Exonerate a value of 780 at a Class 2 rate of levy to correct the overcharge. ***CORRECT OWNERSHIP TO Pritt Earnie Ray (Benjamin Ray Floyd)***

District: **18 - TENMILE-OUTSIDE**
Account No. **6380980**
Ticket No. **63085**
Tax Year **2021**

Amount Exonerated: $ 9.08

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

RE 154

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **PRITT EARNIE RAY (SHIRLEY A FLOYD)** whose address is, 5387 SYCAMORE RD SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **780** on **1 TRACT (LOTS 7 THRU 12) MOWERY ADD**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2020**, resulting in a difference in assessed value of **780**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2020**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The disability exemption was deleted when we removed Benjamin as being deceased, in error, when in fact Shirley is the one who deceased December 3, 2017. Exonerate a value of 780 at a Class 2 rate of levy to correct the overcharge.
CORRECT OWNERSHIP TO Pritt Earnie Ray (Benjamin Ray Floyd)

District: **18 - TENMILE-OUTSIDE**
Account No. **6380980**
Ticket No. **62740**
Tax Year **2020**

Amount Exonerated: $ 8.99

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

RE 155

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **PRITT EARNIE RAY (SHIRLEY A FLOYD)** whose address is, 5387 SYCAMORE RD SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **14640** on **1 TRACT (LOTS 1 2 3 4 5) MOWERY ADD**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2020**, resulting in a difference in assessed value of **14640**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2020**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The disability exemption was deleted when we removed Benjamin as being deceased, in error, when in fact Shirley is the one who deceased December 3, 2017. Exonerate a value of 780 at a Class 2 rate of levy to correct the overcharge. ***CORRECT OWNERSHIP TO Pritt Earnie Ray (Benjamin Ray Floyd)***

District: **18 - TENMILE-OUTSIDE**
Account No. **6380971**
Ticket No. **62739**
Tax Year **2020**

Amount Exonerated: $ 168.82

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR
Joseph A Romano

RE 156

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **PRITT EARNIE RAY (SHIRLEY A FLOYD)** whose address is, 5387 SYCAMORE RD SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **15000** on **1 TRACT (LOTS 1 2 3 4 5) MOWERY ADD**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **15000**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The disability exemption was deleted when we removed Benjamin as being deceased, in error, when in fact Shirley is the one who deceased December 3, 2017. Exonerate a value of 780 at a Class 2 rate of levy to correct the overcharge. ***CORRECT OWNERSHIP TO Pritt Earnie Ray (Benjamin Ray Floyd)***

District: **18 - TENMILE-OUTSIDE**
Account No. **6380971**
Ticket No. **63084**
Tax Year **2021**

Amount Exonerated: $ 174.66

PRESENT: Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

RE157

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **SHAW BEVERLY & BRANDON** whose address is, 208 WILLIAMS ST BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **29820** on **1 LOT .23 AC CHERRY ST** , Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **29820**, Class **2** in and for the year **2021**, resulting in a difference in assessed value of **0**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned property was owner occupied on July 1, 2020 for 2021 tax year, therefore Class 2 applies. Exonerate a value of 14910 at a Class 4 rate of levy to correct the overcharge.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **6327361**
Ticket No. **57501**
Tax Year **2021**

Amount Exonerated: $ 454.10

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ATTEST: County Clerk

ORDER ENTERED TO STATE AUDITOR

ASSESSOR



Corrective Tickets

EXHIBIT B

RE 54 Douglas Wilfong & Katrina

RE 55 The Clarksburg Development One LLC

RE 54

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WILFONG DOUGLAS & KATRINA** whose address is, 375 BICES RUN RD SHINNSTON, WV 26431, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **4430** on **PT 1.36 AC ELK LICK (.50 AC FOR PP MHOME)**, Class 3/4 in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **9386**, in and for the year **2021**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, and that a corrected assessment and the payment of the correct taes so assessed in and for the year **2021**, as described below, be so ordered.

The commission certifies the following facts upon which it grants said relief:

The personal property mobile home to real for 2021 tax year but no value picked up on real. Create ticket of a value 9386 (L=4430 B=4956) at a Class 2 rate of levy to properly assess and allow discounts/half year payments as afforded all taxpayers.

District **05 - CLAY-OUTSIDE**
Account No. **06267880**
Ticket No. **17184**
Tax Year **2021**

Amount Exonerated: **$103.16**
Corrected Ticket Amount: **$ 218.58**
TIF: #

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

RE 55

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 27th day of April, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **THF CLARKSBURG DEVELOPMENT ONE LLC** whose address is, 12720 HILLCREST RD DALLAS, TX 75230, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **285180** on **OUTLOT #5 & PT #6 (1.94 AC) NEWPOINTE (PIER 1 IMPORTS)**, Class 3/4 in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **539442**, in and for the year **2021**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, and that a corrected assessment and the payment of the correct taes so assessed in and for the year **2021**, as described below, be so ordered.

The commission certifies the following facts upon which it grants said relief:

Pier One went bankrupt therefore the values of the building needs to be added to the above real estate. Create ticket of a value 539442 (L=285180 B=254262) at a Class 4 rate of levy to properly assess and allow discounts/half year payments as afforded all taxpayers.

District **03 - CLARK-CLARKSBURG**
Account No. **6765217**
Ticket No. **10140**
Tax Year **2021**

Amount Exonerated: **$8780.12**
Corrected Ticket Amount: **$ 16608.34**
TIF: #

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR
Joseph A Romano

7-A

FORM OF REQUISITION
FOR PAYMENT FROM SERIES A
ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. (04/27/22)

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

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

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

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

4. The total amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund pursuant to this Requisition is **$1,765.33.**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$1,765.33.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$1,765.33** is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this **27th day of April, 2022**.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB Bank	Invoice #917908	Dated 04/15/22	$1,765.33
		Total	**$1,765.33**

UMB

UMB Bank, N.A.
P O Box 414589
Kansas City, MO 64141-4589

Invoice 917908

Invoice Date:	**April 15, 2022**
Account Number:	**141961.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

County Commission of Harrison Cnty
President
301 West Main St
Clarksburg, WV 26301

Billing Period:	**March 1, 2022 through March 31, 2022**
Prior Balance:	$3,729.16
Payments Received as of April 8, 2022	$ 0.00
Adjustments	$ 0.00
Outstanding Balance:	$3,729.16
Current Billing Period:	
Current Period Fees	$1,765.33
Total Fees Due	$5,494.49

Remittance Stub
Billing Period 03/01/2022 - 03/31/2022

Account Number:	141961.1
Invoice Number:	917908
Remit Balance	$5,494.49

Payment Due Upon Receipt

County Commission of Harrison Cnty
President
301 West Main St
Clarksburg, WV 26301

☐ Check Enclosed $_____

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	917908
Attention	Fee Processing

Mail Payments To:
UMB Bank, N.A.
Attn: Trust Fees Department
P O Box 414589
Kansas City, MO 64141-4589

UMB

UMB Bank, N.A.
P O Box 414589
Kansas City, MO 64141-4589

Invoice 917908

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

Administration Fee	$458.33
Administrative Fees Total	**$458.33**

Transaction Fees

Volume Based

Security Location	Transaction Type	Security Type	Volume	Rate	Fees	Adjustment to Min/Max	Location Total
	Default Administration Fees		0.75	520.00	390.00		
	Default Specialist		1.40	655.00	917.00		1,307.00
Volume Based Total:			**2.15**				**1,307.00**
Transaction Fees Total							**$1,307.00**

Account Total $1,765.33

UMB

UMB Bank, N.A.
P O Box 414589
Kansas City, MO 64141-4589

Invoice 917908

Statement of Receivables

Reflects Only Those Payments Received And Applied As of April 8, 2022

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
914764	February 28, 2022	January 1, 2022 to January 31, 2022	1,569.83	39 days
916301	March 18, 2022	February 1, 2022 to February 28, 2022	2,159.33	21 days
	Total Balance Due		**3,729.16**	

8-A

HARRISON COUNTY BUILDING COMMISSION
LEASE REVENUE BONDS
SERIES 2020
(GENERAL SERVICES ADMINISTRATION BUILDING PROJECT)

REQUISTION FORM

WesBanco Bank Incorporated
Attn: Corporate Trust Department
One Bank Plaza
Wheeling, West Virginia 26003

Ms. LaShawnda K. Fogle

You are authorized to make the following disbursement from the Acquisition Fund maintained under that certain Bond Indenture and Security Agreement dated as of October 1, 2020, by and between the Harrison County Building Commission and WesBanco Bank, Incorporated as Trustee:

1) Requisition Number: #57
2) Silling Associates, Inc.
   P.O. Box 3442
   Charleston, WV 25334

3) Amount: $11,557.02

A. The expense listed above has been incurred as a Cost of the Project, is properly chargeable against the Acquisition Fund, is due and unpaid, and has not been the basis of any previous disbursement.

B. The total obligation on account of which the payment requested herein is to be made is a total of $11,557.02 of which $ 0.00 has previously been paid, and $11,557.02 remains outstanding with above amount now due and payable.

C. If applicable, a copy of the invoice relating to this payment is attached, and a description of the work, materials or equipment is attached. There are no vendors', mechanics' or other liens, bailment leases or conditional sales contracts which should be satisfied or discharged before the payments as requisitioned therein are made, or which will not be discharged before the payments as requisitioned therein are made, or which will not be discharged by such payment.

D. That the work, material or other purchased item to which the payment relates has been accomplished, delivered or installed in a manner satisfactory to the County.

E. Funds remaining in the Acquisition Fund are sufficient to complete acquisition, construction, equipping and improvement of the Project.

F. The Trustee shall have no duty to make any investigation of this Requisition, invoices and/or statements attached hereto, but may accept the same as conclusive evidence of the

accuracy of this Requisition. Trustee may rely in good faith on this Requisition signed by an Authorized Lessee Representative and that said document is believed to be genuine.

Dated this the ____ day of _____, 20 ____.

THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

By: _____

Its: _____

Schedule I for Requisition #57

REIMBURSEMENT AND THIRD PARTY PAYMENTS

(1) Reimbursement to Issuer or Harrison County Commission:

	Vendor	Description of Expense	Payment Date	Amount
a.				
b.				
c.				
d.				
e.				
f.				
Total				$ -

(2) Payments to Third Party Payees or Other Vendors:

	Vendor	Description of Expense	Approval Date	Amount
a.	Steptoe & Johnson PLLC	Professional Services	27-Apr-22	$11,557.02
b.				
c.				
d.				
e.				
f.				
Total				$ 11,557.02

(3) Total amount of disbursements pursuant to this Requisition: $ 11,557.02

The items listed for reimbursement listed above in Section 1 & Section 2 are supported by attached copies of invoices or statements.

