Wednesday, November 16, 2022
9:00 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: 1-646-568-7788
Meeting ID: 762 816 0712
Passcode: 270967

Appointments:
9:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
9:05 A.M. --- Funding Request --- Clarksburg History Museum --- Mike Spatafore
9:30 A.M. --- Robert Westfall --- Public Nuisance --- Thorne Stop Circle, Clarksburg

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A. Hunter Floyd ---Resignation --- Effective 10-28-2022 --- Maintenance**
   - **B. Ceilidh McIntire --- Resignation --- Effective 10-25-2022 --- Tax Division**
   - **C. Jason Sheff --- Completion of Dispatcher Training --- Pay Increase --- 911**
   - **D. Mica Giaquinto --- Completed Dispatch Training --- Pay Increase --- 911**
4. **Minutes and /or Amended Minutes of Previous Meeting:**
   - **A. Regular Meeting Minutes 10-19-2022**
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A. Vendor Requisition List of Payments**
6. **Exonerations --- Corrective Tickets --- Joint Property Application:**
   - **A. Exonerations --- Exhibit A**
   - **B. Corrective Tickets --- Exhibit B**
   - **C. Joint Property Application --- Exhibit C**

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. 17 --- MuniCap, Inc. $518.75
   B. Requisition for Payment No. 60 --- MuniCap, Inc. $9,268.75
   C. Requisition for Payment No. (11/16/2022) --- $2,142.00
8. Review – Discuss - Consider GSA Update --- (Potential Executive Session Pursuant to 6-9A-4(b)(9) to Consider Matters Involving or Affecting the Purchase, Sale or Lease of Property, Advance Construction Planning, the investment of Public Funds or Other Matters Involving Commercial Competition, which if Made Public, Might Adversely Affect the Financial or Other Interest of The County)
9. Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission: (NONE)
10. Consideration of Approval of Project Fund Requisitions for the Payment of Costs Associated with the Project Fund Agreement for Payment of Cost Associated with the Master Equipment Lease for Cruisers, 08-10-2022, between Harrison County Commission and Country Roads Leasing, LLC
    A. Statewide Emergency Products $2,794.00
11. Review – Discuss - Consider Permission to Travel --- Richard Southall --- 2022 Federal Drug Court Conference, Waco Texas --- Community Corrections
12. Review – Discuss – Consider Recommendation of Executive Board of Parks Commission --- Martin Howe to Fill Seat of Shawn Bennett (Resigned) --- North Urban Magisterial District of Harrison County
13. Review - Discuss – Consider Parks & Rec Budget Revisions
14. Review – Discuss – Consider GSA Construction Change Directive
15. Review - Discuss – Consider Courthouse Holidays 2023
16. Review – Discuss – Consider Proposed List of Commission Meetings & Schedule --2023
17 Review – Discuss – Consider Appointment --- John Paul Nardelli --- Community Corrections Advisory Board
18. Review – Discuss – Consider Authorization for Destruction of Records in Accordance with West Virginia Code
19. Review – Discuss – Consider a Resolution Authorizing the Acceptance Grant (JAG) Program
20. Review – Discuss – Consider Zoning Form ---Limited Video Lottery --- Top Dogs Diner & Furniture Outlet --- 125 Buckhannon Pike, Clarksburg, WV
21. Administrator's Report
22. Commissioner Comments – Questions

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

A. Weekly Fiduciary Report from the County Clerk

1. **10-26-2022 thru 11-01-2022**
2. **11-02-2022 thru 11-07-2022**

B. Monthly Fiduciary Commission Settlements: (NONE)

C. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service:

1. **Enlarged Hepzibah PSD --- Agenda 11-14-2022**
2. **Sun Valley PSD --- Agenda 11-15-2022**

D. Changes to Additional Directory Listing Rate Charges --- Citynet --- Effective 11-01-2022

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

T-1. Election Workers Pay Raises (05-18-2022)

T-2. Changes to Employee Handbook Made by County Attorney (06-08-2022).

SPECIAL FUNDING REQUEST

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

9:05 AM

Date of Request: 10-14-22

Organization Name: Clarksburg History Museum

Name and Title of Requester: Mike Spatafore

Mailing Address of Organization and Responsible Person:
445 W. Main St. Clarksburg WV 26301
If approved, this is where the check will be sent

Telephone: 304-622-8270 / 304-641-5764 Fax: _____ E-mail: daycareflowers@AOL.com clarksburghistorymuseum@gmail.com

FEIN# 84-1808352 Is your organization an IRS 501(c) 3 not-for-profit? Y N
If yes, attach IRS Status Letter
If no, please explain: _____

TOTAL Cost of Project/Activity: $ 5,000.00

Dollar Amount REQUESTED - Grant: $ 3,500.00 Loan: $ _____

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

Have you previously received funds from the Harrison County Commisson: Y N
If Yes, how much? If funded multi years - list by fiscal year?
When: 2018 ; how much: $ 3500
When: 2019 ; how much: $ 1500
When: 2020 ; how much: $ 5000
2021 2000

Purpose of request (one sentence): coloring books & computer, printer, paper ink

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:

coloring books	2800.00
computer	800.00
printer	500.00
paper ink	460.00
building exhibits	1000.00

Are your financial statements audited by an outside accounting firm? (Y) N
If Yes, by whom: Mark Kiger

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N
If Yes, how? website, facebook, newsletter, email newspaper

(Revised 8/19/14)

theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) Clarksburg History Museum, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Clarksburg History Museum 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) Clarksburg History Museum 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 Michael J. Spatafora **Date** 10-14-2022

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: _____

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning , and ending

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: Clarksburg History Museum Inc
Doing business as:
Number and street (or P.O. box if mail is not delivered to street address): 445 West Main Street
Room/suite:
City or town: Clarksburg
State: WV
ZIP code: 26301
Foreign country name / Foreign province/state/county / Foreign postal code:

D Employer identification number: 84-1808352

E Telephone number:

G Gross receipts $: 17,548

F Name and address of principal officer: Michael Spatafore 445 West Main Street, Clarksburg, WV 26301

H(a) Is this a group return for subordinates? ☐ Yes ☒ No
H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions
H(c) Group exemption number ▶

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ https://clarksburgmuseum.wixsite.com/history

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 2019

M State of legal domicile: WV

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: Educating our community and passing on an appreciation for Art, History, and Culture. It is our mission to ensure that visiting Clarksburg History Museum is an enriching, exciting and educational experience.

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	5
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	
6	Total number of volunteers (estimate if necessary)	6	
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	

		Prior Year	Current Year
Revenue			
8	Contributions and grants (Part VIII, line 1h)	10,449	17,430
9	Program service revenue (Part VIII, line 2g)		
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	57	-822
12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	10,506	16,608
Expenses			
13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
14	Benefits paid to or for members (Part IX, column (A), line 4)		
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
16a	Professional fundraising fees (Part IX, column (A), line 11e)		
b	Total fundraising expenses (Part IX, column (D), line 25) ▶		
17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	6,540	6,699
18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	6,540	6,699
19	Revenue less expenses. Subtract line 18 from line 12	3,966	9,909

		Beginning of Current Year	End of Year
Net Assets or Fund Balances			
20	Total assets (Part X, line 16)	3,966	13,875
21	Total liabilities (Part X, line 26)		
22	Net assets or fund balances. Subtract line 21 from line 20	3,966	13,875

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☒ if self-employed	PTIN
Mark Kiger		8/9/2022		P00072496

Firm's name ▶ — Firm's EIN ▶

Firm's address ▶ P O Box 876, Bridgeport, WV 26330 — Phone no. (304)641-5921

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

CLARKSBURG HISTORY MUSEUM INC
445 WEST MAIN STREET
CLARKSBURG, WV 26301-0445

DLN:
26053590001179
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 20, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

(December 2021)

1. Marilyn Blake	1806 Buffalo Creek Road, Lost Creek, WV 26385
2. Alva Ford	324 Roane Avenue, Clarksburg, WV 26301
3. Roger House	5619 Turkey Run Road, Mount Clare, WV 26408
4. Andy Labdik	609 Marion Street, Clarksburg, WV 26301
5. Dave Marra	42 Millbrook Road, Bridgeport, WV 26330
6. Dave Nuzum	117 Palmer Place, Mount Clare, WV 26408
7. Connie Poe	P.O. Box 353, Lost Creek, WV 26385
8. Worthy Poe	P.O. Box 353, Lost Creek, WV 26385
9. Pete Secret	600 Skyview Drive, Clarksburg, WV 26301
10. Michael Spatafore	1337 North 19th Street, Clarksburg, WV 26301
11. John Stopiak	8751 Cost Avenue, Stonewood, WV 26301
12. Johnathan Stopiak	8751 Cost Avenue, Stonewood, WV 26301
13. Rick Wolfe	38 Gregory Lane, Bridgeport, WV 26330

9:30 AM

Westfall

District 7

Property Owners Name	Robert R Westfall		Case 451		
Address	57 Thorn stop Circle Clarksburg WV				
Address of Property in Review	Same ↑		Map: 1126 Parcel: 38		
Date of Complaint	11/4/2021	Date of Notice of hearing	9/19/2022	Date of Certified Mail	
Date of 1st Notice	11/4/2021	Date of Certified Letter	9/14/2022	Date of Served Process to Sheriff	
Date of Certified Letter sent	11/4/2021	Date of Served Process to Sheriff	9/14/2022	Received Date of Certified Mail	
Date of Served Process to Sheriff	11/4/2021	Received Date of Certified Letter		Received Date of Served Process	
Received Date of Certified Letter	11/8/2021	Received Date of Served Process		Date File transferred to Legal	
Received Date of Served Process	11/9/2021	Hearing Date	11/16/2022	Court Date and Time	
Time for Correction		Action Taken @ Hearing		Hearing Outcome	
Extended Time	End of July	Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes: Visited 11/19/2021 Robert westfall Called + plans to have it Completed by ~~[illegible]~~ 1/10/2022 phone 304-266-6375

Visited 1/10/2022 Rob/g spoke to Robert Westfall

Called 2/1/22 @ 11:27 am Left voice maic.

Called 2/3/22 @ 8:54 am No answer.

Sent Letter via maic on 2/3/22 for Call back Request.

2/15/22 Called ~~[illegible]~~ Kelley Cook haul Tires off

New # 434-279-0698

Called 7/6/2022

Dead line in July

Harrison County
Public Nuisance Complaint Form

Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301
Phone: 304-624-8721
Fax: 304-626-1070
www.harrisoncountywv.com

Complainant

Date: 11/3/2021

Name: neighbor **Phone Number:** 304-627-1047

Address: wish to remain anonymous due to activity at complaint site. Please call if more information is needed

Complainant Category (please check the applicable category)

- ☐ Animals running at large
- ☐ Stagnant Water
- ☐ Dead Animals
- ☐ Rubbish and/or more
- ☐ Trash, waste
- ☐ Pollution of any private body of water
- ☒ Noxious growth of vegetation
- ☒ Old scrap metal(s)
- ☐ Rope, rags, paper or rubber
- ☐ Barbwire
- ☒ Junked, dismantled, wrecked machinery or vehicles
- ☒ Other

Description of Complaint:
The entire area is unkept and hazardous.
Junked RV onsite is an active site. Cars are pulling in and out all hours of night. Please, reference site with Harrison County Sheriff Office.