Approval Signature

Date

SILLING
ASSOCIATES, INC.

Please remit to:
P.O. Box 3442
Charleston, WV 25334

Harrison County Commission
301 West Main Street
Clarksburg, WV 26301
Laura Pysz

Invoice number 5820
Date 04/18/2022

Project **Harrison County General Services Administration Building**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
GSB Schematic Design	198,450.00	100.00	198,450.00	198,450.00	0.00
GSB Design Development	264,600.00	100.00	264,600.00	264,600.00	0.00
GSB Construction Documents	463,050.00	100.00	463,050.00	463,050.00	0.00
Additional Services - Design Change Order	33,500.00	100.00	33,500.00	33,500.00	0.00
Additional Services - Demolition Package	5,750.00	100.00	5,750.00	5,750.00	0.00
GSB Bidding & Negotiations	66,150.00	100.00	66,150.00	66,150.00	0.00
GSB Construction Administration	330,750.00	68.82	216,080.56	227,637.58	11,557.02
Total	1,362,250.00	92.43	1,247,580.56	1,259,137.58	11,557.02

Invoice total **11,557.02**

Approved by:

Thomas M. Potts
Principal

Payment Due 30 Days From Invoice Date

8-B

HARRISON COUNTY BUILDING COMMISSION
LEASE REVENUE BONDS
SERIES 2020
(GENERAL SERVICES ADMINISTRATION BUILDING PROJECT)

REQUISTION FORM

WesBanco Bank Incorporated
Attn: Corporate Trust Department
One Bank Plaza
Wheeling, West Virginia 26003

Ms. LaShawnda K. Fogle

You are authorized to make the following disbursement from the Acquisition Fund maintained under that certain Bond Indenture and Security Agreement dated as of October 1, 2020, by and between the Harrison County Building Commission and WesBanco Bank, Incorporated as Trustee:

1) Requisition Number: #58
2) Silling Associates, Inc.
   P.O. Box 3442
   Charleston, WV 25334

3) Amount: $3,187.50

A. The expense listed above has been incurred as a Cost of the Project, is properly chargeable against the Acquisition Fund, is due and unpaid, and has not been the basis of any previous disbursement.

B. The total obligation on account of which the payment requested herein is to be made is a total of $3,187.50 of which $ 0.00 has previously been paid, and $3,187.50 remains outstanding with above amount now due and payable.

C. If applicable, a copy of the invoice relating to this payment is attached, and a description of the work, materials or equipment is attached. There are no vendors', mechanics' or other liens, bailment leases or conditional sales contracts which should be satisfied or discharged before the payments as requisitioned therein are made, or which will not be discharged before the payments as requisitioned therein are made, or which will not be discharged by such payment.

D. That the work, material or other purchased item to which the payment relates has been accomplished, delivered or installed in a manner satisfactory to the County.

E. Funds remaining in the Acquisition Fund are sufficient to complete acquisition, construction, equipping and improvement of the Project.

F. The Trustee shall have no duty to make any investigation of this Requisition, invoices and/or statements attached hereto, but may accept the same as conclusive evidence of the

accuracy of this Requisition. Trustee may rely in good faith on this Requisition signed by an Authorized Lessee Representative and that said document is believed to be genuine.

Dated this the ____ day of _____, 20 ____.

THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

By: _____

Its: _____

Schedule I for Requisition #58

REIMBURSEMENT AND THIRD PARTY PAYMENTS

(1) Reimbursement to Issuer or Harrison County Commission:

	Vendor	Description of Expense	Payment Date	Amount
a.				
b.				
c.				
d.				
e.				
f.				
Total				$ -

(2) Payments to Third Party Payees or Other Vendors:

	Vendor	Description of Expense	Approval Date	Amount
a.	Steptoe & Johnson PLLC	Professional Services	27-Apr-22	$3,187.50
b.				
c.				
d.				
e.				
f.				
Total				$ 3,187.50

(3) Total amount of disbursements pursuant to this Requisition: $ 3,187.50

The items listed for reimbursement listed above in Section 1 & Section 2 are supported by attached copies of invoices or statements.

Approval Signature

Date

SILLING
ASSOCIATES, INC.

Please remit to:
P.O. Box 3442
Charleston, WV 25334

Harrison County Commission
301 West Main Street
Clarksburg, WV 26301
Laura Pysz

Invoice number 5821
Date 04/18/2022

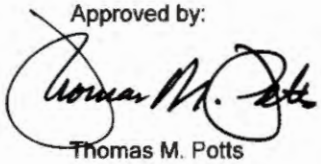
Project **Harrison County General Services Administration Building**

FF&E

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
FF&E - Schematic Design	12,750.00	100.00	12,750.00	12,750.00	0.00
FF&E - Design Development	21,250.00	100.00	21,250.00	21,250.00	0.00
FF&E - Documents	29,750.00	100.00	29,750.00	29,750.00	0.00
FF&E - Procurement	12,750.00	100.00	9,562.50	12,750.00	3,187.50
FF&E - Contract Administration	8,500.00	0.00	0.00	0.00	0.00
Total	85,000.00	90.00	73,312.50	76,500.00	3,187.50

Invoice total **3,187.50**

Approved by:



Thomas M. Potts
Principal

Payment Due 30 Days From Invoice Date

9

A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROPOSAL TO CONGRESSMAN MCKINLEY'S OFFICE, TO BE CONSIDERD FOR A GRANT FROM THE 2023 COMMUNITY FUNDED PROJECT PROGRAM ANNOUNCED BY THE HOUSE APPROPRIATIONS COMMITTEE

WHEREAS, the Harrison County Commission wishes to participate and be considered for funds from the Community Funded Project Program for the Meadowbrook Trailhead and Facilities project; and

WHEREAS, the Harrison County Commission, supports the recreational need and benefit of the Rail Trail in Harrison County and having the Meadowbrook Trailhead and Facilities will provide a safe a protected venue for many social events for our citizens and those from other counties; and

WHEREAS, it is required that the Harrison County Commission appoint an official representative of the Harrison County Commission to administer said program and to provide all additional information required by the Federal Government, and

NOW, THEREFORE, BE IT RESOLVED, by the Harrison County Commission that:

1. The Harrison County Commission authorizes the proposal to Congressman McKinley's office in the amount of $947,000 with a committed match, if required, of no more 20%, to be considered for a grant from the 2023 Community Funded Projects Program, and

2. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission.

PASSED by the Harrison County Commission on this the 27th day of April, 2022

Susan Thomas, President
Harrison County Commission

ATTEST:

John Spires, County Clerk

Hazel Rader 10

From: Laura Pysz
Sent: Monday, April 18, 2022 2:56 PM
To: Hazel Rader; Jacqui Tennant
Subject: FW: rail trail crossing permit
Attachments: KMZ MLX Mount Clare.PNG

From: Charlotte Shaffer <cshaffer@harrisoncountywv.com>
Sent: Monday, April 18, 2022 2:55 PM
To: Laura Pysz <lpysz@harrisoncountywv.gov>
Subject: FW: rail trail crossing permit

Can you please put this on the next agenda for the Commission.

From: Darci.R.Pritt@dominionenergy.com <Darci.R.Pritt@dominionenergy.com>
Sent: Wednesday, April 13, 2022 3:01 PM
To: Charlotte Shaffer <cshaffer@harrisoncountywv.com>
Subject: rail trail crossing permit

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Ms Shaffer,

We will be working on a main line extension project in Harrison County that will require us to be crossing under a part of the rail trail for the new line. I am attaching a KMZ for your reference of the location.

Can you please let me know what is needed for this and if there are any special requirements we must meet?

We have a 3ft deep minimum when we do these.

Please let me know if you have any questions.

Thank you for your assistance in this matter.

Darci R. Pritt

Land Agent
Dominion Energy West Virginia
133 Goshen Road
Morgantown, WV 26508
Cell (304) 216-0444


17-01- 346-0034-0004-0000
17-01- 346-0034-0003-0000
Red Dog Rd
17-01- 346-0034-0006-0000
17-01- 346-0034-0000-0000
17-01- 346-0034-0002-0000
17-01- 346-0034-0001-0000
Mt Clare Rd
17-01- 346-0035-0000-0000
MULLIGAN
108 MULLIGAN DR
17-01- 112-0045-0000-0000
46 MULLIGAN
TRACTION
E.O.L
STATE (CROSSING) PERMIT
TIE IN (39.247680°, -80.363050°)
01- 112-0018-0000-0000
17-01- 112-0006-0000-0000
17-01- 112-0008-0000-0000
26301
83 ACE
00-0000
17-01- 112-0020-0000-0000
ACE
032-0000-0000
17-01- 112-0012-0000-0000
22 SAINT ANDREWS
37 AUGUSTA
West Fork River
183 ACE
67 AUGUSTA
35-0000-0000
17-01- 112-0016-0000-0000
129 GOLF COURSE
17-01- 112-0026-0000-0000
MARGARET
158 ACE
73 GOLF COURSE
17-01- 346-0062-0000-0000
LF COURSE
0-0000
17-01- 346-0060-0000-0000
RKSBURG
19 GOLF COURSE
25
Goog

12.

To: Harrison County Commission
From: Clark Ellis Town Councilman on behalf of the Mayor, Recorder and Town Council of the town of Lumberport.

I would like to have the opportunity to request $10,000.00 to help with the down payment on a used septic tank pumper truck for the town of Lumberport.

The town of Lumberport has just over 400 septic tanks that are part of our sewer system. These tanks need pumped out between once every three months, to once every year and a half, depending on the number of homes on each tank. The town now contracts with a private septic pumping business to pump these tanks as needed. It costs the town, depending on the size of the tank, between $400. and $600. to pump each tank. We currently spend between $2500 and $3000.00 a month on pumping septic tanks.

We have an opportunity to lease/purchase a used septic pumper truck for$85,000. from National Truck Center, located in Hialeah, Florida. The truck has 107,000 miles, is a diesel, has new tires, brakes, rims, a new 2000 gallon tank, and new vacuum pump and does not need a CDL license to drive.

Since we have very specific requirements for a septic pumper truck there are only a few available in the country that meets our needs.

If we were to lease/purchase our own truck it would cost the town approximately $100. to pump each tank and we could pay for the lease on the truck and have approximately $ 1000. a month left over to build our Sewer System account up so we would not have to raise sewer rates to the customer any time soon. Our sewer account is barely holding its own now.

I have talked with Jeff Smell at Country Roads Leasing and he is agreeable to work with us on a lease/purchase when we get the down payment together.