Location of Complaint:
57 Thorn Stop Circle, Clarksburg WV 26301

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

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

Date: November 4, 2021 **Case#: 451**

Property Owner/Address
Robert R Westfall
57 Thorn Stop Circle
Clarksburg, WV 26301

Identification/Location of Property
District: 7
Tax Map: 1126
Parcel: 38
57 Thorn Stop Circle
Clarksburg, WV 26301-7177

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. **Unlicensed Vehicles, junk, and tires.**

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: _____
James Richards, Code Officer



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 3.35
Extra Services & Fees (check box, add fee as appropriate)
Return Receipt (hardcopy) 2.75
Return Receipt (electronic)
Certified Mail Restricted Delivery
Adult Signature Required
Adult Signature Restricted Delivery
Postage 6.88 — .78
Total Postage and Fees (6.88)
Sent To Robert R Westfall
Street and Apt. No., or PO Box No. 57 Thorn Stop Circle
City, State, ZIP+4® Clarksburg WV 26301-7477
PS Form 3800, April 2015 See Reverse for Instructions

Postmark Here 11-4-2021

7018 1830 0001 3940 8669

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:
Robert R Westfall
57 Thorn Stop Circle
Clarksburg WV 26301

9590 9402 4665 8323 1085 61

2. Article Number (Transfer from service label)
7018 1830 0001 3940 8669

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☐ Addressee

B. Received by (Printed Name) Robert R Westfall C. Date of Delivery

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

CLARKSBURG WV 26301
NOV - 8 2021

3. Service Type
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Return Receipt for Merchandise
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

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

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

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

Date: November 4, 2021 **Case#: 451**

Property Owner/Address
Robert R Westfall
57 Thorn Stop Circle
Clarksburg, WV 26301

Identification/Location of Property
District: 7
Tax Map: 1126
Parcel: 38
57 Thorn Stop Circle
Clarksburg, WV 26301-7177

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

1. **Unlicensed Vehicles, junk, and tires.**

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: James Richards, Code Officer

7166

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 # 171646
Process # CIV/21-07166
Docket # 451
Reference #

STATE OF WEST VIRGINIA
COUNTY OF HARRISON

HARRISON COUNTY PLANNING COMMISSION
Plaintiff,
- Vs -
ROBERT R WESTFALL
Defendant

IN PERSON

I hereby certify that on the 8th day of November, 2021, a Letter, in the above entitled action, came into my hand for service. That on the 9th day of November, 2021 at 9:20 AM, in said county, I did serve the documents on ROBERT R WESTFALL.
Served the within a Letter on the within named ROBERT WESTFALL by delivering a copy of the within a Letter to him/her in person in Harrison County, West Virginia, on the9th day of November, 2021 at 9:20 AM.

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

Invoice # IN202107369
HARRISON COUNTY PLANNING COMMISSION
301 W MAIN ST, CLARKSBURG, WV 26301

Comments
IN PERSON

Date Returned 11/9/21

Signed _____ Date 11-9-21

Robert Matheny
Harrison County
By: Rick Roberts
420 BUCKHANNON PIKE
NUTTER FORT, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945


Nov 4, 2021 at 1:26:17 PM


Nov 4, 2021 at 1:26:01 PM


Nov 4, 2021 at 1:25:41 PM

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

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

Date: February 3, 2022 **Case#: 451**

Property Owner/Address
Robert R WestFall
57 Thorn Stop Circle
Clarksburg, WV 26301

Identification/Location of Property
District: 7
Tax Map: 1126
Parcel: 38

Please call the Harrison County Planning Department by February 18, 2022, in reference to the property at: 57 Thorn Stop Circle, Clarksburg, WV 26301 @ (304) 624-8690 Ask to speak to James Richards. My direct line is (304) 624-8721 if no answer, please leave a message I will call back.

Respectfully,

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


Network: Aug 1, 2022 at 12:40:53 PM
Local: Aug 1, 2022 at 12:40:53 PM
Clarksburg WV 26301
United States
Remark: County commission



Harrison County Commission

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
304-624-8500
FAX 304-624-8573

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

Robert Westfall
57 Thorn Stop Circle
Clarksburg, WV 26301
Tax Map 1126 Parcel 38
Case # 451 Clarksburg

September 14, 2022

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, November 16, 2022 at 9:30 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



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

SEPT. 14, 22

Sent To
ROBERT WESTFALL

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 4328

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
10/31/2022		| | |-| | |-| | | |

NAME	ADDRESS
HUNTER FLOYD	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		MAINTENANCE	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) PART TIME EMPLOYEE RESIGNED

LAST WORK DAY - 10/28/2022

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 10/31/2022
HUMAN RESOURCES MANAGER	DATE 11/1/2022

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3-43

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
10/25/2022		| | |-| | |-| | | |

NAME	ADDRESS
Ceilidh McIntire	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Tax Division	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Resignation effective 10/25/2022, please pay available vacation days, if any.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Peter J. Mathers, Sheriff	DATE 10/28/22
HUMAN RESOURCES MANAGER Laura Pyle	DATE 11/3/2022

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3-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
11/25/2022		| | |-| | |-| | | | |
NAME Jason Shiff	ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 911 / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☒ RATE	PG 3-1 $31717	PG 4-1 $33382
☐ 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) Completion of E911 Dispatcher Training

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 11/2/2022
HUMAN RESOURCES MANAGER	DATE

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3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
11/25/2022		- -
NAME: MICA GIAQUINTO	ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT: 911 / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☒ RATE	PG 3-1 $31717	PG 4-1 $33382
☐ 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) Completion of 911 Dispatcher Training

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 11/2/2022
HUMAN RESOURCES MANAGER	DATE

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4-A

At the regular meeting of the County Commission of Harrison County held on Wednesday October 19, 2022, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were Laura Pysz-Laulis, County Administrator, and Micah Fisher, Deputy County Clerk. Commissioner Thomas opened the meeting and Matthew Keith said a prayer and led those present in the Pledge of Allegiance to the Flag.

1. Public Comment Period: NONE
2. Consent Agenda: Trecost moved to approve. Commission concurred.
3. Payroll Change Notices: Trecost moved to approve items A through D. Commission concurred.
   A. Kelsi Andrews --- Resignation --- Declined Job after Prior Acceptance --- 911
   B. Trevor Vance --- FMLA ---911
   C. Taylor Evans --- Part time Security On call— Security
   D. Brandon Mollhohan --- Part Time Security --- Security
4. Minutes and /or Amended Minutes of Previous Meeting: Trecost moved to approve as presented. Commission concurred.
   A. Regular Meeting Minutes --- 09-28-2022
   B. Special Meeting Minutes --- 09-19-2022
5. Requisitions --- Purchase Orders --- Invoices: Trecost moved to approve item A. Commission concurred.
   A. Vendor Requisition List of Payments
6. Exonerations --- Corrective Tickets --- Joint Property Application: Trecost moved to approve items A and B. Commission concurred.
   A. Exonerations --- Exhibit A
   B. Corrective Ticket --- Exhibit B

9:05 A.M. --- Honor Flight Huntington/Clarksburg --- Billie Jo Claypool: Ms. Claypool explained the paperwork that she had gathered. Ms. Claypool gave an overview of the itinerary for the Honor Flight and invited everyone to welcome them home at the airport. Trecost moved to approve funds in the amount of $5,000.00. Commission concurred.

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: Trecost moved to approve. Commission concurred.

A. Requisition for Payment No. (10-19-2022) --- Jackson Kelly $59.00

8. Review – Discuss - Consider GSA Update --- (Potential Executive Session Pursuant to 6-9A-4(b)(9) to Consider Matters Involving or Affecting the Purchase, Sale or Lease of Property, Advance Construction Planning, the investment of Public Funds or Other Matters Involving Commercial Competition, which if Made Public, Might Adversely Affect the Financial or Other Interest of The County): Hinkle moved to enter into executive session pursuant to 6-9A-4(b)(9). Commissioner Thomas and Commissioner Hinkle voted in favor. Commissioner Trecost voted against. Motion Carried. Commissioner Hinkle moved to come out of executive session and into regular session. Commission concurred.

9:10 A.M. --- Public Nuisance --- Rondallyn Lipscomb ---Anmoore: There was no one present. Charlotte Shaffer advised that nothing has been done on the property. Ms. Shaffer recommends giving them an additional thirty days and if nothing has been done then send it to Circuit Court. Trecost moved to give the individuals thirty days and if nothing has been done then proceed to Circuit Court. Commission concurred.

9:15 A.M. --- Proclamation --- Domestic Violence Awareness --- Hope Inc.: Commissioner Thomas read and presented the proclamation that discussed domestic violence. The Commission hereby declares October 2022 as "Domestic Violence Awareness Month".

9:20 A.M. --- Healthy Harrison --- Lou Ortenzio: Lou Ortenzio explained the network of agencies that work with Healthy Harrison. There was a power point presentation of what the organizations have been working on. Commissioner Trecost advised that the County Administrator will draw up a letter of support.

9. Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission: (NONE)

10. Review – Discuss - Consider Parks and Rec – HCC Memorandum of Understanding – Potential Executive Session Pursuant to Attorney Client Privilege: Trey Simmerman, County Attorney, explained what has taken place with the MOU. Commissioner Hinkle moved to enter into executive session. Commission concurred.
Trecost moved to go out of executive session and into regular session. Commission concurred. There was no action to be taken on this matter.

11. Review – Discuss – Consider Quote for Chiller Rebuild in Annex $28,577.00: Trecost moved to approve as read by the Commission President. Commission concurred.

12. Review - Discuss – Consider Resolution Regarding Amendment 2: Commissioner Thomas advised that she is in favor of signing the resolution. Trecost moved to approve and sign. Commissioner Hinkle advised that he would like to have a work session and for the Commission to draw up their own resolution regarding Amendment 2. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

13. Administrator's Report: Laura Pysz, County Administrator, advised that the next Commission meeting is November 2nd at 9:00 am and Trick or Treat will be held on Monday October 31st from 6:00-7:30 pm.

Commissioner Hinkle moved to enter into recess until 10:45 am. Commissioner Hinkle and Commissioner Trecost voted in favor. Commissioner Thomas voted against. Motion carried.

Commissioner Hinkle moved to enter back into regular session. Commission concurred. Commissioner Thomas and Commissioner Hinkle were present after the recess. Commissioner Trecost was absent.

10:45 A.M. --- Delinquent or Unprogressed Estates --- Hearings: There was no one present for the unprogressed estates. Hinkle moved to approve as presented by the Clerk. Commission concurred.

14. Commissioner Comments – Questions: NONE

Commissioner Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

Date of Meeting	November 16, 2022	Invoice - Quote							
Work Order Number	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
41422	Basement Authouity of WV	Refund of Permit Application	$25.00						
41425	U S Cellular	Tablet Data Service 911			$28.96				
41433	James & Law	Calendars Comm.Corrections				$43.98			
41434	Taylor Rolenson	DUI Classes				$675.00			
41435	Upshur County Day Report	Urine Analysis Screening				$475.00			
41438	Amazon.com	Laptop Battery	$56.99						
41440	Hope Gas	Courthouse Annex	$1,948.91						
41441	Mon Power	VA Rail Trail	$104.61						
41442	Mon Power	County Employee Parking Lot	$6.23						
41443	Hope Gas	Service Courthouse	$190.09						
41444	Frontier	Countywide Computer	$52.12						
41445	Frontier	Animal Control			$204.43				
41446	Hart Office Solutions	Copier Rental County Clerk	$82.81						
41448	Hajoca Corp.	Maintenance Supplies	$127.19						
41449	WV Board of Veterinary Medicine	Certification Renewal			$100.00				
41450	Amazon.com	Laptop Battery	$57.99						
41451	A-1 Exterminating Co.	Pest Control Animal Control			$50.00				
41452	Canon Financial Service	Various Copier Rentals Courthouse	$1,824.66						
41453	Canon Financial Service	OEM Copier Rental			$202.73				
41454	Chem-Aqua	Boiler Water Treatment Courthouse	$300.00						
41455	Chem-Aqua	Boiler Water Treatment Senior Center			$250.00				
41456	Hope Gas	Service Various Locations	$179.62						
41457	Harrison County Bank	Airport Property Payment	$34,395.48						
41458	Mon Power	Service Various Locations	$1,054.79						
41459	Mon Power	Grafton Tower		$372.18					
41460	Paramount Safety Supply	Maintenance Supplies	$190.48						
41461	Robertson Heating Supply	Maintenance Supplies	$144.52						
41462	Special Tee's	Clarksburg Fire Department	$2,457.00						
41463	Thrasher Group	Harrison County Rail Trail	$477.70						
41465	UniFirst	Carpet Runner Rental	$431.24						
41466	Unline	Heavy Duty Traffic Cones	$684.10						
41467	Waste Management	Waste Taken to Landfill	$51.65						
41468	West Union Bank	Lease Payment	$8,023.45						
41469	WV Division of Labor	Elevator Inspection Senior Center			$270.00				
41470	WV Division of Labor	Elevator Inspection Jail	$90.00						
41471	Woodford Oil	5W20 Bulk Oil	$1,739.00						
41472	MCM Business System	Various Copier Rentals Courthouse	$433.90						
41473	Liberty Distributors	Vacuum Sweeper Bags	$129.30						
41474	James & Law	Calendars Park & Rec.			$58.59				
41475	Mid Atlantic Customer	Program Supplies Park & Rec			$206.99				
41476	Marsh Hardware	Materials for Park & Rec.			$34.12				