All we are asking is for a little helping hand to stay on our feet our sewer system, so we don't have to use ARPA funds that have been dedicated to the Lumberport/Shinnston water project. We need every dollar we can get for that project.

Thank You,
Clark Ellis

13

HARRISON COUNTY PROSECUTING ATTORNEY'S OFFICE
RACHEL ROMANO, PROSECUTING ATTONEY

Memo

To: Laura Pysz

From: Rachel Romano

Date: April 21, 2022

Re: Budget Revision

Please make the following line item budget revisions to the current 2021-2022 budget for the Prosecuting Attorney's Office:

From:
405-341 Materials & Supplies $ 150.00

To:
405-349 Charges by Other Gov Units $ 150.00

Signature Line

[insert county letterhead/cover sheet]

14

REQUEST FOR PROPOSALS FOR INSURANCE BROKER SERVICES

Direct all replies to:

Office of the Harrison County Commission

Laura Pysz, County Administrator

301 West Main Street – 3rd Floor

Clarksburg, West Virginia 26301

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN: [ ]

AT THE ADDRESS ABOVE

DRAFT

GENERAL INFORMATION FOR BIDDERS

ISSUING OFFICE/PROJECT ADMINISTRATOR

This RFP is issued by the Harrison County Commission, ("the County"), through its County Administrator, who is the project administrator for this RFP.

All questions regarding this RFP shall be made through the County Administrator at the following address.

Office of the Harrison County Commission
Laura Pysz, County Administrator
301 West Main Street – 3rd Floor
Clarksburg, West Virginia 26301
lpysz@harrisoncountywv.gov

The Harrison County Commission is not liable for any costs incurred by any bidder of the RFP prior to signing of a contract, nor shall the Harrison County Commission be liable for any expense incurred in replying to any request for proposal or invitation to bid.

Further, the Harrison County Commission reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Harrison County Commission.

PROPOSALS AND BID RECEIPT

To be considered, each bidder must submit a response to this RFP and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The proposal must be signed in ink by an official authorized to bind the bidder to its provisions.

Copies of the proposal must be received at the following address:

Office of the Harrison County Commission
Laura Pysz, County Administrator
301 West Main Street – 3rd Floor
Clarksburg, West Virginia 26301
lpysz@harrisoncountywv.gov

Proposals must be received prior to _____.

SCOPE OF SERVICES

The selected insurance broker shall collect underwriting data and procure insurance proposals and provide insurance related services to the County for all areas of risk, including:

• Design, market, propose and implement the broadest insurance program that adequately and economically protects the County. Evaluate all proposals and make recommendations.

• Represent the County in all negotiations with insurers, underwriters, intermediaries, insurance regulators and other parties (except legal issues).

• Assure that insurance coverage is placed with reputable insurers that are eligible to conduct business in West Virginia and have the financial capacity to pay claims.

• Monitor and assess the current market conditions and provide periodic information on market conditions.

• Provide recommendations to the County on areas that might result in cost savings.

• Ensure the availability of qualified personnel for consultation, conference, marketing and service, including attendance at requested public meetings.

• Request all necessary underwriting data from the County 5 months prior to renewal. Utilize electronic means to request and receive data. A client portal is preferred.

• Provide renewal plan including coverage line budgets 4 months prior to renewal.

• Meet with County to review and explain data requests and renewal plans.

• Market the insurance program and any requested options to secure the broadest coverage at the lowest possible cost with financially secure insurers.

• Meet with key insurers and intermediaries to explain the County data and include County staff/consultants as appropriate.

• Provide a renewal proposal 45 days prior to renewal, summarizing results. of all insurers approached for coverage.

• Bind coverage as directed by County.

• Provide necessary renewal documents (Binders, etc.) prior to renewal.

• Compare policies to proposed coverage and correct deficiencies.

• Respond to questions and inquiries from the County. Serve as a resource for information on coverage issues, policy interpretation, claims issues, potential new exposures and other issues.

• Issue certificates of insurance as necessary.

• Assist in processing claims and act as advocate for the County in coverage disputes.

• Disclose all sources of revenue in placing and servicing the account, and all revenues to other providers, owned and non-owned.

AWARD CRITERIA

1. Scope of services.

2. Technical approach and strategy to placement and service. Respondents will be evaluated based upon their approach to marketing and servicing the account, their technical approach to marketing and servicing the account and their market presence.

3. Qualifications and experience of the account team.

4. Responsiveness to the RFP.

5. Availability of team throughout service term and during renewal phases.

6. Experience, history and financial stability.

7. Availability, breadth and depth of personnel and resources.

8. Fee amount and terms.

9. Quality of references.

DESCRIPTION OF CURRENT INSURANCE COVERAGES

The following information is provided so that proposers know what insurance the County currently has in place and can use the information when preparing a cost estimate. See Exhibit 1, April 27, 2021 Self Insurance Proposal – West Virginia Communities Risk Pool.

FEE

Only fee for service proposals will be considered. Fees will be paid after insurance coverage is renewed, if a change is made to existing insurance arrangement.

The final contract will have wording requiring the Brokerage Firm to submit an affidavit verifying all income sources in placement and service of the account. Also, any commissions paid to wholesalers, MGAs, or other intermediary, whether owned by the Brokerage Firm or not, must be identified at the time a coverage proposal is submitted. It is the preference of the County to select a broker that will not receive any contingent commissions, market service fees, placement service fees, wholesale commissions or any other similar arrangements.

CONTRACT

A proposed brokerage contract should accompany your proposal. The County reserves the right to reject all proposed contracts and submit a contract to the successful broker for consideration. No final selection will be approved until all contract provisions have been agreed to. The RFP and proposal as well as any clarifying documents will become part of the contract.

CONTACT WITH INSURERS/WHOLESALERS/OTHER INTERMEDIARIES

Brokers are prohibited from contacting any insurer, managing general agent, wholesaler or other insurance provider until after the selection has been made and authorized to do so by the County.

SUBCONTRACTING

The County will not accept any subcontracting of brokerage services.

CERTIFICATE OF INSURANCE

Brokers must supply a copy of a certificate of insurance evidencing general liability, worker compensation including a waiver of subrogation, and errors and omissions insurance coverage.

Required limits are:

Commercial General Liability

$5,000,000 Each Occurrence

$5,000,000 General Aggregate

Workers Compensation

Coverage A: Statutory

Coverage B: $1,000,000

Errors and Omissions

$5,000,000 each wrongful act

NON-ASSIGNABILITY

Successful broker may not assign any portion of the contract to another party without prior written approval from the County.

EXCEPTIONS

Proposers wishing to take exception to any of the terms or conditions of this Request for Proposal must do so in a filing with the proposal. Failure to file an exception to the provisions with the proposal may lead the County to rule those items not excepted are non-negotiable.

COST INCURRED BY PROPOSERS

All expenses incurred in the preparation and submissions of proposals are to be borne solely by the proposer.

PROPOSAL REQUIREMENTS

A. Executive Summary

Each proposal shall include an overview, not to exceed two pages of the entire proposal describing the major highlights.

B. Proposal

The following items must be included in this section:

• Brokerage Firm name, address, phone numbers (servicing office)

• Scope of services

• Provide a list of the individuals who will be assigned to the broker service engagement outlining their specific roles and office location. Include summary resumes of the individuals to reflect their professional qualifications and designations, experience and education. Include the length of service in the present position with your firm and in the industry. Identify the primary contact that will be actively engaged in servicing the account and identify the current client workload of those individual by client type.

• Confirmation that Firm is licensed in Illinois.

• Listing of current municipal/county clients.

• Information on your experience that is beneficial to the County.

• Comments on current structure and cost.

• Suggested alternative structures and estimated costs of those structures.

• Outline your marketing strategy for each line of coverage.

• Provide a work plan for all tasks for the first year.

C. Certificate of Insurance

D. Fee Proposal

Include base fee for the first term as well as fees for terms 2 and 3. This fee includes all services in the scope of services and is the total compensation your firm will receive. If owned subsidiaries or affiliates will be used as wholesalers or other intermediaries, you shall provide details of their compensation.

E. Proposed Contract

F. Brokerage Firm Overview

The following items must be included in this section.

• General information about the Brokerage Firm.

• Information about the size and financial condition (attach most recent annual report and 10K) of the Brokerage Firm, if applicable.

• Resumes of all members of the service team.

• Outline the process the Firm uses to evaluate financial stability of insurers.

• Include an annual report as an addendum and highlight your financial position in the market.

• Provide information on your market intelligence and indicate the frequency of marketplace analysis reports and other intelligence. Provide samples.

G. References

H. Market Presence

• Provide a prioritized list of insurance companies that your firm anticipates approaching on behalf of the County for each line of coverage. You are not authorized to contact any insurance company or intermediary at this time. This list is for evaluation purposes only and is not an assignment of markets. Include the name of any Intermediary used in placement with each insurer.

OTHER GENERAL REQUEST FOR PROPOSAL TERMS AND CONDITIONS

A. The County Commission reserves the right to reject any or all proposals or to award the contract to the next recommended Company if the successful Company fails to execute an agreement within ten (10) calendar days after being notified of the award of this proposal.

B. Harrison County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

C. Any proposal may be withdrawn up until the date and time set within this RFP for the opening of the proposals. Any proposal not so withdrawn will constitute an irrevocable offer, for a period of ninety (90) calendar days, to sell to Harrison County the property/item(s)/services set forth above, in the manner and at the costs set forth.

D. The selected Company shall be required to enter into a contract agreement with the County Commission. Any agreement or contract resulting from the acceptance of the proposal shall be made on forms approved by Harrison County and shall contain, at a minimum, applicable provisions of this request for proposal. The County Commission reserves the right to reject any agreement that does not conform to this Request for Proposals and any Harrison County requirements for agreements or contracts.

E. Selected Firm/Company shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Harrison County Commission.

F. No reports, information or data given to or prepared by the Firm/Company under this agreement shall be made available to any individual or organization by the Firm/Company without the prior written approval of the Harrison County Commission.

G. Firms/Companies shall give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the County Commission under the West Virginia Freedom of Information Act.

H. Harrison County shall not be liable for any costs incurred by the Firm/Company in regard to preparation of its proposal.

I. Harrison County reserves the right to request interviews.

J. The County Commission reserves the right to reject any and/or all proposals, to waive technicalities, and to take whatever action is in the best interest of the County.

K. Harrison County reserves the right to not hold discussions after award of the contract.

L. By submitting a proposal, the Firm/Company agrees that it is satisfied, as a result of its own investigations of the conditions set forth in this request, and that it fully understands the obligations set forth therein.

M. The Firm/Company shall abide by and comply with the true intent of the RFP and its Scope of Work and shall not take advantage of any unintentional error, ambiguity or omission, but shall fully complete every part as contemplated by the true intent and meaning of the scope of services described herein.