41477	Doug Comer	Reimbursement			$638.00				
41478	MCM Business System	Copier Rental Park & Rec			$225.96				
41479	Summit Park PSD	Summit Park Bfield			$65.24				
41480	Frontier	Service Animal Control			$253.94				
41482	Enlarged Hepzibah	Spelter Ball Field			$75.77				
41484	Albert Marano	Trave Reimbursement	$155.00						
41487	Lewis Mobile Veterinary	Vaccines			$266.70				
41489	Truist Bank	Meals, Fuel, Travel L.E.	$159.96						
41490	Trac Solutions	Monitoring Fees				$3,275.00			
41491	WVAADAC	Training				$20.00			
41493	Harrison Co. Sheriff	Process Server Services	$25.00						
41495	Lowe's Home Center	Supplies 911			$93.50				
41496	Advance Auto	Automobile Parts	$59.46						
41497	Amtower Auto Supply	Automobile Parts	$131.52						
41498	Appalachian Tire Products	Restock Tires County Garage	$1,182.40						
41499	Chenoweth Ford	Automobile Parts	$215.96						
41500	Chenoweth Ford	Automobile Parts	$201.63						
41501	GNS	Renewal Subscription 911		$2,478.00					
41503	Canon Financial Service	Copier Rental Home Confinement				$202.73			
41504	Clarksburg Water Board	Service Various Locations	$1,422.47						
41505	Collision Plus	Repairs to Cruiser	$6,480.31						
41506	Corwin Ford	Lock Repair Towing Officer	$118.49						
41507	BestNotes	Monthly Subscription				$452.00			
41508	Alcohol Monitoring System	Community Corrections				$550.00			
41509	Hope Gas	Service 911 Center		$211.66					
41510	Fed Ex	Postage Grants Department	$34.69						
41512	OpAns	Confirmations				$2,500.00			
41513	Fisher Auto Parts	Automobile Parts	$229.08						
41515	Frontier	Service Courthouse	$649.20						
41516	Hilbilly Truck Repair	Towed Vehicle	$82.95						
41519	Kay Casto & Chaney	Antero Tax Appeals	$17,959.79						
41520	MCM Business System	Copier Rental Pros. Atty	$486.40						
41522	Truist Bank	Supplies Law Enforcement	$108.83						
41523	Bridgeport Express Care	Physical Law Enforcement	$130.00						
41524	Dell Computer Corp.	Laptop Assessor's	$4,106.48						
41525	A-1 Exterminating Co.	Pest Control 911			$140.00				
41526	Anmoore EMS	October Allotment 2022			$8,943.33				
41527	Bridgeport Fire Department /EMS	October Allotment 2022			$4,441.92				
41528	Harrison County EMS	October Allotment 2022			$19,671.36				
41529	City of Salem	October Allotment 2022			$2,181.30				
41532	Sirchie Acquisition Co.	Law Enforcement Supplies	$1,826.15						
41533	City of Shinnston	Water Service Animal Con			$55.33				
41534	Frontier	911 Center / Taylor County		$932.22					
41535	Mon Power	Public Safety Building	$988.71						
41536	Pitney Bowes Bank	Postage Mail Machine	$18,573.94						
41537	Waste Management	Waste Collection Various Locations	$991.30						

41538	Whaley Distributing	Supplies County Garage	$1,244.48						
41540	Harrison County YMCA	Employee Wellness	$64.00						
41541	WV Fitness 24	Employee Wellness	$544.00						
41542	WV Board of Veterinary Medicine	Inspection of Animal Control			$250.00				
41543	WVCORP	Cyber Coverage & Insurance	$2,591.00						
41544	Staples	Black Toner Pros. Atty	$634.34						
41546	Waste Management	Waste Collection Summit Park			$112.84				
41548	Frontier	Internet Access 911			$210.00				
41549	Frontier	Voice/Data 911		$346.79					
41550	Frontier	Voice/Data 911		$1,978.95					
41551	Frontier	Data Path Access 011			$79.25				
41552	Waste Management	Waste Collection 911			$180.92				
41553	APCO International	Recertification J.Pierce		$60.00					
41555	Advantang Technology	Network Switches	$14,313.77						
41557	Sandy's True Value	Unsubmitted invoices Park & Rec			$225.67				
41565	A-1 Exterminating Co.	Pest Control Various Locations	$173.25						
41566	The Arc of Harrison Co.	Plaza Cleanin g Service	$370.00						
41567	Ace Aggregates	Limestone Sand Rail Trail	$873.60						
41568	Audubon Animal Clinic	Dog Exams			$430.70				
41569	City of Bridgeport	Water Service 911 Center		$219.84					
41571	Enviroclean	General Cleaning Courthouse	$11,750.00						
41572	Harrison Rural Electric	Lost Creek & 911 Center		$3,127.70					
41573	The Water Shop	Water Service Various Loc.	$211.50						
41574	Tractor Supply	Dog Food			$370.30				
41575	WV Paging	Pagers Magistrates							$81.00
41577	Lowe's Home Center	Maintenance Supplies	$169.10						
41578	Sandy's True Value	Maintenance Supplies	$12.27						
41579	EMCOR Services	Maintenance Agreement	$3,561.25						
41582	Clarksburg Water Board	Service Park & Rec.			$180.63				
41588	Summit Park PSD	Summit Park Bfield			$71.77				
41589	Enterprise Sanitation	Waste Collection Spelter Park			$104.99				
41590	Enterprise Sanitation	Waste Collection Park & Rec.			$424.68				
41593	CityNet	Monthly Local Service	$11,182.13						
41594	Brenda Hinkle	Menal Health Services	$765.83						
41595	U S Cellular	Cellular Accounts	$3,800.38						
41596	U S Cellular	Cellular Accounts			$243.40				
41598	Pitney Bowes	Lease Mail Machine	$2,616.57						
41599	Toshiba Financial	Copier Rental County Clerk	$177.22						
41600	Enterprise Sanitation	Waste Collection Animal Control			$173.41				
41602	Software Systems	Level 2 & 3 Maintenance	$2,001.57						
41603	Credential Research	Background Checks	$517.50						
41604	WV Regional Jail	Inmate Housing	$158,404.75						
41618	Harrison County Sheriff	Process Server Services	$25.00						
County Clerk	MPB Superstore	2022 General Election Books	$1,335.00						

County Clerk	James & Law	Stamper Ribbon	$21.50						
County Clerk	The Water Shop	Water Service	$36.75						
			$328,975.31	$9,727.34	$41,516.73	$8,193.71	$0.00	$0.00	$81.00
					Grand Total :	$388,494.09			



Exhibit A Exonerations

PP	268	Timothy W. & Kristy Allen
PP	269	Ronald R. Bland
PP	270	Alexandria P. Bush
PP	271	William C. Bush
PP	272	Brandon M. Chipps
PP	273	Shawn N. & Marriha G. Roach
RE	203	City of Clarksburg West Virginia
RE	204	City of Clarksburg West Virginia
RE	205	Michael J. Audia
RE	206	Trailhead Investments
RE	207	Samuel & Olivia Scott
RE	208	Samuel & Olivia Scott

PP 268

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **ALLEN TIMOTHY W & KRISTY** whose address is, 665 FLAG RUN RD CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **28050** on **2012 Honda Accord**, Class **3/4** in **SARDIS**, Harrison County, West Virginia, which should have been assessed at **24060**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **3990**. 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 **2022**, 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 2012 Honda, the vehicle was gone February 2021. Exonerate a value of 3990 at a class 3 rate of levy to correct the overcharge. Please remove the 12 Hond Acco (3990) from the vehicle description.

District: **14 - SARDIS**
Account No. **2356578**
Ticket No. **517786**
Tax Year **2022**

Amount Exonerated: $94.04

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

pp 269

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **BLAND RONALD R** whose address is, 72 TARK RUN RD SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **101313** on **1989 Boat and Trailer**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **99336**, Class **2** in and for the year **2022**, resulting in a difference in assessed value of **1977**. 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 **2022**, 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 1989 Boat and Trailer, they were traded for the 2021 Boat and Trailer also reported. Exonerate a value of 1977 at a class 3 rate of levy to correct the overcharge. Please remove the 89 Cont BT T (243) and the 89 Thom BTMT (1734) from the vehicle description

District: **18 - TENMILE-OUTSIDE**
Account No. **3007893**
Ticket No. **525972**
Tax Year **2022**

Amount Exonerated: $46.59

PRESENT:

Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP270

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **BUSH ALEXANDRIA P** whose address is, 3223 MIDDLEVILLE RD FLEMINGTON, WV 26347, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **9840** on **2018 Mazda CX-5**, Class **3/4** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **9840**. 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 **2022**, 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 2018 Mazda, taxpayer filed and lived in Taylor County July 1, 2021. Cancel this ticket and mark improper for the 2022 tax year.

District: **03 - CLARK-CLARKSBURG**
Account No. **3059809**
Ticket No. **502675**
Tax Year **2022**

Amount Exonerated: $305.71

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR Joseph K. Romano

PP271

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **BUSH WILLIAM C** whose address is, 2313 TENMILE RD WALLACE, WV 26448, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **5205** on **2010 Ford Focus**, Class **3/4** in **SARDIS**, Harrison County, West Virginia, which should have been assessed at **4005**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **1200**. 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 **2022**, 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 2010 Ford, the vehicle was sold August 2020. Exonerate a value of 1200 at a class 3 rate of levy to correct the overcharge. Please remove the 10 Ford Focu (1200) from the vehicle description.

District: **14 - SARDIS**
Account No. **3072069**
Ticket No. **517933**
Tax Year **2022**

Amount Exonerated: $28.28

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP 272

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CHIPPS BRANDON M** whose address is, 1427 FAIRMONT AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **7830** on **2004 Mitsubishi Eclipse**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **7155**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **675**. 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 2004 Mitsubishi, the vehicle was gone prior to July 1, 2020. Exonerate a value of 675 at a class 4 rate of levy to correct the overcharge. Please remove the 04 Mits Ecli (675) from the vehicle description.

District: **08 - COAL-CLARKSBURG**
Account No. **3051309**
Ticket No. **911490**
Tax Year **2021**

Amount Exonerated: $20.78

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP 273

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon applieation of CRICHARDS for **ROACH SHAWN N & MARRIHA G** whose address is, 174 OWINGS RD SHINNSTON, WV 26431, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **31150** on **2008 Chevy Trailblazer**, Class **3/4** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **29230**, Class **3/4** in and for the year **2022**, resulting in a differenee in assessed value of **1920**. 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 **2022**, 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 2008 Chevy, the vehicle was gone August 2020. Exonerate a value of 1920 at a class 3 rate of levy to correct the overcharge. Please remove the 08 Chev Trai (1920) from the vehicle description.

District: **05 - CLAY-OUTSIDE**
Account No. **3069220**
Ticket No. **507866**
Tax Year **2022**

Amount Exonerated: $45.25

_____ PRESENT:

Prosecuting Attorney
(or)

_____
PRESENT: Tax Commissioner

_____ _____
APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

_____ _____
ATTEST: County Clerk

ASSESSOR Joseph R Romano

RE 203

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CITY OF CLARKSBURG WEST VIRGINIA** whose address is, 222 PIKE ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **4611000** on **1 TRACT 11875 SQ FT PIKE ST (ROBINSON GRAND THEATER)**, Class **3/4** in **COAL-CLARKSBURG**, 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 **4611000**. 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:

Per Court order the above mentioned property is tax exempt. Exonerate a value of 4,611,000 at a Class 4 rate levy to correct the overcharge. ***CANCEL TICKET***

District: **08 - COAL-CLARKSBURG**
Account No. **6104529 TIF #4**
Ticket No. **25108**
Tax Year **2021**

Amount Exonerated: $ 141963.46

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

Joseph A Romano

ASSESSOR

BEFORE THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

IN RE: CASE NO._____

REMOVAL OF PROPERTIES OWNED BY THE CITY OF CLARKSBURG FROM ASSESSMENT DUE TO SAID PROPERTIES BEING CHARITABLE IN NATURE

ORDER REMOVING PROPERTIES FROM ASSESSMENT

On this, the ____ day of November, 2022, came Joseph R. "Rocky" Romano, Assessor for Harrison County, and advised this Commission that certain properties owned by the City of Clarksburg that were leased to for-profit entities, specifically, those properties further identified in Harrison County tax records as being District 8, Map 17, Parcels 0682, 0683, 0687, and 0688, more commonly referred to as the Robinson Grand, required removal from assessment due to the agreed order entered by the Circuit Court of Harrison County, West Virginia in the matter of *City of Clarksburg v. Matthew Irby, et al.,* Harrison County Circuit Court Case Number 21-P-54-2.

WHEREUPON, the Assessor advised that pursuant to the ruling of the Circuit Court exempting the Robinson Grand Properties from taxation, there were properties and accounts thereof that continued to be subject to assessment that needed to be removed from register of assessable properties in Harrison County, West Virginia. Specifically, the Assessor noted that the following properties and accounts thereof fell within the order of the Circuit Court exempting said properties from assessment and taxation as being charitable properties: District 8, Map 17, Parcels 0682, 0683, 0687, and 0688. This Commission does further **ORDER** that said properties thereof shall not be subject to assessment until such time as the properties character of the property should change or until such time as the primary and immediate use of the property is no longer for charitable purposes in accordance with W. Va. Code § 11-3-9(a) *et seq*.

Following entry hereof, the Commission is directed to send certified copies of this Order to the following:

Joseph R. "Rocky" Romano
Assessor of Harrison County
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

Joseph V. Schaeffer, Esq.
BABST, CALLAND, CLEMENTS & ZOMNIR, P.C.
Two Gateway Center
Pittsburgh, PA 15222
Ph. 412.394.5400
Fax 412.394.6576
jschaeffer@babstcalland.com
Counsel for City of Clarksburg

William Ballard, Esq.
ASSISTANT ATTORNEY GENERAL
1900 Kanawha Boulevard, East
Building 1, Room W-435
Charleston, WV 25305
William.c.ballard@wvago.gov
Counsel for West Virginia State Tax Department

ENTER: _____

_____

_____

COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

Prepared and submitted:

/s/ Randall L. Saunders, Esq.
Randall L. Saunders, Esq.
Jonah D. Samples, Esq.
Nelson, Mullins, Riley, and Scarborough, LLP
949 Third Avenue, Suite 200
Huntington, WV 25701
Counsel for Joseph R. Romano

RE 204

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CITY OF CLARKSBURG WEST VIRGINIA** whose address is, 222 PIKE ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **256080** on **1 TRACT 11875 SQ FT PIKE ST (ROSE GARDEN THEATER)**, Class **3/4** in **COAL-CLARKSBURG**, 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 **256080**. 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:

Per Court order the above mentioned property is tax exempt. Exonerate a value of 256,080 at a Class 4 rate levy to correct the overcharge. ***CANCEL TICKET***

District: **08 - COAL-CLARKSBURG**
Account No. **6104529 TIF #4**
Ticket No. **25097**
Tax Year **2019**

Amount Exonerated: $ 7828.87

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR Joseph A Romano

RE 205

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **AUDIA MICHAEL J** whose address is, 231 CHURCH ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **6000** on **1 LOT PT 2 POPLAR** , Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **6000**, Class **2** in and for the year **2022**, 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 **2022**, 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 is used as personal storage, therefore Class 2 applies. Exonerate a value of 3000 at a Class 3 rate of levy to correct the overcharge.

District: **08 - COAL-CLARKSBURG**
Account No. **6107679**
Ticket No. **24768**
Tax Year **2022**

Amount Exonerated: $ 93.20

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

RE206

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **TRAILHEAD INVESTMENTS LLC** whose address is, PO BOX 157 BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **27000** on **2 AC DAVISSON RUN LAROSA TRACT** , Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **2700**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **24300**. 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 **2022**, 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 land was erroneously assessed to high, therefore correction was made. Exonerate a value of 24300 at a Class 4 rate of levy to correct the overcharge.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **6922767**
Ticket No. **58518**
Tax Year **2022**

Amount Exonerated: $ 746.89

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ATTEST: County Clerk

ORDER ENTERED TO STATE AUDITOR

ASSESSOR

RE 207

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **SCOTT SAMUEL & OLIVIA** whose address is, 1279 COUNTRY CLUB RD CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **104100** on **PARCEL "A" (2.02 AC) WEST FORK ELDER PLAT** , Class **3/4** in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **104100**, Class **2** in and for the year **2020**, 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 **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 above mentioned property has been owner occupied since November 2018, therefore Class 2 applies. Exonerate a value of 52050 at a Class 3 rate of levy to correct the overcharge.

District: **01 - CLARK-OUTSIDE**
Account No. **6543699**
Ticket No. **2653**
Tax Year **2020**

Amount Exonerated: $ 1200.48

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

RE208

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **SCOTT SAMUEL & OLIVIA** whose address is, 1279 COUNTRY CLUB RD CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **104700** on **PARCEL "A" (2.02 AC) WEST FORK ELDER PLAT** , Class **3/4** in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **104700**, 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 has been owner occupied since November 2018, therefore Class 2 applies. Exonerate a value of 52350 at a Class 3 rate of levy to correct the overcharge.

District: **01 - CLARK-OUTSIDE**
Account No. **6543699**
Ticket No. **2626**
Tax Year **2021**

Amount Exonerated: $ 1219.13

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

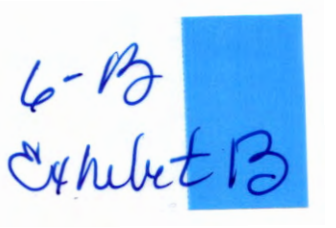


Exhibit B Corrective Tickets

RE 136 City of Clarksburg West Virginia
RE 137 Donna Lou Post
RE 138 Ryan D. Anderson
RE 139 Samuel & Olivia Scott

RE 136

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 16th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CITY OF CLARKSBURG WEST VIRGINIA** whose address is, 222 PIKE ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **4630740** on **1 TRACT 118875 SQ FT PIKE ST (ROBINSON GRAND THEATER)**, Class 3/4 in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, in and for the year **2022**. 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 taxes so assessed in and for the year **2022**, as described below, be so ordered.

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

Per Court order the above mentioned property is tax exempt. ***CANCEL TICKET & MARK IMPROPER 2022 TAX YEAR***

District **08 - COAL-CLARKSBURG**
Account No. **6104529**
Ticket No. **25242**
Tax Year **2022**

Amount Exonerated: **$143867.83**
Corrected Ticket Amount: **$ 0**
TIF: **#4**

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk Joseph A Romano

ASSESSOR

RE 137

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **POST DONNA LOU** whose address is, 604 CYPRESS ST RAVENSWOOD, WV 26164, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **200** on **.0087 INT 156 AC LEASED O&G WEST FORK (ANT/API #5274)**, Class 3/4 in **UNION-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, in and for the year **2022**. 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 taxes so assessed in and for the year **2022**, as described below, be so ordered.

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

The above mentioned oil & gas lease account has not been paid since the first year in 2019. Account was deleted for 2023 tax year. ***Cancel ticket & mark improper for 2022 tax year***

District **20 - UNION-OUTSIDE**
Account No. **6927483**
Ticket No. **73274**
Tax Year **2022**

Amount Exonerated: **$4.71**
Corrected Ticket Amount: **$ 0**
TIF: #

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR Joseph R Romano

RE 138

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **ANDERSON RYAN D** whose address is, 175 SERENITY HILL RD CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **310** on **.0011 INT 85 AC LEASED O&G WEST FORK (ARSL/#5887)**, Class 3/4 in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, in and for the year **2022**. 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 taxes so assessed in and for the year **2022**, as described below, be so ordered.

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

The above mentioned lease account not paied by Arsenal since 2019. He did not reserve mineral rights & did not add to surface. ***Cancel ticket & mark improper for 2022.***

District **01 - CLARK-OUTSIDE**
Account No. **6926331**
Ticket No. **69**
Tax Year **2022**

Amount Exonerated: **$7.3**
Corrected Ticket Amount: **$ 0**
TIF: **#**

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ATTEST: County Clerk

ORDER ENTERED TO STATE AUDITOR

ASSESSOR

RE 139

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 09th day of November, 2022 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **SCOTT SAMUEL & OLIVIA** whose address is, 1279 COUNTRY CLUB RD CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **108960** on **PARCEL "A" (2.02 AC) WEST FORK ELDER PLAT** , Class 3/4 in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **108960**, in and for the year **2022**. 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 taxes so assessed in and for the year **2022**, as described below, be so ordered.

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

The above mentioned property has been owner occupied since November 2018, therefore Class 2 applies. Correct ticket value of 108960 (L-63480 B-45480) at a Class 2 rate of levy to properly assess and allow discounts/half year payments as afforded all taxpayers.

District **01 - CLARK-OUTSIDE**
Account No. **6543699**
Ticket No. **2648**
Tax Year **2022**

Amount Exonerated: **$2567.96**
Corrected Ticket Amount: **$ 1283.98**
TIF: #

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

6-C
Exhibit C

EXHIBIT C

JOINT PROPERTY APPLICATION

AP 10 Kristen Lea & Shelly A. Stevens

AP10

NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES

WEST VIRGINIA CODE § 11-5-14 **STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

I, Joseph R "Rocky". Romano, Assessor of Harrison County, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes owed on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled one or more in the name of the husband and one or more in the name of the wife as follows:

APPLICANT: Kristen in Office

DEPUTY:CRICHARDS

Account: 3067033 Ticket: 517432 Year: 2022 Name: Stevens Kristen Lea & Shelly A Tax $ 208.58

(A) Account: 3067033 Ticket: Husband Name: Stevens Kristen Lea
Address: 236 Blackwell St Bridgeport, WV 26330-1719

Section I:

Description	Assessment	Tax Rate	Tax Amount
17 Ford Focu (1FADP3K22HL259506)	4710	2.3568	$111.01

(B) Account: 3057696 Ticket: Wife Name: Stevens Shelly A
Address: 242 Jacob St NE Navarre, OH 44662-8531

Description	Assessment	Tax Rate	Tax Amount
12 Toyo Rav4 (2T3JF4DVXCW252936)	4140	2.3568	$97.57

Section II:

Filed with the county commission this 7th day of November, 2022

Joseph R. "Rocky". Romano, Assessor

Section III:

The county commission of Harrison County does hereby order the apportionment of the assessment of taxes as determined and set forth by the county assessor in Section I of this notice.

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

Section IV:

Certified to the sheriff this____day of November, 2022

Clerk of the Harrison County Commission

7.A

REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

$20,573,000
The County Commission of Harrison County
Senior Tax Increment Refunding Revenue Bonds
Series 2021 A Tax-Exempt
(Development District No. 3 – White Oaks)

$4,195,000
The County Commission of Harrison County
Subordinate Tax Increment Revenue Bonds
Series 2021 B Taxable
(Development District No. 3 – White Oaks)

REQUISITION FOR PAYMENT NO. 17

The County Commission of Harrison County, a public corporation and governing body of Harrison County, a political subdivision of the State of West Virginia (the "Issuer"), by its duly Authorized Officer, hereby certifies, in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") under a Indenture of Trust, dated as of May 25, 2021 (the "Indenture") between the Issuer and United Bank, as bond trustee thereunder, that:

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

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

3. The total amount requested to be disbursed pursuant to this Requisition is **$ 518.75.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$518.75** is to be paid to a third party payee that is not affiliated with the issuer or on a joint basis to the Issuer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Officer this **16th day of November, 2022.**

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #102022-169	Dated: 10/26/2022	$518.75
		Total	**$518.75**

INVOICE

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

Invoice Date	Invoice #
10/26/2022	102022-169

Balance Due $518.75

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

or

Wire Instructions:

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

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

Bill To:

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

Project: Harrison County-WhiteOak Admin 1676

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
10/26/2022	102022-169

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

Project: Harrison County-WhiteOak Admin

Terms	Client #
Net 30	1676

Item	DATE	Description	Hrs	Amount
Manager (SMB)	9/1/2022	Review account reconciliation for June and July activity. Review Indenture language to determine if cost of issuance account can close.	0.5	112.50
Sr Assoc (MS)	9/1/2022	Follow up regarding cost of issuance account for Series 2021 bonds. Review bond documents related to confirm account activity.	0.75	150.00
Sr Assoc (MS)	9/20/2022	Discuss and review bond documents for Series 2021 Bonds.	0.25	50.00
Sr Assoc (MS)	9/21/2022	Prepare account statements for updating account reconciliation and file.	0.25	50.00
Sr Assoc (MS)	9/26/2022	Update account reconciliation for the month of August 2022.	0.5	100.00
Manager (SMB)	9/28/2022	Review account reconciliation for August activity.	0.25	56.25
		Subtotal Fees:		518.75

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

Total **$518.75**

MNS

Billing Inquiries? Call (443) 539-4104

E

7-B

REQUISITION FOR PAYMENT FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 60 (11/16/22)