N. The Firm/Company hereby represents and warrants:

1. That it is now, or will be by the time its Proposal is opened, qualified to do business in the State of West Virginia and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;

2. That it is not in arrears with respect to the payment of any monies due and owing the State, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not fall into arrears during the term of the contract; that it shall comply with all federal, State, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract;

3. That it shall procure, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the contract;

4. That the facts and matters set forth hereafter in the contract and made a part hereof are true and correct.

O. In addition to any other remedy available to Harrison County, breach of any of the services contracted herein shall, at the election of the County Commission, be grounds for termination of the contract. Failure of the County Commission to terminate the contract shall not be considered or construed as either a waiver of such breach or as a waiver of any rights or remedies granted or available to Harrison County.

P. The contractual obligation of Harrison County under the contemplated contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

A-1

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, April 6, 2022, through Tuesday, April 12, 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, Wednesday, April 6, 2022, the following matters were disposed of in the presence of the Clerk:

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

NEIL E RANDOLPH, who was named in the last will and testament of **RUTH ELIZABETH RANDOLPH**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **HAROLD W NICHOLSON JR**, deceased, late a resident of Wood, West Virginia, was admitted to record.

On, Thursday, April 7, 2022, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **DONALD R WILSON JR**, deceased, late a resident of Brunswick, North Carolina, was admitted to record.

A duly exemplified copy of the last will and testament of **DARRELL W SWIGER**, deceased, late a resident of Boyd, Kentucky, was admitted to record.

On, Friday, April 8, 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** was appointed and qualified as ADMINISTRATOR of the estate of **ZELMA L PRICE**, deceased. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **ROBERT G MATHENY** was appointed and qualified as ADMINISTRATOR of the estate of **PAUL GARLAND**, deceased. No bond was required.

On, Monday, April 11, 2022, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **SANDRA C (DRUSILLA) SMALLWOOD**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ROBYN L SMALLWOOD, who was named in the last will and testament of **SANDRA C (DRUSILLA) SMALLWOOD**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, April 12, 2022, the following matters were disposed of in the presence of the Clerk:

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

CHARLES E THOMPSON, who was named in the last will and testament of **PAUL DANIEL THOMPSON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, April 27, 2022

Confirmed

A-2

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, April 13, 2022, through Tuesday, April 19, 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, Wednesday, April 13, 2022, the following matters were disposed of in the presence of the Clerk:

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

SAM R SPATAFORE, who was named in the last will and testament of **WILLIAM RAY SPATAFORE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Thursday, April 14, 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, **CLARISSA I BAILEY** was appointed and qualified as ADMINISTRATRIX of the estate of **JEFFERY C MELOTT**, deceased. Bond was 49,857.00.

On, Monday, April 18, 2022, the following matters were disposed of in the presence of the Clerk:

The said estate of **KELLY MARIE ZUMMO**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The said estate of **VINCENT THOMAS ZUMMO**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

A duly certified copy of the last will and testament of **PATRICIA E DAFT**, deceased, late a resident of MARION, WEST VIRGINIA, was admitted to record.

A duly certified copy of the last will and testament of **THOMAS W DAFT**, deceased, late a resident of MARION, WEST VIRGINIA, was admitted to record.

On, Tuesday, April 19, 2022, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **VIRGINIA W (MAE) COOK**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

BARBARA COOK BEAN, who was named in the last will and testament of **VIRGINIA W (MAE) COOK**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

KATHERINE DIANE WAGNER, who was named in the last will and testament of **CARL HENRY WAGNER JR**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, April 27, 2022

Confirmed

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ENLARGED HEPZIBAH PUBLIC SERVICE DISTRICT
FINAL BUDGET
WATER DIVISION
FOR THE YEAR ENDED JUNE 30, 2023

REVENUES:	
Metered Water Sales	$ 687,106.00
Forfeited Discounts	12,715.00
Miscellaneous Service Revenues	9,754.00
Rent	750.00
Interest Income	8.00
TOTAL REVENUES	710,333.00
EXPENSES:	
Purchased Water	341,614.00
Salaries & Wages	90,799.00
Materials & Supplies	51,440.00
Employee Pension & Benefits	26,893.00
Miscellaneous	17,015.00
Contractual Services	16,178.00
Insurance	15,318.00
Transportation Expense	13,931.00
FICA	6,946.00
Board Fees	2,503.00
PSC Assessment	1,862.00
Purchased Power	1,655.00
Advertising	328.00
TOTAL EXPENSES	586,482.00
CASH AVAILABLE FOR DEBT SERVICE	123,851.00
Working Capital Reserve	72,209.00
Meter & Hydrant Loan	25,909.00
Truck Loan	6,390.00
CASH SURPLUS	$ 19,343.00

Darlene J. Zwiger
Board Member

Sharon Hamilton
Board Member

[illegible]
Board Member

4/11/22
Date

Form RD 442-2
(Rev. 9-97)

Position 3

FORM APPROVED
OMB NO. 0575-0015

UNITED STATES DEPARTMENT OF AGRICULTURE

STATEMENT OF BUDGET, INCOME AND EQUITY

Schedule 1

Name ENLARGED HEPZIBAH PSD - SEWER

Address DRAWER H
HEPZIBAH, WV 26369

(1) OPERATING INCOME	PRIOR YEAR Actual (2)	ANNUAL BUDGET BEG 07-01-2022 END 06-30-2023 (3)	For the ____ Months Ended ____ CURRENT YEAR Actual Data Current Quarter (4)	Year To Date (5)	Actual YTD (Over) Under Budget Col. 3 - 5 = 6 (6)
1. Metered Sales		405,071			405,071
2. Forfeited Disc		10,848			10,848
3.					0
4.					0
5. Miscellaneous					0
6. Less: Allowances and Deductions					0
7. Total Operating Income (Add lines 1 through 6)	0	415,919	0	0	415,919
OPERATING EXPENSES					
8. Payroll Expense		81,594			81,594
9. Sludge Removal		3,835			3,835
10. PR Tax & Benefits		33,724			33,724
11. Power & Fuel		36,757			36,757
12. Contract Labor		56,680			56,680
13. Insurance		13,726			13,726
14. Other Expenses		50,449			50,449
15. Interest		7,601			7,601
16. Depreciation		153,100			153,100
17. Total Operating Expense (Add Lines 8 through 16)	0	437,466	0	0	437,466
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	0	-21,547	0	0	-21,547
NONOPERATING INCOME					
19. Interest Inc		84			84
20.					0
21. Total Nonoperating Income (Add 19 and 20)	0	84	0	0	84
22. NET INCOME (LOSS) (Add lines 18 and 21)	0	-21,463	0	0	-21,463
23. Equity Beginning of Period		2,432,699			2,432,699
24.					0
25.					0
26. Equity End of Period (Add lines 22 through 25)	0	2,411,236	0	0	2,411,236

Budget and Annual Report Approved by Governing Body

Secretary _____ Date _____

Quarterly Reports Certified Correct

Appropriate Official _____ Date _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 2-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Sun Valley Public Service District

Regular Board Meeting

Tuesday, March 8, 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		Kylea Demarco

1. **Approval of Minutes**
   Sandra Patterson made a motion to approve the minutes for Tuesday, February 15, 2022, 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 2/17/22 through 3/8/22. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

3. **2019 Water Project**

1. Kevin announced that there is no payment request for this meeting.
2. Kevin asked Logan if he had heard anything from Mid-Atlantic and Logan said he talked to them yesterday and he will have some costs estimates and a change order for the tank painting and will go ahead and get on that guy's schedule for the next meeting.

4. **Proposed Sewer Project**
   Zack Dobbins informed the Board that we only received one bid for the Engineering Services for the proposed Sewer Project and that was Thrasher Engineering. Zack said that even though you have already selected Thrasher for the Engineering Services and it seems a little ridiculous, but you have scoring sheets that have to be completed. Zack said that the Board could decide not to pick Thrasher and re-advertise, but we need to go through the scoring sheets based on their presentation, their reputation, the knowledge they have on our goals and experience with funding agencies, general experience, the familiarity with SVPSD, the distance between our office and Thrasher's office, and adequate staffing to get the job done. Zack said that he will let Logan and Kylea do their presentation and then, you will rank each one of the categories from (1) one to (3) three (with (1) one being the worse and (3) three being the best). After this, the Board can make a decision on whether they want to hire Thrasher Engineering and to negotiate the fees moving forward. After the presentation, Zack said the Board members scored all categories with a (3) three for a total of 24 points, so he is assuming that we want to select Thrasher Engineering with no more negotiations, etc. **Connor Thompson made a motion to select Thrasher Engineering to move forward with the Proposed Sewer Project. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

5. **Manager's Report**

A. Gregg said he would like to discuss SVPSD, Lake Floyd PSD and Hepzibah PSD concerning the American Rescue Plan Act funds. Gregg said he knew that all three entities signed the resolution, but procedurally he doesn't know if we can do that since it was going to be reallocated. Zack said he doesn't think there is a problem with signing the resolution and he doesn't think there is an issue there. Gregg, Kevin, Zack and the Board discussed this in detail.

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 Outstanding Balances before current charges were created on 2/25/22 and discussed.

D. Kevin provided the Board with a copy of the Water Loss Report for July, 2021 through February, 2022, with a water loss of 48.39% for the month of February, 2022 and with a year to date adjusted water loss of 38.99%. 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 February, 2022 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 2/28/22. Kevin also provided the Board with a list of invoices that are past due as of the end of February, 2022 and discussed. After discussion, **Connor Thompson made a motion to approve the past due invoices for the end of February, 2022 and to send to the County Commission. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

G. Kevin provided the Board with a copy of the final accounts that are to be written off. After discussion, **Connor Thompson made a motion to write off our Water & Sewer accounts that are final in the amount of $2,741.67. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

H. Kevin discussed with the Board our previous Insurance Company (Bill Bailey Insurance) and the Company that is going to save us several thousand dollars in premiums is called Hayes Insurance Agency. After discussion, **Connor Thompson made a motion that we go with Hayes Insurance Agency Inc., for our Insurance policies effective, 4/1/22. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

I. Kevin informed the Board that all of the Water and Sewer taps are completed that customers signed up for. Kevin said they are also cleaned up and mulched.

6. **Next Board Meeting**

Sandra Patterson announced that the next Board Meeting will be April 12, 2022.