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

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

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

3. The total amount requested to be disbursed pursuant to this Requisition is **$9,268.75.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

(a) **$ -0-** is to be paid to the Issuer, the District Board, the Developer or Site Developer as reimbursement to the Issuer, the District Board, the Developer or Site

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

(b) **$ 9,268.75** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this **16th day of November, 2022.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #102022-308	Dated: 10/26/2022	$ 5,518.75
MuniCap, Inc.	Invoice #102022-440	Dated: 10/26/2022	$3,750.00
	Total		**$ 9,268.75**

INVOICE

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

Invoice Date	Invoice #
10/26/2022	102022-440

Balance Due $3,750.00

Remit check to:

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

or

Wire Instructions:

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

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

Bill To:

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

Project	Charles Pointe 2019 Arb Billin	2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
10/26/2022	102022-440

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

Terms	Client #
Net 30	2024

Project: Charles Pointe 2019 Arb Billin

Item	DATE	Description	Hrs	Amount
Arbitrage Svc		Total fee for the annual calculation of the Rebatable Arbitrage Liability for The County Commission of Harrison County, West Virginia $36,500,000 Special District Excise Tax Revenue and Improvement Bonds, Series 2019A and $12,280,000 Subordinate Special District Excise Tax Revenue and Refunding Bonds, Series 2019B (Charles Pointe Economic Opportunity Development District) for the period of August 16,2019 through August 16, 2022.		3,750.00

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

Total **$3,750.00**

MD

Billing Inquiries? Call (443) 539-4104

M

INVOICE

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

Invoice Date	Invoice #
10/26/2022	102022-308

Balance Due

Remit check to: or Wire Instructions:

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

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

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

Bill To:

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

Project: Charles Pointe 2019 2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 10/26/2022

Invoice # 102022-308

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

Project: Charles Pointe 2019

Terms	Client #
Net 30	2024

Item	DATE	Description	Hrs	Amount
Sr Assoc (SAM)	9/1/2022	Prepare, review and remit filing certificates related to the developer's and district board's semiannual reports.	2.75	550.00
Sr Assoc (GG)	9/1/2022	Attend meeting to discuss statutory report. Prepare statutory report.	2.5	500.00
Assoc (JTA)	9/1/2022	Research debt service payments per associates requests.	0.75	131.25
Manager (SMB)	9/2/2022	Provide direction on significant event notice posting.	0.25	56.25
Sr Assoc (GG)	9/2/2022	Prepare statutory report.	1.25	250.00
Assoc (JTA)	9/2/2022	Review disclosure requirements per bond documents in conjunction with disclosure provided by new Trustee; verify correct balances were transferred between trustees.	1.25	218.75
Sr VP (MD)	9/5/2022	Review June and July backup and request additional information from associate.	0.25	68.75
Sr Assoc (GG)	9/6/2022	Prepare statutory report.	4.5	900.00
Sr VP (MD)	9/7/2022	Complete review of June and July journal entries and balances in QuickBooks. Approve final journal entries. Prepare and email monthly financial reports for June and July.	0.75	206.25
Vice Pres (MM)	9/7/2022	Discuss successor trustee with associate.	0.25	62.50
Sr Assoc (MS)	9/8/2022	Prepare account statements for updating account reconciliation and file.	0.25	50.00
Sr Assoc (GG)	9/12/2022	Prepare statutory report. Follow up with the trustee on estimated fees for upcoming year.	3.75	750.00
Sr VP (MD)	9/14/2022	Begin working on FY22 accruals, adjusting entries, and work papers.	0.75	206.25
Sr Assoc (MMM)	9/20/2022	Update excise tax collections database with August collections. Update database with two additional properties within the excise tax district. Discuss collections with associate.	1.25	250.00
Sr Assoc (GG)	9/21/2022	Review the bond documents to confirm annual report deadline. Follow up with associates.	0.5	100.00
Assoc (JTA)	9/21/2022	Review documentation to confirm August excise tax revenue remittance.	0.75	131.25
Sr Assoc (SAM)	9/22/2022	Review correspondence and requirements related to the statutory report and discuss with associate.	1	200.00
Assoc (JTA)	9/22/2022	Complete account reconciliation for August activity.	0.5	87.50

Total

MNS

Billing Inquiries? Call (443) 539-4104

E

INVOICE

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

Invoice Date	Invoice #
10/26/2022	102022-308

Balance Due $5,518.75

Remit check to: or Wire Instructions:

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

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

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

Bill To:

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

Project: Charles Pointe 2019 2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
10/26/2022	102022-308

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

Project: Charles Pointe 2019

Terms	Client #
Net 30	2024

Item	DATE	Description	Hrs	Amount
Sr Assoc (OO)	9/22/2022	Prepare August journal entries.	0.5	100.00
Assoc (SAM)	9/23/2022	Review excise tax revenues received.	1	175.00
Sr Assoc (SAM)	9/26/2022	Provide investment statement and statement of available funds to accounting related to excise tax revenues received by the Trustee. Provide status update related to the statutory annual report.	0.75	150.00
Sr Assoc (OO)	9/26/2022	Email follow up to trustee requesting backup.	0.25	50.00
Manager (JLA)	9/27/2022	Assist with identification and provision of material information related to on-going compliance.	0.5	112.50
Sr Assoc (VVJ)	9/30/2022	Review August journal entries.	0.25	50.00
Sr Assoc (OO)	9/30/2022	Post August journal entries in QuickBooks.	0.25	50.00
Manager (SMB)	9/30/2022	Review account reconciliation for August activity.	0.5	112.50
		Subtotal Fees:		5,518.75

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

Total **$5,518.75**

MNS

Billing Inquiries? Call (443) 539-4104

E

7-C

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. (11/16/22)

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 **$2,142.00.**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$2,142.00** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$2,142.00** 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 **16th day of November, 2022**.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Jackson Kelly	Invoice #1168371	Dated: 10/12/2022	$1,504.50
MuniCap, Inc.	Invoice #102022-108	Dated: 10/26/2022	$ 637.50
	Total		**$2,142.00**

INVOICE

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

Invoice Date	Invoice #
10/26/2022	102022-108

Balance Due $637.50

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

or

Wire Instructions:

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

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

Bill To:

The County Commission of Harrison County
ATTN: Susan Thomas, President
301 West Main Street
Clarksburg, WV 26301

Project: Charles Pointe Series 2008 — 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 10/26/2022

Invoice # 102022-108

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

Terms	Client #
Net 30	1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Sr Assoc (VVJ)	9/2/2022	Prepare financial statements templates.	0.25	50.00
Sr Assoc (MS)	9/15/2022	Prepare account statements for updating account reconciliation and file.	0.25	50.00
Assoc (JTA)	9/22/2022	Complete account reconciliation for August activity.	0.5	87.50
Sr Assoc (SAM)	9/23/2022	Correspond with the Trustee related to August transaction paying administrative invoice.	0.5	100.00
Manager (JLA)	9/27/2022	Assist with identification and provision of material information related to on-going compliance.	0.5	112.50
Vice Pres (CK)	9/30/2022	Prepare supplement to annual continuing disclosure report for posting on EMMA and post.	0.5	125.00
Manager (SMB)	9/30/2022	Review account reconciliation for August activity.	0.5	112.50
		Subtotal Fees:		637.50

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

Total **$637.50**

MNS

Billing Inquiries? Call (443) 539-4104

E

JACKSONKELLY PLLC
Attorneys at Law
P.O. BOX 45705
BALTIMORE, MD 21297-5705
TELEPHONE 304-340-1000 FAX 304-340-1130
EMPLOYER I.D. NO. 550394215

34382
Charles Pointe Community Enhancement District
c/o Harrison County Commission
Attn: Gina Jones
301 West Main Street
Clarksburg, WV 26301-2974
gjones@harrisoncountywv.gov

November 4, 2022
Invoice No. 1168371

SUMMARY OF OUTSTANDING INVOICES

Total Amount of Current Invoice # 1168371 **$1,445.50**
Amount of Prior Invoices Outstanding:

INVOICE #	DATE	AMOUNT
1166166	10/12/22	59.00

Total Amount of Prior Invoices Outstanding 59.00

Total Amount Due $1,504.50

If payment of any prior invoice has already been forwarded, please disregard as to that invoice.

PLEASE RETURN THIS PAGE WITH REMITTANCE

NOTE: This summary page may not include all outstanding invoices. Outstanding invoices for other matters that are separately billed or billed to other contacts will not be reflected on this summary page. Should you have any questions regarding the invoices that appear above please contact JK_Finance@jacksonkelly.com.

PAYMENT DUE December 4, 2022

JACKSONKELLY PLLC
Attorneys at Law
P.O. BOX 45705
BALTIMORE, MD 21297-5705
TELEPHONE 304-340-1000 FAX 304-340-1130
EMPLOYER I.D. NO. 550394215

November 4, 2022
Invoice No. 1168371

34382
Charles Pointe Community Enhancement District

For Legal Services Rendered through October 31, 2022.

Matter 301
TIF Bond Assessments

Date	Timekeeper	Description	Hours	Amount
10/03/22	M. Imbrogno	Corresponding with board members regarding and preparing draft documents for special board meeting.	1.00	295.00
10/04/22	M. Imbrogno	Corresponding with board members regarding and preparing materials for special board meeting.	0.80	236.00
10/10/22	M. Imbrogno	Corresponding regarding and preparing documents related to special meeting.	0.40	118.00
10/12/22	M. Imbrogno	Preparing draft documents for special meeting.	0.60	177.00
10/13/22	M. Imbrogno	Corresponding regarding special meeting board packets.	0.20	59.00
10/14/22	M. Imbrogno	Attending special board meeting.	0.90	265.50
10/24/22	M. Imbrogno	Preparing draft minutes for October 14 special meeting.	0.80	236.00
10/25/22	M. Imbrogno	Corresponding with board members regarding draft meeting minutes.	0.10	29.50
10/31/22	M. Imbrogno	Corresponding with board members regarding special meeting minutes.	0.10	29.50
		Total Hours	4.90	
		Services		$1,445.50
		Total This Matter		$1,445.50

PAYMENT DUE December 4, 2022

JACKSONKELLY PLLC
Attorneys at Law
P.O. BOX 45705
BALTIMORE, MD 21297-5705
TELEPHONE 304-340-1000 FAX 304-340-1130
EMPLOYER I.D. NO. 550394215

34382
Charles Pointe Community Enhancement District

November 4, 2022
Invoice No. 1168371

cc: Laura Pysz
lpysz@harrisoncountywv.gov
cc: Hazel Rader
hrader@harrisoncountywv.com
cc: Michelle Tonkin
mtonkin@harrisoncountywv.gov

If you would prefer to have your invoices emailed or need to update your current email on file, please contact us at JK_Billing@jacksonkelly.com.

PAYMENT DUE December 4, 2022

10-A

FORM OF DISBURSEMENT REQUEST

Susan Thomas, President of Harrison County Commission, ("The Lessee") having been duly designated by The Lessee as the individual responsible for executing requisitions on behalf of the Lessee as follows:

1. The undersigned hereby requests WEST UNION BANK ("Assignee"), to pay the following person(s) the following amounts from the escrow fund ("The Fund") created in connection with the Master Lease-Purchase agreement ("The Lease") dated as of August 10, 2022, by and between Country Roads Leasing, LLC and The Lessee.

INVOICE #	*DESCRIPTION*	*PAYEE*	*AMOUNT*
6362	Window Guards Steel Vertical	Statewide Emergency Products	$ 2,794.00

The project to which the expenditure(s) relates can be generally described as the purchase of new bleachers in connection with a Master Lease-Purchase agreement.

(i) An obligation in the stated amount(s) has been incurred by Lessee, and the same is a proper charge against The Fund for costs relating to the Equipment identified in The Lease, and has not been paid, and the Equipment relating to such obligation has been delivered, installed and accepted by Lessee. **Attached hereto is the original invoice with respect to such obligation.**

(ii) The undersigned, as Authorized Representative, has no notice of any vendor's mechanic's or other liens or rights to liens, conditional sales contracts or security interest which should be satisfied or discharged before such payment is made.

(iii) This requisition contains no item representing payment on account, or any retained percentages which Lessee is, at date hereof, entitled to retain.

(iv) The Equipment is insured in accordance with The Lease.

(v) No Event of Default, an no event which with notice or lapse of time, or both, would become an Event of Default, under The Lease has occurred and is continuing at the date hereof.

(vi) The disbursement shall occur immediately.