7. **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

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VENDOR INVOICE REPORT

** OPEN INVOICES ** DUE DATE: 3/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 3/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

VENDOR#	VENDOR NAME / DATE	TRAN#	TYPE	REFERENCE	DESCRIPTION	I/P AMOUNT	I/P BALANCE
1,055	CHASE CARDMEMBER SERVICE						
	2/25/22	206767	401	7547-SAMS15	OFFICE SUPPLIES	84.92	84.92
	2/25/22	206768	401	7547-ROBERTS	NEW HEATER FOR 2ND GARAGE	821.47	821.47
	2/25/22	206769	401	7547-AMAZ6	OFFICE SUITE SOFTWARE FOR DAVE'S LAPTOP	89.99	89.99
	2/25/22	206770	401	7547-DELUXE1	2,500 ENVELOPES,RET ADD&DEP ONLY STAMPS	287.59	287.59
	2/25/22	206771	401	7547-CALL5	DELINQUENT CALL OUT	27.00	27.00
	2/25/22	206772	401	7547-INT13	INTEREST CHARGES	24.87	24.87
	3/10/22	208382	401	7547-ENT	RENTAL TRUCK-ZACH HAYES-WA CLASS/WD TEST	410.55	410.55
	3/10/22	208383	401	7547-AMAZ7	OFFICE SUPPLIES-TONER HP M605 - CATHY	45.99	45.99
	3/10/22	208384	401	7547-INT14	INTEREST CHARGES	22.56	22.56
						1,814.94*	1,814.94*
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*
3,300	CLARKSBURG WATER BOARD						
	3/10/22	208371	401	49001 3/22	WATER PURCHASED FOR DAVISSON RUN	23,739.72	23,739.72
	3/23/22	209064	401	49001 3/22-2	LATE CHARGE DAVISSION RUN MAR 2022	2,373.97	2,373.97
						26,113.69*	26,113.69*
3,625	CUMMINS SALES & SERVICE						
	1/31/22	205763	401	RT98-REPAIR	CK GENERATOR @ RT 98 - NOT TRANSFERRING	531.47	531.47
	2/18/22	206764	401	R3-23285	PLANNED MAIN GENERATOR - LIFT STATION #2	506.19	506.19
	2/25/22	206762	401	R3-23283	PLANNED MAINT PORT GENERATOR WOLF SUMMIT	506.19	506.19
	2/25/22	206763	401	R3-23284	PLANNED MAIN KOHLER PORT GENERATOR LS #1	378.11	378.11
	2/25/22	206765	401	R3-23286	PLANNED MAIN GENERATOR @ ROUTE 98 - LS#3	506.19	506.19
						2,428.15*	2,428.15*
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*

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

** OPEN INVOICES ** DUE DATE: 3/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 3/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

VENDOR#	VENDOR NAME / DATE	TRAN#	TYPE	REFERENCE	DESCRIPTION	I/P AMOUNT	I/P BALANCE
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
	2/25/22	206756	401	SV-2022-007	MAINTENANCE HELP-WA LEAK-CHICKEN FARM	181.80	181.80
	2/25/22	206757	401	SV-2022-008	MAINTENANCE HELP-WA LEAK-WILSONBURG ROAD	115.80	115.80
	2/25/22	206758	401	SV-2022-009	MAINTENANCE HELP-WA LEAK-GLADYS HOLLOW	140.70	140.70
	2/25/22	206759	401	SV-2022-010	JAMES LIPSCOMB & VAC TR-PUMP OUT GR STAS	560.00	560.00
						1,526.20*	1,526.20*
5,900	CORE & MAIN						
	3/10/22	208380	401	Q432197	PARTS FOR L1FT STAT # 2	164.16	164.16
	3/10/22	208381	401	Q438766	WATER METER SHUT OFF WRENCH	106.50	106.50
						270.66*	270.66*
5,910	CORKY WELLS ELECTRIC/CW SERVIC						
	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
	2/11/22	206370	401	2610117	TROUBLESHOOT LIFT STATION @ LAKE FLOYD	240.00	240.00
						1,140.00*	I,140.00*
6,575	JENKINS FORD INC						
	3/10/22	208379	401	R/O6007299/4	UN 3-INSPECTION,OIL CH,REP FRONT BUSHING	1,590.98	1,590.98
						1,590.98*	1,590.98*
6,577	J.F. ALLEN						
	2/11/22	206375	401	15668997	STONE FOR LEAK REPAIRS	637.62	637.62
						637.62*	637.62*
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*
8,900	R D WILSON & SONS COMPANY						
	3/10/22	208385	401	187976	WATER & TRASH BAGS FOR OFFICE & SHOP	66.20	66.20
						66.20*	66.20*
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*
10,500	STATE ELECTRIC SUPPLY CO						
	3/10/22	208378	401	15770149-00	ELECTRIC RELAYS-LIFT STAT PUMPS-LAKE FLO	105.88	105.88
						105.88*	105.88*
10,900	CITCO WATER						
	2/07/22	205969	401	S100174008.1	SUPPLIES FOR STOCK - C900 PIPE 8" & 4"	795.00	795.00
	3/10/22	208365	401	S100176993.1	WA PROJ-REPLACE CULVERT-PANTHER RUN-DODD	319.00	319.00
	3/10/22	208366	401	S100175189.1	ACT-PAK FOR 2" METER @ SYCAMORE PUM STAT	409.39	409.39

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

** OPEN INVOICES ** DUE DATE: 3/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 3/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

VENDOR#	VENDOR NAME / DATE	TRAN#	TYPE	REFERENCE	DESCRIPTION	I/P AMOUNT	I/P BALANCE
10,900	CITCO WATER						
						1,523.39*	1,523.39*
11,450	THE THRASHER GROUP, INC.						
	1/11/22	204183	401	1021202	ASSETT RETIREMENT OBLIGATION-PSC REPORTS	3,480.00	3,480.00
						3,480.00*	3,480.00*
13,100	WHOLESALE TIRE INC						
	2/25/22	207370	401	CST 1212100	NEW TUBE FOR BACKHOE TIRE	44.66	44.66
						44.66*	44.66*
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	92,043.88**	92,043.88**

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 107 100 00	CONSTRUCTION-WORK IN PROGRESS	2	2,816.30	2	2,816.30
B	80 311 000 00	STRUCTURES & IMPROVMENTS	1	575.03	1	575.03
B	80 601 000 00	PURCHASED WATER	2	26,113.69	2	26,113.69
B	80 625 000 00	MAINTENANCE OF PUMPING EQUIP	1	409.39	1	409.39
B	80 651 100 00	MAINTENANCE OF MAINS	12	2,522.73	12	2,522.73
B	80 905 000 00	SUPPLIES AND EXPENSES	1	18.90	1	18.90
B	80 921 100 00	OFFICE SUPPLIES & OTHER EXPENS	6	418.06	6	418.06
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	4	13,850.00	4	13,850.00
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	80 926 700 00	EDUCATION/EMPLOYEES	1	410.55	1	410.55
B	80 928 000 00	REGULATORY COMMISSION EXPENSE	1	3,094.90	1	3,094.90
B	80 933 000 00	TRANSPORTATION	2	1,144.95	2	1,144.95
	FUND# 80	WATER FUND	35	55,586.11	35	55,586.11
B	81 271 300 00	5.5 SEWER LINE EXT CONTRIBUT	9	2,063.34	9	2,063.34
B	81 312 100 00	COLLECTING SYSTEM STR. & IMPRO	1	246.44	1	246.44
B	81 392 000 00	TRANSPORTATION EQUIPMENT	1	13.40	1	13.40
B	81 703 000 00	SUPPLIES & EXPENSES	1	7.46	1	7.46
B	81 724 000 00	PUMPING SUPPLIES & EXPENSES	1	164.16	1	164.16
B	81 725 000 00	PUMPING MAINTENANCE	6	2,988.15	6	2,988.15
B	81 781 000 00	BILLING & COLLECTING	1	8.10	1	8.10
B	81 793 000 00	GENERAL & MISC SUPPLIES & EXP	6	179.19	6	179.19
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	22	23,922.90	22	23,922.90
B	81 795 125 00	OUTSIDE SERVICES-AUDIT	1	3,650.00	1	3,650.00
B	81 795 800 00	OUTSIDE SERVICES - OTHER	1	165.08	1	165.08
B	81 797 000 00	REGULATORY COMMISSION EXPENSES	1	1,326.38	1	1,326.38

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

** OPEN INVOICES ** DUE DATE: 3/31/22 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 3/31/22 **

** PAY-TO VENDOR **

ALL FUNDS

B	81 803 250 00	LAKE FLOYD MAINTENANCE HELP SW	4	1,245.88	4	1,245.88
B	81 811 000 00	TRANSPORTATION EXPENSE	1	477.29	1	477.29
	FUND# 81	SEWER FUND	56	36,457.77	56	36,457.77
		ALL FUNDS	91	92,043.88	91	92,043.88

C-4

EAST VIEW PUBLIC SERVICE DISTRICT

1655 PHILIPPI PIKE

CLARKSBURG, WV 26301

MEETING MINUTES

The regular meeting of the East View Public Service District was held on April 12, 2022 AT NOON.

Those in attendance: Mickael Blake, James Harbert, Dave Layton, Dawn Hogue, Laura Guzzi, Jane Bryant, Scott Hogue, and Scott Fontaine.

FINANCIAL:

WV Municipal Bond - $2838
USDA Rural Development Loan - $1081
Clarksburg Water Board - $1736.60
Clarksburg Sanitary Board - $3932.18
Payroll – $5105
CWCR Account - $458
HNB 2.5 % - $313
CWCR-S Account - $572
Frontier - $142.94
Dominion Energy - $169
US Cellular - $65.91
Bennett & Dobbin - $250
Mon Power - $91.55
HNB - $45
Exponet-Telegram - $72
Norton – 111.29
Enterprise Sanitation - $39.46
Federal Deposit - $1002 (Withholdings)
State of WV Deposit - $176 (Withholdings)
The Town of Anmoore - $45.55
Miss Utility of WV - $10
USPS - $194.
Misc - $545

NEW BUSINESS:

1. The Harrison County Commission honored our request for the funding on Right of Way clearing. The funding was greatly appreciated in the process of maintaining of our water and sewer lines in the right-of-way. Spruce Creek Enterprises was awarded the bid and work is to begin the week of April 11th .

2. New Lighting in Community Center's hall is being scheduled for completion the week of April 18th.
3. Lead and Copper samples were taken March 22 as per EPA guidelines. I emailed Congressman David McKinley on his website but I may send a letter to his offices as I did not get a response.
4. Our Field Representative Thurman Shingleton has retired on disability and Robert Layton is taking over his position.

>DUE TO THE EAST VIEW COMMUNITY CENTER BEING A VOTING PRECINCT, THERE WILL BE NO MEETING IN MAY 2022.

OLD BUSINES:

1. We have ordered signs for No Parking along the fence where our dropbox is located.
2. Smoke /Carbon Monoxide detectors have been installed.

Discussed new and old projects for the year:

[redacted]
Search for a newer work truck.
Check with MPD about options for the PSD's sign.
Furnace room does not have ceiling with water lines exposed.

C-5

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
April 20, 2022
2:00 pm

Appointments
2:00 pm – Call to order

ACTION ITEMS

1. Approve/Edit Previous Minutes
2. Public Comment Period
3. Bennett and Dobbins, PLLC
   - 3.1 Requisition for Payment
   - 3.2 6/30/2023 Budget Approval
4. P&B Services, LLC
   - 4.1 Package Plant Report
   - 4.2 Sewer Plant Report
5. The Thrasher Group, Inc.
   - 5.1 Sewer
     - 5.1.a. Phase II
       - Engineer's Notice of Acceptability of Work – Contract #3
       - Contract #3 Change Order #3
       - Contract #3 Final Inspection Letter
       - Rover Response Letter
     - 5.1.b. Enterprise
       - Construction Update
       - Change Order #4
       - Enterprise Amendment #2
     - 5.1.c. Sludge
       - Design update
     - 5.1.d. Quiet Dell
       - General Discussion
     - 5.1.e. Woodstock Heights Sanitary Sewer Extension Project
       - Amendment #1
     - 5.1.f. 10-year Plan
       - General Update
     - 5.1.g. River Crossings
       - General Update

5.2 Water

5.2.a. Steven's Run

- Project Update
- Pay Request
- Engineering Amendment #1

5.2.b. Overall Water Project

- Project Update

5.2.c. Locust Heights

- Project Update

5.2.d. 10-year Plan

- General Discussion

5.2.e. General Discussion

- Request to Harrison County Commission

6. Ruth Ann Messenger – Treasurer
   - 6.1 Sewer Check Register and debit card transactions
   - 6.2 Water Check Register
7. Bill Hoover – General Manager
   - 7.1 Water
     - 7.1.a. Water Loss Report
     - 7.1.b. Water Leak Report
   - 7.2 Sewer
     - 7.2.a. General Update
   - 7.3 Good of the District
     - 7.3.a General Update
8. Sam Harold – Mountain State Law
   - 8.1 Available for general consult
9. Executive Session

Adjournment of meeting

C-6

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
03/01/2022 - 03/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	191,808.42	189,025.00	2,783.42	97.67%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	33.47	300.00	(266.53)	0.02%
MISCELLANEOUS/RECONNECT FEES	3,433.52	341.67	3,091.85	1.75%
QUIET DELL LEASE	500.00	566.67	(66.67)	0.25%
TAP FEES	600.00	950.00	(350.00)	0.31%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	196,375.41	191,183.33	5,192.08	
EXPENSES				
ACCT, BILLING, & COLLECTING	3,970.37	5,133.33	(1,162.96)	2.13%
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)	13.22%
DIRECTORS FEES	441.85	491.67	(49.82)	0.24%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	7,342.25	6,241.67	1,100.58	3.94%
LAB SERVICE	903.00	925.00	(22.00)	0.49%
LABOR	37,058.15	28,441.67	8,616.48	19.91%
MAINTENANCE	8,959.07	11,216.67	(2,257.60)	4.81%
MISCELLANEOUS EXPENSE	-	33.33	(33.33)	0.00%
OFFICE SUPPLIES & EXPENSE	-	175.00	(175.00)	0.00%
OUTSIDE SERVICES/CONTRACT LABOR	4,993.47	5,991.67	(998.20)	2.68%
POWER PURCHASED	6,606.92	3,308.33	3,298.59	3.55%
PROPERTY/LIABILITY & INJURIES INSURANCE	5,534.86	3,800.00	1,734.86	2.97%
REGULATORY COMMISSION	-	858.33	(858.33)	0.00%
RENEWAL & REPLACEMENT	300.00	3,975.00	(3,675.00)	0.16%
RENT EXPENSE	2,500.00	2,500.00	-	1.34%
TAXES	3,205.53	2,500.00	705.53	1.72%
TRANSPORTATION	7,643.30	3,491.67	4,151.63	4.11%
UTILITIES	574.53	925.00	(350.47)	0.31%
WATER PURCHASED	71,503.67	80,825.00	(9,321.33)	38.41%
TOTAL EXPENSES	186,147.82	190,291.67	(4,143.85)	
NET SURPLUS (DEFICIT)	10,227.59	891.67	9,335.92	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
03/01/2022 - 03/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	248,536.72	210,008.33	38,528.39	84.06%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.85%
INTEREST INCOME	69.50	833.33	(763.83)	0.02%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	1,500.00	1,741.67	(241.67)	0.51%
UNUSUAL CHARGE	43,048.91	15,991.67	27,057.24	14.56%
TOTAL INCOME	295,655.13	231,075.00	64,580.13	
EXPENSES				
ACCT, BILLING, & COLLECTING	1,124.17	1,058.33	65.84	0.49%
BRIDGEPORT SANITARY BOARD	11,546.21	8,783.33	2,762.88	5.02%
CHEMICALS	4,232.72	1,325.00	2,907.72	1.84%
CLARKSBURG SANITARY BOARD	2,485.40	2,025.00	460.40	1.08%
DEBT SERVICE	92,773.73	92,519.58	254.15	40.33%
DIRECTORS FEES	358.15	283.33	74.82	0.16%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	5,951.42	4,600.00	1,351.42	2.59%
LAB SERVICE	638.00	1,000.00	(362.00)	0.28%
LABOR	31,986.21	18,825.00	13,161.21	13.90%
MAINTENANCE	25,784.48	20,966.67	4,817.81	11.21%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,403.71	991.67	412.04	0.61%
OUTSIDE SERVICES/CONTRACT LABOR	23,634.73	23,766.67	(131.94)	10.27%
POWER PURCHASED	14,434.24	20,083.33	(5,649.09)	6.27%
PROPERTY/LIABILITY & INJURIES INSURANCE	4,486.39	1,758.33	2,728.06	1.95%
REGULATORY COMMISSION	525.00	608.33	(83.33)	0.23%
RENEWAL & REPLACEMENT	-	17,258.33	(17,258.33)	0.00%
RENT EXPENSE	-	-	-	0.00%
TAXES	1,780.47	1,716.67	63.80	0.77%
TRANSPORTATION	6,195.47	1,983.33	4,212.14	2.69%
UTILITIES	719.55	516.67	202.88	0.31%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	230,060.05	220,069.58	9,990.47	
NET SURPLUS (DEFICIT)	65,595.08	11,005.42	54,589.66	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
03/01/2022 - 03/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	440,345.14	399,033.33	41,311.81	89.50%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.51%
INTEREST INCOME	102.97	1,133.33	(1,030.36)	0.02%
MISCELLANEOUS/RECONNECT FEES	3,433.52	341.67	3,091.85	0.70%
QUIET DELL LEASE	500.00	566.67	(66.67)	0.10%
TAP FEES	2,100.00	2,691.67	(591.67)	0.43%
UNUSUAL CHARGE	43,048.91	15,991.67	27,057.24	8.75%
TOTAL INCOME	492,030.54	422,258.33	69,772.21	
EXPENSES				
ACCT, BILLING, & COLLECTING	5,094.54	6,191.67	(1,097.13)	1.22%
BRIDGEPORT SANITARY BOARD	11,546.21	8,783.33	2,762.88	2.77%
CHEMICALS	4,232.72	1,433.33	2,799.39	1.02%
CLARKSBURG SANITARY BOARD	2,485.40	2,025.00	460.40	0.60%
DEBT SERVICE	117,384.58	121,869.58	(4,485.00)	28.20%
DIRECTORS FEES	800.00	775.00	25.00	0.19%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	13,293.67	10,841.67	2,452.00	3.19%
LAB SERVICE	1,541.00	1,925.00	(384.00)	0.37%
LABOR	69,044.36	47,266.67	21,777.69	16.59%
MAINTENANCE	34,743.55	32,183.33	2,560.22	8.35%
MISCELLANEOUS EXPENSE	-	33.33	(33.33)	0.00%
OFFICE SUPPLIES & EXPENSE	1,403.71	1,166.67	237.04	0.34%
OUTSIDE SERVICES/CONTRACT LABOR	28,628.20	29,758.33	(1,130.13)	6.88%
POWER PURCHASED	21,041.16	23,391.67	(2,350.51)	5.06%
PROPERTY/LIABILITY & INJURIES INSURANCE	10,021.25	5,558.33	4,462.92	2.41%
REGULATORY COMMISSION	525.00	1,466.67	(941.67)	0.13%
RENEWAL & REPLACEMENT	300.00	21,233.33	(20,933.33)	0.07%
RENT EXPENSE	2,500.00	2,500.00	-	0.60%
TAXES	4,986.00	4,216.67	769.33	1.20%
TRANSPORTATION	13,838.77	5,475.00	8,363.77	3.32%
UTILITIES	1,294.08	1,441.67	(147.59)	0.31%
WATER PURCHASED	71,503.67	80,825.00	(9,321.33)	17.18%
TOTAL EXPENSES	416,207.87	410,361.25	5,846.62	
NET SURPLUS (DEFICIT)	75,822.67	11,897.08	63,925.59	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2021 - 03/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,616,871.00	1,701,225.00	(84,354.00)	97.11%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	305.33	2,700.00	(2,394.67)	0.02%
MISCELLANEOUS/RECONNECT FEES	38,782.17	3,075.00	35,707.17	2.33%
QUIET DELL LEASE	4,500.00	5,100.00	(600.00)	0.27%
TAP FEES	4,500.00	8,550.00	(4,050.00)	0.27%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	1,664,958.50	1,720,650.00	(55,691.50)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	50,151.77	46,200.00	3,951.77	3.08%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
CHEMICALS	1,780.00	975.00	805.00	0.11%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	221,497.65	264,150.00	(42,652.35)	13.62%
DIRECTORS FEES	5,101.45	4,425.00	676.45	0.31%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	55,142.97	56,175.00	(1,032.03)	3.39%
LAB SERVICE	7,595.81	8,325.00	(729.19)	0.47%
LABOR	275,447.13	255,975.00	19,472.13	16.93%
MAINTENANCE	121,865.52	100,950.00	20,915.52	7.49%
MISCELLANEOUS EXPENSE	4,732.65	300.00	4,432.65	0.29%
OFFICE SUPPLIES & EXPENSE	1,723.17	1,575.00	148.17	0.11%
OUTSIDE SERVICES/CONTRACT LABOR	50,817.31	53,925.00	(3,107.69)	3.12%
POWER PURCHASED	36,676.84	29,775.00	6,901.84	2.25%
PROPERTY/LIABILITY & INJURIES INSURANCE	20,597.87	34,200.00	(13,602.13)	1.27%
REGULATORY COMMISSION	9,402.34	7,725.00	1,677.34	0.58%
RENEWAL & REPLACEMENT	2,175.00	35,775.00	(33,600.00)	0.13%
RENT EXPENSE	22,500.00	22,500.00	-	1.38%
TAXES	23,826.19	22,500.00	1,326.19	1.46%
TRANSPORTATION	36,131.37	31,425.00	4,706.37	2.22%
UTILITIES	7,166.16	8,325.00	(1,158.84)	0.44%
WATER PURCHASED	672,325.23	727,425.00	(55,099.77)	41.33%
TOTAL EXPENSES	1,626,656.43	1,712,625.00	(85,968.57)	100.00%
NET SURPLUS (DEFICIT)	38,302.07	8,025.00	30,277.07	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2021 -03/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,799,478.47	1,890,075.00	(90,596.53)	88.83%
FACILITIES CHARGE	22,500.00	22,500.00	-	1.11%
INTEREST INCOME	581.49	7,500.00	(6,918.51)	0.03%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	16,300.00	15,675.00	625.00	0.80%
UNUSUAL CHARGE	186,966.89	143,925.00	43,041.89	9.23%
TOTAL INCOME	2,025,826.85	2,079,675.00	(53,848.15)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	7,592.62	9,525.00	(1,932.38)	0.44%
BRIDGEPORT SANITARY BOARD	59,795.46	79,050.00	(19,254.54)	3.48%
CHEMICALS	7,893.76	11,925.00	(4,031.24)	0.46%
CLARKSBURG SANITARY BOARD	21,513.50	18,225.00	3,288.50	1.25%
DEBT SERVICE	741,913.11	832,676.25	(90,763.14)	43.16%
DIRECTORS FEES	3,848.55	2,550.00	1,298.55	0.22%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	42,108.47	41,400.00	708.47	2.45%
LAB SERVICE	3,961.21	9,000.00	(5,038.79)	0.23%
LABOR	159,002.49	169,425.00	(10,422.51)	9.25%
MAINTENANCE	134,815.72	188,700.00	(53,884.28)	7.84%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	12,270.11	8,925.00	3,345.11	0.71%
OUTSIDE SERVICES/CONTRACT LABOR	146,071.77	213,900.00	(67,828.23)	8.50%
POWER PURCHASED	110,358.38	180,750.00	(70,391.62)	6.42%
PROPERTY/LIABILITY & INJURIES INSURANCE	15,089.88	15,825.00	(735.12)	0.88%
REGULATORY COMMISSION	10,547.96	5,475.00	5,072.96	0.61%
RENEWAL & REPLACEMENT	197,890.95	155,325.00	42,565.95	11.51%
RENT EXPENSE	-	-	-	0.00%
TAXES	8,370.67	15,450.00	(7,079.33)	0.49%
TRANSPORTATION	25,789.03	17,850.00	7,939.03	1.50%
UTILITIES	10,130.97	4,650.00	5,480.97	0.59%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	1,718,964.61	1,980,626.25	(261,661.64)	100.00%
NET SURPLUS (DEFICIT)	306,862.24	99,048.75	207,813.49	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2021 -03/31/2022