(vii) The representations, warranties and covenants of Lessee set forth in The Lease are true and correct as of the date hereof.

IN WITNESS WHEREOF, I have executed this disbursement request as of the ____ day of _____ 2022.

Harrison County Commission

By _____
Susan Thomas, Commission President
Its: Authorized Representative

PAYMENT REQUEST FORM

Country Roads Leasing, LLC is hereby requested to facilitate payment to the person or corporation designated below as Payee, the sum set forth below such designation, in payment (of all/a portion) of the acquisition costs described below. The amount shown below is due and payable under a purchase order or contract with respect to the equipment item cost described below and has not formed the basis of any prior request for payment.

PAYEE: Statewide Emergency Products, LLC

AMOUNT: $ 2,794.00

DESCRIPTION OF EQUIPMENT: Equipment for the New Fleet of Twelve (12) 2022/23 Ford Police Interceptor Vehicles

LESSOR:

Country Roads Leasing, LLC Post Office Box 217
Bridgeport, West Virginia 26330

By _____
Name: Jeffrey W Smell
Title: Sole Member

LESSEE:

Harrison County Commission
301 West Main Street
Clarksburg, West Virginia 26301

By: _____
Name: Susan Thomas
Title: President
Date: _____**, 2022**

Statewide Emergency Products, LLC

1108 W Main St
Van Wert OH 45891

Invoice

Date	Invoice #
9/16/2022	6362

Bill To	Ship To
Harrison County WV 301 W. Main Street Clarksburg WV 26301 Joe Carbacio	Harrison County Garage 520 Buckhannon Pike Nutter Fort, West Virginia 26301 Attn: Harrison County Sheriff

P.O. Number	Terms	Rep	S.O. No.
Verbal Carbacio	Net 30 from date o...	CG-	220994CG

Quantity	Item Code	Description	Price Each	Amount
11	WK0514ITU20Inv	Window Guards Steel Vertical	224.00	2,464.00
1	Shipping	Shipping costs	330.00	330.00
		Shipped 9/15/22 via Roadway Tracking# 6496637869		
		Sales Tax	7.25%	0.00

Total	$2,794.00
Payments/Credits	$0.00
Balance Due	$2,794.00

Phone #	Fax #
866-313-5042	866-832-4430

Harrison County Commission

Approval to Travel

11

Travelers Name: Richard Southall
Department: Community Corrections, Day Report Center
Destination: 113 South University Park Drive Waco Texas/ 1 Fedreal Drug Court
Travel Dates: November 15-18, 2022
Reason: 2022 Federal Drug Court Conference required training

Estimated Cost $416.77

Transportation $132.77

Air	$ 0					
County Vehicle	$					
Private Vehicle	$ $140.67	226.9	miles @	$0.62	per mile	
Rental Car	$		days @		per day	

Lodging 3 nights @ /night $0.00

Registration

Meals $200.00

Airport Parking $84.00

Approving Authority (Elected Official/Departmental Head) _____ Date 10/28/22

County Commission Action ( ) Approve ( ) Disapprove

Date _____

PITTSBURGH
INTERNATIONAL AIRPORT

Reservation Confirmation Details

How do I use my parking reservation

Car parking details

Reservation no:
2MPPG

Car Park:
Short Term Upgrade

Entry:
Tuesday Nov 15, 2022 12:00am

Exit:
Friday Nov 18, 2022 4:00pm

Price:
$84.00

Personal Details

Name:
Richard Southall

Phone Number:

Email Address:
rich_southall@hotmail.com

Payment Details

Payment Type:
VISA

Card Number:
**********1027

Total Paid:
$84.00

220 Washington Ave
to 1000 Airport Blvd

1 hr 49 min

113.6 miles x .62 = $70.43

IRS reimbursement:

~~$66.48~~

Total Miles 226.9 x .62 $140.62 cs

1 hr 52 min (113.64 miles)
220 Washington Ave to 1000 Airport Blvd

A 220 Washington Ave

↑ Head toward S 3rd St on Washington Ave. Go for 230 ft.

Then 0.04 miles

↱ Turn right onto S 3rd St. Go for 0.2 mi.

Then 0.22 miles

RAMP ↗ Turn slightly right and take ramp onto US-50 E. Go for 3.1 mi.

Then 3.12 miles

RAMP ↗ Take ramp onto I-79 N. Go for 41.5 mi.

Then 41.51 miles

↑ Continue on I-79 (Raymond P Shafer Hwy). Go for 33.3 mi.

Then 33.26 miles

EXIT ↗ Take the exit toward Washington Pa onto I-70 W/I-79 N (Raymond P Shafer Hwy). Go for 3.9 mi.

Then 3.87 miles

EXIT ↗ Take exit 18 toward Pittsburgh onto I-79 (Raymond P Shafer Hwy). Go for 11.0 mi.

Then 11.03 miles

EXIT ↗ Take the exit onto PA-576-TPKE (Southern Bltwy). Go for 19.2 mi.

Then 19.19 miles

EXIT ↗ Take exit 1B toward Airport onto Airport Blvd. Go for 0.8 mi.

Then 0.84 miles

↑ Continue on Airport Blvd. Go for 217 ft.

Then 0.04 miles

Keep right onto Airport Blvd toward Terminal/Departing Flights/Arriving Flights. Go for 0.2 mi.

Then 0.23 miles

Keep right onto Airport Blvd toward Arriving Flights/Baggage Claim. Go for 0.3 mi.

Then 0.27 miles

1000 Airport Blvd
Pittsburgh, PA 15231

1000 Airport Blvd
to 220 Washington Ave

1 hr 47 min

113.3 miles x 0.62 = $70.24

IRS reimbursement:

~~$66.29~~

1 hr 49 min (113.32 miles)
1000 Airport Blvd to 220 Washington Ave

A 1000 Airport Blvd

↑ Head north on Airport Blvd. Go for 0.6 mi.

Then 0.56 miles

Keep right toward Airport Exit/Return To Terminal/Fuel. Go for 0.4 mi.

Then 0.39 miles

Keep right onto Airport Blvd toward I-376 E/Pennsylvania Turnpike/I-79/Pittsburgh/PA-576-TPKE/US-22/I-376 W/Moon/Beaver/Cargo. Go for 351 ft.

Then 0.07 miles

Keep right toward I-376 E/Pennsylvania Turnpike East/I-79/Pittsburgh/PA-576-TPKE/US-22/I-376 W/Moon/Beaver/Cargo. Go for 0.2 mi.

Then 0.17 miles



Take left ramp onto PA-576-TPKE toward US-22/Weirton. Go for 17.9 mi.

Then 17.85 miles



Take ramp onto I-79 S (Raymond P Shafer Hwy) toward Washington Pa. Go for 12.4 mi.

Then 12.44 miles



Take the left exit onto I-70/I-79 (Raymond P Shafer Hwy). Go for 3.6 mi.

Then 3.59 miles



Take exit 21 toward Waynesburg/Morgantown onto I-79 S (Raymond P Shafer Hwy). Go for 33.9 mi.

Then 33.89 miles



Continue on I-79. Go for 40.9 mi.

Then 40.89 miles



Take exit 119 onto US-50 W. Go for 3.1 mi.

Then 3.06 miles



Take the exit toward Downtown/2nd St. Go for 0.2 mi.

Then 0.18 miles



Continue on N 2nd St. Go for 272 ft.

Then 0.05 miles



Continue on S 2nd St. Go for 0.2 mi.

Then 0.17 miles



Turn right onto Washington Ave. Go for 89 ft.

Then 0.02 miles



220 Washington Ave
Clarksburg, WV 26301-3750

Nancy Jackson

From: Richard Southall
Sent: Tuesday, October 11, 2022 3:07 PM
To: Nancy Jackson
Subject: Hotel and Conference Address

The official program title is "Quality Improvement in Federal Problem-Solving Courts Seminar"

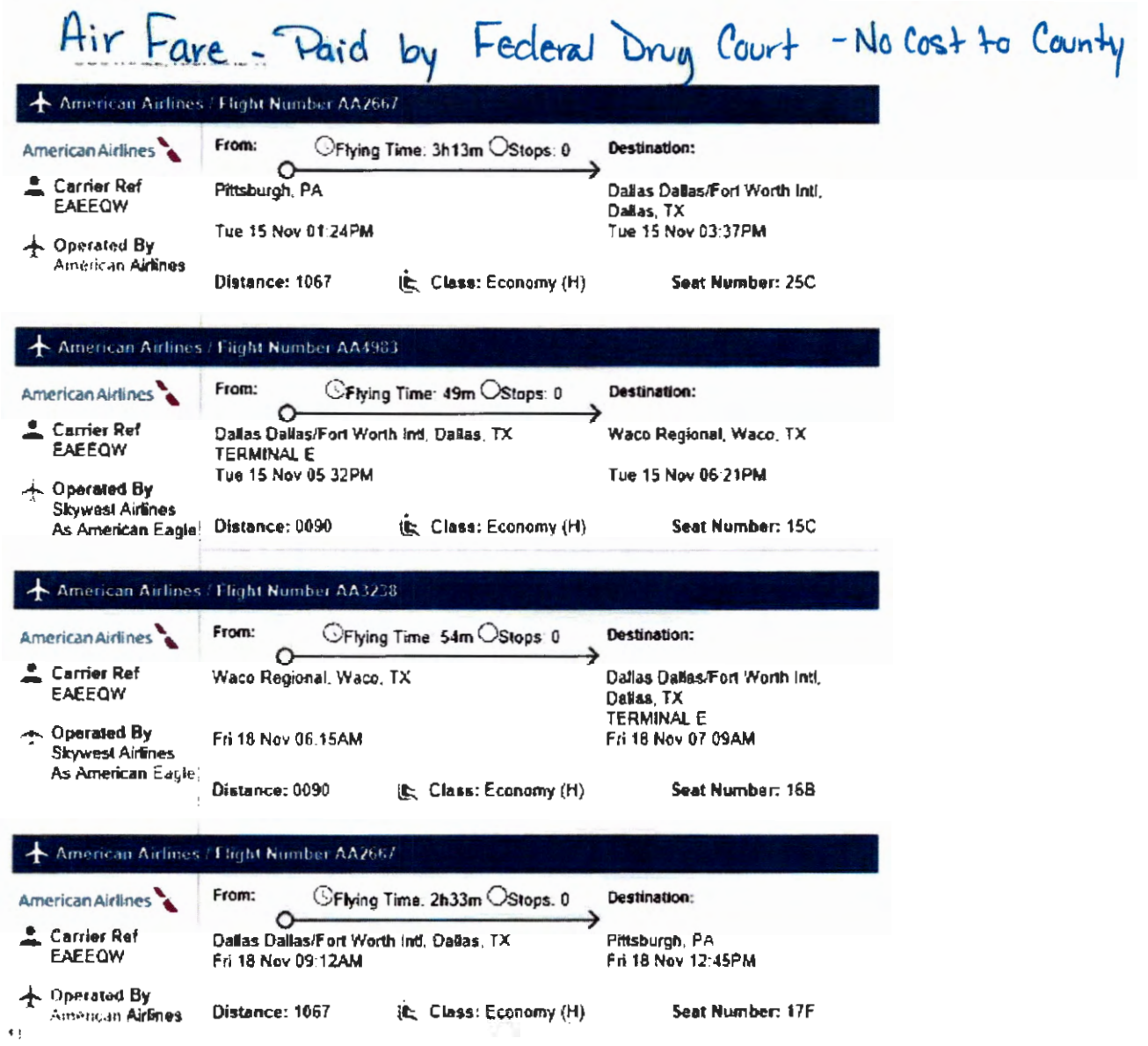
Hilton Waco
113 South University Parks Drive
Waco, Texas 76701-2241
(254-754-8484)
The hotel said that there is a shuttle to and from the airport.