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	3,416,349.47	3,591,300.00	(174,950.53)	92.56%
FACILITIES CHARGE	22,500.00	22,500.00	-	0.61%
INTEREST INCOME	886.82	10,200.00	(9,313.18)	0.02%
MISCELLANEOUS/RECONNECT FEES	38,782.17	3,075.00	35,707.17	1.05%
QUIET DELL LEASE	4,500.00	5,100.00	(600.00)	0.12%
TAP FEES	20,800.00	24,225.00	(3,425.00)	0.56%
UNUSUAL CHARGE	186,966.89	143,925.00	43,041.89	5.07%
TOTAL INCOME	3,690,785.35	3,800,325.00	(109,539.65)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	57,744.39	55,725.00	2,019.39	1.73%
BRIDGEPORT SANITARY BOARD	59,795.46	79,050.00	(19,254.54)	1.79%
CHEMICALS	9,673.76	12,900.00	(3,226.24)	0.29%
CLARKSBURG SANITARY BOARD	21,513.50	18,225.00	3,288.50	0.64%
DEBT SERVICE	963,410.76	1,096,826.25	(133,415.49)	28.80%
DIRECTORS FEES	8,950.00	6,975.00	1,975.00	0.27%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	97,251.44	97,575.00	(323.56)	2.91%
LAB SERVICE	11,557.02	17,325.00	(5,767.98)	0.35%
LABOR	434,449.62	425,400.00	9,049.62	12.99%
MAINTENANCE	256,681.24	289,650.00	(32,968.76)	7.67%
MISCELLANEOUS EXPENSE	4,732.65	300.00	4,432.65	0.14%
OFFICE SUPPLIES & EXPENSE	13,993.28	10,500.00	3,493.28	0.42%
OUTSIDE SERVICES/CONTRACT LABOR	196,889.08	267,825.00	(70,935.92)	5.88%
POWER PURCHASED	147,035.22	210,525.00	(63,489.78)	4.39%
PROPERTY/LIABILITY & INJURIES INSURANCE	35,687.75	50,025.00	(14,337.25)	1.07%
REGULATORY COMMISSION	19,950.30	13,200.00	6,750.30	0.60%
RENEWAL & REPLACEMENT	200,065.95	191,100.00	8,965.95	5.98%
RENT EXPENSE	22,500.00	22,500.00	-	0.67%
TAXES	32,196.86	37,950.00	(5,753.14)	0.96%
TRANSPORTATION	61,920.40	49,275.00	12,645.40	1.85%
UTILITIES	17,297.13	12,975.00	4,322.13	0.52%
WATER PURCHASED	672,325.23	727,425.00	(55,099.77)	20.10%
TOTAL EXPENSES	3,345,621.04	3,693,251.25	(347,630.21)	100.00%
NET SURPLUS (DEFICIT)	345,164.31	107,073.75	238,090.56	

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

OPERATING ACTIVITIES		
Net Income (Loss)	$	65,595.08
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Payable	$	18,014.87
Customer Deposits	$	4,643.88
Payroll Liabilities	$	4,105.61
Due (From) To Water Fund	$	(48,805.33)
Net cash provided by Operating Activities	$	43,554.11
INVESTING ACTIVITIES		
1450 · WORK IN PROGRESS:Row's & Land	$	-
Fixed Assets Project	$	(516,600.92)
Net cash provided by Investing Activities	$	(516,600.92)
FINANCING ACTIVITIES		
	$	-
5.5 Agreement	$	-
Draw on Bond & Grants	$	362,827.00
Net cash provided by Financing Activities	$	362,827.00
Net cash increase (decrease) for period	$	(110,219.81)
Cash at beginning of period	$	2,120,826.82
Cash at end of period	**$**	**2,010,607.01**
Unrestricted Cash	$	927,576.16
Restricted Cash		
Construction Account	$	1,692.41
Depreciation Reserve	$	884,178.51
Rural Development Reserve	$	25,278.97
Bond Commission Sweep	$	52,757.82
SB 234	$	25,000.00
Customer Deposits	$	94,123.14
Total Restricted Cash	$	1,083,030.85
Total Unrestricted & Restricted Cash	**$**	**2,010,607.01**
	$	-

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

OPERATING ACTIVITIES		
Net Income (Loss)	$	10,227.59
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Receivable	$	4,324.30
Accounts Payable	$	(3,041.31)
Customer Deposits	$	746.57
Due (From) To Sewer Fund	$	48,805.33
Net cash provided by Operating Activities	$	61,062.48
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 (decrease)for period	$	61,062.48
Cash at beginning of period	$	1,041,538.30
Cash at end of period	**$**	**1,102,600.78**
Unrestricted Cash	$	659,078.65
Restricted Cash		
Depreciation Reserve	$	326,430.83
Bond Commission Sweep	$	26,503.00
Construction Stevens Run	$	50.00
SB 234	$	25,000.00
Customer Deposits	$	65,538.30
Total Restricted Cash	$	443,522.13
Total Unrestricted & Restricted Cash	**$**	**1,102,600.78**
	$	-

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BINGAMON PUBLIC SERVICE DISTRICT
PO BOX 35, SHINNSTON, WV 26431
MICHAEL R SIEBER, CHAIRMAN EDWARD HILDRETH, JR, SECRETARY
BRAD FORTNEY, TREASURER

March 21, 2022

The monthly meeting of the Bingamon Public Service District (BPSD) Board of Directors was held on March 21, 2022, at the Bingamon Public Service District office trailer.

CALL TO ORDER: The meeting was called to order at 6:33 p.m. by Chairman Michael Sieber.

ROLL CALL: Board members present: Edward (Bud) Hildreth, Jr., Brad Fortney, and Michael Sieber. BPSD staff Office Manager, Teresa Basnett, Rusty Kuhens, Plant Manager, Jason Basnett as well as Charlotte Shaffer, the Director of Planning for Harrison County.

READING OF THE MINUTES - Minutes from the February 21, 2022, BPSD board meeting was distributed. Mr. Sieber called for any corrections or additions to the minutes. ***A motion was made by Bud Hildreth, seconded by Brad Fortney, to accept the minutes as published. The motion carried unanimously.***

TREASURER'S REPORT – Board members reviewed the Treasurer's Report. The bank balance as of February 28, 2022, was $68,344.12. Accounts receivable for the month totaled $ 7,503.74

- Current outstanding bills were reviewed. ***A motion was made by Mike Sieber and seconded by Bud Hildreth, to pay the current bills. The motion was passed unanimously.***

OFFICE MANAGER'S REPORT - Mrs. Teresa Basnett, Office Manager

- City National Bank MMA earned $ 3.67 in interest and totals $69,345.85
- City National Bank Reserve Account earned $1.13 in interest and totals $30,508.80.
- The Renewal/Replacement Acct. at BB&T earned $.09 in interest totals $11,394.82.
- WesBanco day of meeting balance $79,701.69
- 24 hour notices this month there were 24..... We didn't have any payment agreements. 3 made full payments. 3 partial payments. We collected $1,450.00 out of the $6,188.88. Mrs. Basnett said online payments were over $6,300.00 this month.
- Mrs. Basnett gave out the updated Policy Manual to the Board for their review. Board said they would take the draft home and update anything further that may need to be added.

PLANT OPERATOR'S REPORT - Mr. Rusty Kuhens, Plant Operator

- Mr. Kuhens reported 3 service line leaks, were repaired this month.
- April 11th work is supposed to start on the Whetstone Pumphouse. We are changing pumps, plumbing and some electrical boxes.
- Mr. Kuhens reported that PSC Engineer will be calling as well as emailing the recommendations for correcting Kevin Kellars pressure problem.