US Courthouse (United States Bankruptcy Court)
800 Franklin Avenue
Waco, Texas 76701
254-750-1501

Here's a link to directions. It looks like the courthouse is about a mile from the hotel. (Maybe I should get a taxi!)
https://www.google.com/maps/dir/113+South+University+Parks+Drive,+Waco,+TX/US+Courthouse+800+Franklin+Avenue+Waco,+Texas+76701/@31.556203,-97.1339919,17z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x864f82511f5c6cab:0x2025365f7a8f2b95!2m2!1d-97.1281796!2d31.5593636!1m5!1m1!1s0x864f824d09353335:0xb32613db496ef993!2m2!1d-97.1335932!2d31.5533269!3e0

Richard Southall, MA, LPC, NCC, CCAC, ALPS, CS
Counselor/DUI Coordinator
Harrison County Community Corrections
220 Washington Avenue
Clarksburg, WV 26301
304-423-7054

Air Fare - Paid by Federal Drug Court - No Cost to County



American Airlines / Flight Number AA2667

American Airlines

Carrier Ref EAEEQW

Operated By American Airlines

From: Pittsburgh, PA
Tue 15 Nov 01:24PM

Flying Time: 3h13m Stops: 0

Destination: Dallas Dallas/Fort Worth Intl, Dallas, TX
Tue 15 Nov 03:37PM

Distance: 1067 Class: Economy (H) Seat Number: 25C

American Airlines / Flight Number AA4983

American Airlines

Carrier Ref EAEEQW

Operated By Skywest Airlines As American Eagle

From: Dallas Dallas/Fort Worth Intl, Dallas, TX
TERMINAL E
Tue 15 Nov 05:32PM

Flying Time: 49m Stops: 0

Destination: Waco Regional, Waco, TX
Tue 15 Nov 06:21PM

Distance: 0090 Class: Economy (H) Seat Number: 15C

American Airlines / Flight Number AA3238

American Airlines

Carrier Ref EAEEQW

Operated By Skywest Airlines As American Eagle

From: Waco Regional, Waco, TX
Fri 18 Nov 06:15AM

Flying Time: 54m Stops: 0

Destination: Dallas Dallas/Fort Worth Intl, Dallas, TX
TERMINAL E
Fri 18 Nov 07:09AM

Distance: 0090 Class: Economy (H) Seat Number: 16B

American Airlines / Flight Number AA2667

American Airlines

Carrier Ref EAEEQW

Operated By American Airlines

From: Dallas Dallas/Fort Worth Intl, Dallas, TX
Fri 18 Nov 09:12AM

Flying Time: 2h33m Stops: 0

Destination: Pittsburgh, PA
Fri 18 Nov 12:45PM

Distance: 1067 Class: Economy (H) Seat Number: 17F

Richard Southall, MA, LPC, NCC, CCAC, ALPS, CS
Counselor/DUI Coordinator
Harrison County Community Corrections
220 Washington Avenue
Clarksburg, WV 26301
304-423-7054

$ 0

Hotel - No cost to County. JS

You're all set, Richard!

Confirmation number:
We sent the details to rsouthall@harrisoncountywv.com.

Hotel Information

Hilton Waco
113 South University Parks Drive Waco, Texas 76701-2241 USA
+1 254-754-8484

Stay Information

15 NOV TUE – **18** NOV FRI

Check-in: 4:00 PM
Check-out: 11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

Guest Information

Richard Southall
Hilton Honors#: 1665631592

1 room for 1 adult
2 Queen Beds Deluxe Room - Federal Judicial Cen

Total room charge	$321.00
Total fees	$11.57
Total taxes	$49.89
Total for stay:	**$382.46**

Payment 4203 Jan 2026 – Paid by Federal Drug Court. JS

Guarantee Policy

There is a credit card required

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation Policy

Free cancellation before 11:59 PM local hotel time on 13 Nov 2022.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking
Complimentary

Pets
Service animals only

Need Help?

QUALITY IMPROVEMENT IN FEDERAL PROBLEM-SOLVING COURTS SEMINAR
November 16-17, 2022
Waco, TX

WEDNESDAY, NOVEMBER 16 **Location: U.S. Courthouse, 800 Franklin Avenue, Waco, TX 76701**		
8:15 AM	*Assemble in hotel lobby/Walk or taxi to courthouse*	
9:00 – 9:30 AM	**Welcome** *(light refreshments will be served)*	•Hon. Alan Albright, U.S. District Judge •Hon. Jeffrey Manske, U.S. Magistrate Judge •Rick Golden, Chief U.S. Probation Officer •Carlos Urrutia, Chief U.S. Pretrial Services Officer
9:30 – 10:15 AM	**Introductions and Overview of the Quality Improvement Program**	•Christina Ruffino •Dr. Peter Luongo
10:15 – 10:30 AM	*Break*	
10:30 – 11:30 PM	**The Western District of Texas Vets Court Model**	•Western District of Texas Vets Court Team
11:30 – 1:00 PM	*Lunch on your own*	
1:00 – 3:30 PM	**Observation of Western District of Texas Vets Court Staffing Meeting and Court Session**	•Western District of Texas Vets Court Team
3:30 – 3:45 PM	*Break*	
3:45 – 4:45 PM	**Observation Debrief: What Did You See, What Did You Learn, What Can You Apply?**	•Christina Ruffino •Dr. Peter Luongo
4:45 – 5:00 PM	**Wrap-Up and Day 2 Preview**	•Christina Ruffino
5:00 PM	ADJOURN DAY 1	
6:00 PM	Optional No-Host Social: Ninfa's Mexican Restaurant, 220 South 3rd Street Waco, TX 76701 https://ninfaswacomenu.com/	

QUALITY IMPROVEMENT IN FEDERAL PROBLEM-SOLVING COURTS SEMINAR
November 16-17, 2022
Waco, TX

THURSDAY, NOVEMBER 17 **Location: Hilton Waco, Lobby Level, Guadalupe/Sabine Rooms**		
8:30 – 9:00 AM	*Light Refreshments*	
9:00 – 9:15 AM	**Overview of the Day**	•Christina Ruffino
9:15 – 10:15 AM	**Team Presentations**	•District of Utah RISE Behavioral Health Court •Western District of Virginia Drug Treatment Court •Northern District of West Virginia Drug Court
10:15 – 10:30 AM	*Break*	
10:30 – 11:30 AM	**Breakout by Role**	•Western District of Texas Vets Court Team
11:30 – 1:00 PM	*Lunch on your own*	
1:00 – 2:00 PM	**The Process Improvement Model: What the Industrial Engineers Know**	•Dr. Peter Luongo
2:00 – 3:00 PM	**The PDSA Game**	•Western District of Texas Vets Court Team •Dr. Peter Luongo
3:00 – 3:15 PM	*Break*	
3:15 – 4:15 PM	**The Year Ahead: Identify and Prioritize Your "PDSA" Areas**	•Christina Ruffino
4:15 – 4:30 PM	**Closing Remarks**	•Christina Ruffino •Dr. Peter Luongo
4:30 PM	ADJOURN SEMINAR	

Richard Southall

From: Mary Keller <mkeller@fjc.gov>
Sent: Friday, October 7, 2022 11:22 AM
To: Richard Southall
Subject: travel to Waco, TX - Quality Improvement Program
Attachments: Non-Government Travel Instruction Sheet.pdf

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.

Hi Richard,

Attached are the traveler instructions for the trip to Waco. We provide contact info for 3 travel agencies, but I suggest working with National Travel as they seem a little bit more reliable.

You can book your ticket two ways:

1. Work with National Travel and they will bill FJC for the ticket.
2. You can book your own ticket through American Airlines and book a refundable fare. This ticket may be a little less expensive (which we appreciate!) but we would not be able to reimburse you for the ticket until the travel to Waco is complete. Just something to be aware of.

Let me know if you have any questions.

Have a good weekend!

Mary Keller
Program Coordinator
Probation & Pretrial Services Education
Federal Judicial Center
Thurgood Marshall Federal Judiciary Building
Washington, DC 20002
Office: 202-502-4053

DISCOVER YOUR EXCELLENCE

FJC
Federal Judicial Center

THE FEDERAL JUDICIAL CENTER
THURGOOD MARSHALL FEDERAL JUDICIARY BUILDING
ONE COLUMBUS CIRCLE, N.E.
WASHINGTON, DC 20002-8003

NON-GOVERNMENT TRAVELER INSTRUCTION SHEET

October 06, 2022

Dear Traveler:

This memo provides instructions for obtaining airline (or train) tickets to attend Center-sponsored programs.

We have already notified our travel agent, National Travel Service, CWTSato Travel Service and Sun Travel Service, that you are authorized travel on our behalf.

To make a reservation, simply call National Travel (800-445-0668), CWTSato Travel (800-359-7286) or Sun Travel (877-890-5474), state your name and the name of the FJC program you will be attending, and make your reservation (it will be helpful if you have a copy of your FJC Travel Authorization form handy when you contact the travel agency). The travel agency will book your reservation and provide you with an electronic ticket. There is no out-of-pocket expense for this ticketing. The travel agency will bill the Center directly for your ticket.

Important: You must purchase your tickets directly from the travel agency (not through the airline or train company or any other travel agent). Do not charge your ticket to your personal or business credit card. Except for unusual circumstances, we will not reimburse you for any tickets you purchase on your own.

In general, you're authorized only to make a reservation for a round-trip **government fare** between your home city and the program you're attending. If circumstances require that you do otherwise, please contact the Center for additional authorization. The travel agency will only issue tickets for destinations that have been pre-approved hy the Center.

Notify the FJC and the travel agency immediately if you need to exchange or return any ticket that has been issued to you.

Program Information:

Document Identification Number:	
EIC:	[redacted]M-JXXXXXA-JXXXXXA-2125-1010 *
Program Title:	**Quality Improvement in Federal Problem-Solving Courts Seminar**
Location:	**Waco, TX**
Travel Dates:	**11/15/2022 to 11/18/2022**
FJC Division:	**Education Division (ED/PP)**
FJC Contact:	**Mary Keller**
Phone:	**202-502-4053**
Fax:	**202-502-4088**

12

October 25th, 2022

Harrison County Commission
301 W Main Street
Clarksburg WV 26301

Dear County Commissioners,

During the Harrison County Parks Commission meeting on October 21st, the Commission's Executive Committee recommended Martin Howe to fill the vacancy in the North Urban Magisterial District of Harrison County which was emptied due to the resignation of Shawn Bennett. Based on the recommendation of the Executive Board, the Parks Commission unanimously voted to recommend Mr. Howe to fill the empty slot.

Based on his work history and knowledge of government, Howe possesses what is needed to continue the success of the Parks Commission and will help in the process of moving the department into an autonomous branch once the memo of understanding and all lease agreements are finalized.

The Parks Commission wholeheartedly recommends Mr. Martin Howe as the newest member of our commission. We hope that you are equally in agreement with our decision. Enclosed you will find a current resume for your review.

Sincerely

Harrison County Parks Commission

12

September 27, 2022

Subject – Budget Revision Changes

Commissioners,

For the Parks Department (900), the Parks Commission voted for the following budget revision changes to be made to the current budget for the 2022-23 fiscal year. Would you please allow for the following revisions:

1) Add $10,000 to Capital Outlay (Line #458) and use dollars from New Equipment (Line #459)

2) Add $2,000 to Inventory (Line #347) and use dollars from M&R (maintenance/repair) Building (Line #215)

14.

AIA® Document G714™ – 2017

Construction Change Directive

PROJECT: *(name and address)*	CONTRACT INFORMATION:	CCD INFORMATION:
Harrison County General Services Building Clarksburg, WV	Contract For: General Construction Date: Sept 29, 2020	Directive Number: CCD 01 Date: 10.31.22
OWNER: *(name and address)* Harrison County Commission 301 West Main Street Clarksburg, WV 26301	**ARCHITECT:** *(name and address)* Silling Associates, Inc. 405 Capitol Street, Upper Atrium Charleston, WV 25301	**CONTRACTOR:** *(name and address)* Rycon Construction 2501 Smallman Street Suite 100 Pittsburgh, PA 15222

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Provide new gas service from Washington Ave.
See attached drawings P1.4 and P2.0. This work also includes repacing regulators at both rooftop units.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
   - ☐ Lump Sum decrease of $0.00
   - ☐ Unit Price of $ per
   - ☐ Cost, as defined below, plus the following fee:
     (Insert a definition of, or method for determining, cost)
   - ☒ As follows: Cost to be determined following completion of the work.

2. The Contract Time is proposed to To be determined following completion of the work. The proposed adjustment, if any, is TBD.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Silling Associates, Inc.	Harrison County Commission	Rycon Construction
ARCHITECT *(Firm name)*	**OWNER** *(Firm name)*	**CONTRACTOR** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Glenn Savage Construction Admin	Susan Thomas President Harrison Co Commission	Pat Stone VP Operations
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
10.31.22		
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA48)

PLAN NOTES

A. THIS DRAWING WAS DESIGNED AS 24" x 36" PLOT. IF THIS PLOT DOES NOT MATCH THE DESIGNED SIZE, THE GRAPHICAL SCALE MUST BE USED.