CHARLOTTE SHAFFER, The Director of Planning for Harrison County

- Ms Shaffer spoke briefly about upcoming testing for lead and copper. She will need a list of our customers so that she can check with assessors' office to find out what year the house was built so that she can contact each customer that may need to have their home tested for lead and copper.

SAFETY COMMITTEE MEETING: Trips, Slips and Falls.

OLD BUSINESS: None voiced

NEW BUSINESS: None voiced

NEXT MONTHLY BPSD BOARD MEETING – The next regularly scheduled BPSD board meeting will be held @ the office trailer on April 18th, 2022 @ 6:30 PM

ADJOURNMENT – The meeting was adjourned at 7:18 pm upon a ***motion by Brad Fortney, seconded by Mike Sieber, and carried unanimously***.

Michael R. Sieber

Michael Sieber, Chairman

Teresa Bassett

Teresa Bassett, Office Manager

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, March 14, 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		Charlotte Shaffer
Fred Martin		

1. **Approval of Minutes**
   Fred Martin made a motion to approve the minutes for Monday, February 7, 2022, as read. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Fred Martin made a motion to approve the Checks Signed Document dated 2/01/22 through 2/28/22. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

3. **Hepzibah Water Project**

1. Tom Marion informed the Board that we got conformation from the PSC concerning potential protest about the rates that we submitted, which he thinks are pretty close.
2. Tom said that Morgan is still working on the rights of ways list and he is just waiting to hear back from the potential customers.
3. Tom said he needs to update the cost estimate according to IJDC and they have a call with them tomorrow just to give them an update on where the Project is.
4. They will probably be requesting to go to bid and start advertising in the near future.
5. Tom said that the Board has been requesting a big map be put together, so he brought one with him to see what they thought. Tom discussed with the Board all the various locations in detail.

4. **Manager's Report**

A. Darlene Swiger informed the Board that she spoke with Laura Pysz, the County Administrator and she wants someone from Hepzibah PSD to come to the Commission meeting this Wednesday. Darlene explained to her that she couldn't come to the meeting as it takes too long for their meetings. Darlene said that Laura expressed to her that it would be good news and she (Darlene) printed out the agenda and we are number 11 (eleven) for the meeting which says consider allocating funds to Clarksburg Water Board, Eastview PSD, City of Salem and Hepzibah PSD. Darlene said she spoke with Laura after our last meeting and she asked her what kind of donation in addition to what we are putting on our project from the $500,000, it would take to decrease the 26% increase plan to our customers with the water project. Darlene said she told her that she would talk to Kevin about this. Kevin said

that he and Tom were going to go to the meeting on Wednesday. Darlene, Kevin and the Board discussed this in detail.

B. Kevin provided the Board with a copy of the A/P Aging Summary sheet as of February 28, 2022 and discussed.

C. Kevin informed the Board that we recently purchased new phones for the company. We now have 2 (two) phone lines coming in to the office and 1 (one) fax line.

D. Kevin informed the Board that he cancelled services with "The Clean Team" as of today, so we can try and cut cost. Kevin said the girls came to him and said they would clean the offices and he made it very clear that it is to be done on a weekly basis and they have to log and document. Kevin and the Board discussed this matter further.

E. Kevin provided the Board with a copy of February, 2022 Water Loss Report and said the water loss was 60.61%. Kevin informed the Board that he has good news as they found 3 big leaks and got them repaired for a total of 17,106,100 gallons of water loss. Now, for the adjusted Water Loss FY 2021-2022 is 25.92%. Kevin and the Board discussed this further.

F. Kevin provided the Board with a copy of what Crystal Metz owes in restitution. Kevin and the Board discussed in detail.

G. Kevin informed the Board that they have updated the Emergency Response Plan.

H. Kevin informed the Board that he has the proposal from Hayes Insurance Agency and discussed with them.

5. Next Board Meeting

Sharon Hamilton announced that the next board meeting will be April 11, 2022.

6. 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 Langer
Chairman

Sharon Hamilton
Treasurer

Secretary

aja

Enlarged Hepzibah PSD
Profit & Loss
March 2022

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		Mar 22
Income		
1500 · Late Fees		701.28
1501 · Metered Sales		28,297.77
4610 · Metered Water Sales		49,573.67
4700 · Water Late Fees		881.74
4741 · Reconnect Fees		200.00
4744 · Misc Water Income		200.00
4746 · Credit Card Charges		674.15
Total Income		80,528.61
Gross Profit		80,528.61
Expense		
1743 · Transportation Expense		1,075.51
1781 · Accounting & Legal		435.00
1789 · Petty Cash		100.00
1790 · Postage		546.90
1793 · Supplies		1,110.38
1795 · Telephone		396.64
1796 · Outside Services		7,070.50
1805 · Sludge Disposal		130.00
66000 · Payroll Expenses		13,873.17
6661 · Water Testing		239.00
6662 · Power & Fuel		
6662.1 · HREA	1,916.58	
6662.2 · Mon Power	202.06	
Total 6662 · Power & Fuel		2,118.64
9210 · Office Supplies		1,961.71
9260 · Pensions & Benefits		5,811.05
Total Expense		34,868.50
Net Income		**45,660.11**

Enlarged Hepzibah PSD
Statement of Cash Flows
March 2022

	Mar 22
OPERATING ACTIVITIES	
Net Income	45,660.11
Adjustments to reconcile Net Income to net cash provided by operations:	
1000 · Sewer	-83.13
Account Payable	-38,944.46
1200 · Other Liabilties - Sewer:1227 · Customer Deposits	100.00
1201 · Other Current Liabilities - Wat:2350 · Customer Deposits	185.76
24000 · Payroll Liabilities	438.11
Net cash provided by Operating Activities	7,356.39
FINANCING ACTIVITIES	
1300 · Long Term Liabilities - Sewer:1236 · 05 USDA Bond Payable	-6,711.48
Net cash provided by Financing Activities	-6,711.48
Net cash increase for period	644.91
Cash at beginning of period	32,437.52
Cash at end of period	33,082.43

Enlarged Hepzibah PSD
A/P Aging Summary
As of March 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ace Hardware	11.99	0.00	0.00	0.00	0.00	11.99
Advantage Computer	1,515.00	0.00	0.00	0.00	0.00	1,515.00
B&M Environmental LLC	3,322.50	0.00	0.00	0.00	0.00	3,322.50
Bennett & Dobbins PLLC	435.00	0.00	0.00	0.00	46,259.08	46,694.08
CINTAS	0.00	0.00	-48.30	0.00	0.00	-48.30
CITCO	214.95	0.00	0.00	0.00	0.00	214.95
City of Clarksburg	130.00	0.00	0.00	0.00	0.00	130.00
Clarksburg Water Board	0.00	13,091.74	0.00	0.00	46,826.91	59,918.65
Core & Main LP	883.44	0.00	0.00	0.00	0.00	883.44
Hart Office Solutions	30.00	0.00	0.00	0.00	0.00	30.00
Miss Utility of WV, Inc.	36.30	0.00	0.00	0.00	0.00	36.30
MPB	245.92	0.00	0.00	0.00	0.00	245.92
PACE ANALYTICAL	193.00	0.00	0.00	0.00	0.00	193.00
PERS	400.71	0.00	0.00	0.00	0.00	400.71
Sun Valley Public Service District	3,748.00	0.00	0.00	0.00	21,461.79	25,209.79
TOTAL	11,166.81	13,091.74	-48.30	0.00	114,547.78	138,758.03

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Greater Harrison County
Public Service District

PO Box 190
West Milford, WV
26451

Phone: 304-745-3463
Fax: 304-745-5327

www.greaterharrison.com

At the regular meeting of Greater Harrison County PSD held on Wednesday March 16, 2022, Chairman James Scudere, Treasurer Ruth Ann Messenger, Secretary Mark Leonard and Member Thomas Michael were present. Also present were Bill Hoover, General Manager, Zack Dobbins of Bennett and Dobbins, Sam Harrold of Mountain State Law, Logan Alastanos, Kylea Radcliff and Clay Riley of Thrasher Engineering, Patrick Lesmann of P & B Services, John Pizzo and Devon Stewart of Steptoe and Johnson.

1. Minutes and/or Amended Minutes of Previous Meeting: Michael noted an error in page 5 needed corrected. Scudere moved to approve with amendment. Board concurred

2. Public Comment Period:
Steptoe and Johnson representative requested board move into executive session. Leonard moved to enter executive session. Board concurred

A. Michael moved to deny Rover Construction request from March 4, 2022. Board concurred

3. Thrasher Engineering

A. Phase 2 Rt. 73 – Construction Update
Awaiting final approval on change order #6 and #7

B. Enterprise Project – Construction Update
83% complete – projected complete in May

C. Sludge Removal Project – Design Update
Plans and specs will be out to Funding this week

D. Quiet Dell – Plant Location and Access
Location options discussed and alternate allocation for portion of 8 million

E. Woodstock Heights Sanitary Sewer Extension Project – Amendment #1
Needs turned into facility plan and hold public meeting

F. 10-year plan Sewer – General Update
Cost and process discussed on replacement of bar screen

G. River Crossings – General Update
Recent call resulted in zero funding. Michael moved to go into Executive Session. Board concurred.

H. Steven's Run – Project Update
Under construction with 2360' complete

I. Overall Water Project – Project Update
Preliminary engineering report drafted

J. Locust Heights – Project Update
Visit with County Commission

K. 10-year plan Water – General Discussion

No new updates

4. Finance Report

   Michael moved to approve financial transactions. Board concurred

5. Zack Dobbins – Bennett and Dobbins
   A. Resolution #19 for Enterprise $362,827.00. Leonard moved to approve. Board concurred.
   B. Resolution #33, IJDC Resolution #5 $246734.43. Leonard moved to approve. Board concurred.
6. Bill Hoover – Water
   A. Water loss overall 27%. Multiple leaks repaired.
   B. Lead and copper guidelines will become costly to district.
7. Bill Hoover – Sewer

   Bar screen already discussed

8. Bill Hoover – Good of the District
   A. Revised Leak Adjustment policy
   B. Leak Adjustment Inquiry discussed. Leonard moved to approve as presented by Bill Hoover. Board concurred.
9. Patrick Lesmann – P&B Services

   NOV received on main lagoon, exceedance from S&S landfill.

_____moved to adjourn. Board concurred.

Meeting adjourned

Chairman James Scudere

Treasurer Ruth Ann Messenger

Secretary Mark Leonard

Member Thomas Michael

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