B. SEE SHEET P0.2 FOR PLUMBING SYMBOL LEGEND AND GENERAL NOTES.

C. SEE SHEET P0.3 FOR PLUMBING SCHEDULES.

D. SEE SHEET P0.4 FOR PLUMBING DETAILS.

E. SEE SHEET P0.5 FOR SANITARY SIGNETRIES.

F. OFFSET PLUMBING PIPING AROUND STRUCTURAL MEMBERS, LIGHTING, DUCTWORK, AND SPRINKLER PIPING AS REQUIRED TO MAINTAIN FINAL ROOM CHEMICALS. COORDINATE EXACT PIPING RELATIVE TO ALL TRADES.

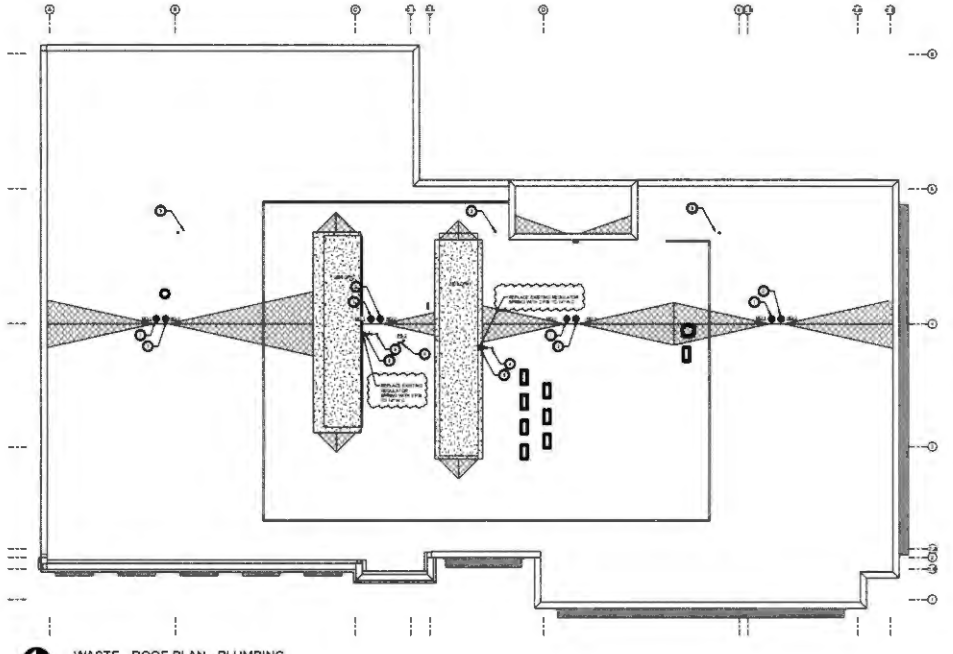
G. INSTALL PLUMBING PIPING BLOW TO CONCEALS IF PIPING OUT WHILE AND CHASES. COORDINATE EXACT LOCATION WITH ARCHITECTURAL PLANS.

H. IN ACCORDANCE WITH THE INTERNATIONAL PLUMBING CODE, OVERFLOW ROOF DRAINS SHALL BE PROVIDED FOR SECONDARY EMERGENCY ROOF DRAINAGE. COORDINATE EXACT LOCATION OF PRIMARY AND SECONDARY ROOF DRAINS WITH ARCHITECTURAL PLANS.

I. THE PLUMBING CONTRACTOR SHALL PREPARE ALL MATERIAL GAS PIPING SYSTEMS TO THE FLOWING TO BE PRESSURE TO LOOSE DRAINS, ETC. AND THEN APPLY PRIMER AND PAINT THE GAS PIPING THE COLOR AS SELECTED BY THE ARCHITECT.

CODED NOTES

1. INSTALL IF RAIN LEADER TIGHT TO STRUCTURE IN CEILING SPACE BELOW AND EXTEND UP TO ROOF DRAIN.
2. INSTALL IF SECONDARY RAIN LEADER TIGHT TO STRUCTURE IN CEILING SPACE BELOW AND EXTEND UP TO SECONDARY ROOF DRAIN.
3. INSTALL IF VENT THROUGH ROOF PER VENT PIPE CURB DETAIL.
4. EXTEND 2" GAS LINE UP THROUGH ROOF WITH WATER PIPE CURB ASSEMBLY. COORDINATE ROOF TOP UNIT.
5. INSTALL IF GAS LINE WITH VALVE AND REGULATOR SET AT 14" W.C. MAXIMUM TO SERVE ROOF TOP UNIT. COORDINATE WITH MECHANICAL CONTRACTOR. PROVIDE RED DRAIN AND FINAL CONNECTIONS.
6. INSTALL ROOFTOP PRECEPTAL INTERNAL. COORDINATE FINAL LOCATION WITH MECHANICAL EQUIPMENT.



WASTE - ROOF PLAN - PLUMBING

1/8" = 1'-0"

SILLING

ARCHITECTS

Mr. Cyrus Sinai Upper Arrow
Charleston, West Virginia 25301
Office: 304.345.2000
silling.com

SEALS

P. KULICK
REGISTERED
PROFESSIONAL ENGINEER
STATE OF
WEST VIRGINIA

Signature: 05.01.2020
Date: 05.01.2020

CONSULTANTS

CIVIL ENGINEER

Tennessee Corporation
401 Spiegelpen Drive
Pince, WV 25159
Phone: (304) 755-8281

STRUCTURAL ENGINEER

SMBH Inc.
1180 Dublin Road
Columbus, OH 43215
Phone: (614) 481-9800

MECHANICAL/ELECTRICAL ENGINEERS

Schenker Buckley Mayfield, LLC
1540 Corporate Woods Parkway
Uniontown, OH 44685
Phone: (330) 526-2700

PROJECT
HARRISON COUNTY GENERAL SERVICES BUILDING

OWNER
HARRISON COUNTY COMMISSION

LOCATION
229 SOUTH 3RD STREET
CLARKSBURG, WV

REVISIONS
1 New Bird Screen 1-08-2020

DATE
05.01.2020

TITLE
WASTE - ROOF PLAN - PLUMBING

DRAWING NUMBER
P1.4

ROOM LEGEND

Number	Name
100	ENTRANCE
101	VESTIBULE/LOBBY
102	CORRIDOR
103	CORRIDOR
104	STAIR 1
105	ELEVATOR
106	ELEVATOR MACHINE
107	ELEVATOR PIT
108	ELEVATOR
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PLAN NOTES

A. THIS DRAWING WAS GENERATED AS BF = 0'-0" FLOOR. IF THIS PLOT DOES NOT MATCH THE DESIGNED SIZE, THE GRAPHICAL SCALE MUST BE USED.

B. SEE SHEET P0.0 FOR PLUMBING SYMBOLS, LEGEND AND GENERAL NOTES.

C. SEE SHEET P0.0 FOR PLUMBING SCHEDULES.

D. SEE SHEETS P4.0 AND P4.1 FOR PLUMBING DETAILS.

E. OFFSET PLUMBING PIPING AROUND STRUCTURAL MEMBERS, LIGHTING, DUCTWORK, AND SPRINKLER PIPING AS REQUIRED TO MAINTAIN FINAL MOUNTING HEIGHTS. COORDINATE EXACT PIPING ROUTING WITH ALL TRADES.

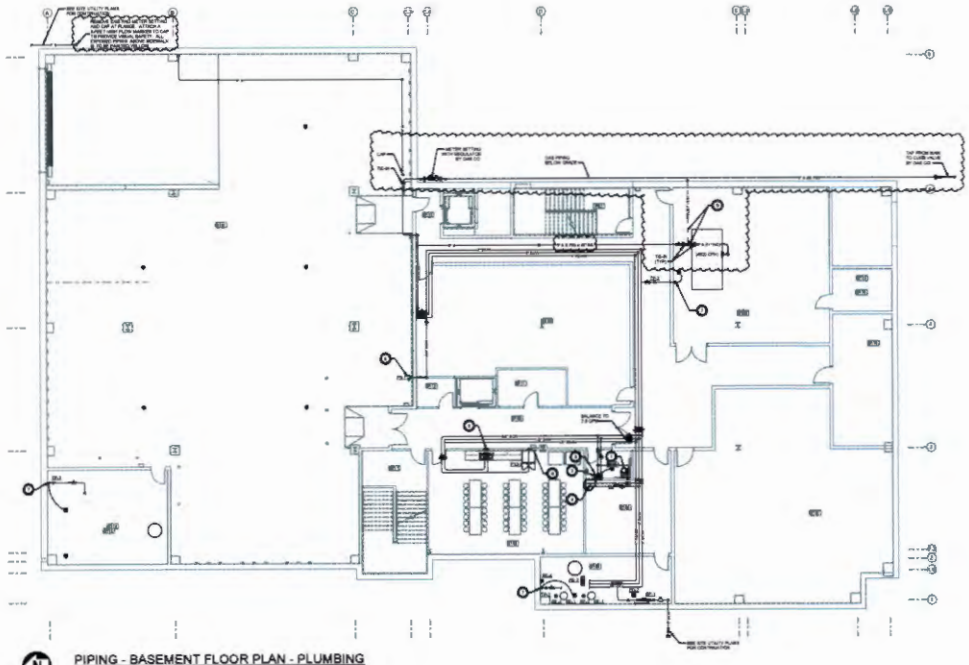
F. INSTALL PLUMBING PIPING RUNS TO CONCEAL IN FURRED OUT WALLS AND CHASES. COORDINATE EXACT LOCATION WITH ARCHITECTURAL PLANS.

G. PLUMBING PIPING EITHER ON THIS SHEET IS LOCATED WITHIN CEILING SPACE UNLESS NOTED OTHERWISE.

H. INSTALL CONCEALED WATER ISOLATION VALVES AND SHOCK STOPS IN CEILING SPACE AT AN EASILY ACCESSIBLE LOCATION ABOVE LAY-IN CEILING TILES. COORDINATE WITH ARCHITECTURAL CEILING PLANS.

CODED NOTES

1. INSTALL ½" HOT DOM LINE WITH SHOCK STOP DOWN IN WALL TO W.C.
2. INSTALL ½" DFW & DOM LINES DOWN IN WALL TO LAV.
3. INSTALL ½" DOM LINE TO UNDERSLAB TEMP PRIMER VALVE AND EXTEND ½" LINE IN WALL AND EXTEND THROUGH FLOOR TO FLOOR DRAIN WITH TEMP PRIMER CONNECTION. SEE PUBLIC LAVATORY DETAIL.
4. INSTALL ½" DFW AND DOM LINES WITH CHECK VALVES DOWN IN WALL TO HOT SINK.
5. INSTALL ½" DFW AND DOM LINES DOWN IN WALL TO SINK.
6. INSTALL BAY DOM LINE DOWN IN NO SHOCK WALL AND EXTEND TO FROST PROOF RECESSED WALL HYDRANT. COORDINATE FINAL ELEVATION WITH ARCHITECTURAL PLANS.
7. INSTALL ½" DOM LINE WITH BALL VALVE AND TEMP PRIMER VALVE IN CEILING SPACE. EXTEND ½" PRIMER LINE DOWN ALONG WALL AND EXTEND THROUGH FLOOR TO FLOOR DRAIN WITH TEMP PRIMER CONNECTION.
8. INSTALL ½" DOM LINE WITH BALL VALVE AND DOUBLE CHECK VALVE ASSEMBLY DOWN IN WALL TO ICE MAKER HOOK-UP BOX. PROVIDE TEE/ELBOW AND FINAL CONNECTIONS TO ICE MAKER.
9. [illegible] PROVIDE TEE/ELBOW AND FINAL CONNECTIONS TO ICE MAKER.
10. [illegible] PROVIDE TEE/ELBOW AND FINAL CONNECTIONS TO ICE MAKER.



PIPING - BASEMENT FLOOR PLAN - PLUMBING

1/8" = 1'-0"

SILLING ARCHITECTS

[illegible]

SEALS

[illegible]

CONSULTANTS

CIVIL ENGINEER

Tornaden Corporation
601 Jacobsen Drive
Poca, WV 25159
Phone: (304) 755-8291

STRUCTURAL ENGINEER

SMith Inc.
1186 Dublin Road
Columbus, OH 43215
Phone: (614) 481-8800

MECHANICAL /ELECTRICAL ENGINEERS

Schreiner Buckley Heyfield, LLC
1540 Corporate Woods Parkway
Uniontown, OH 44685
Phone: (330) 528-2700

PROJECT

HARRISON COUNTY GENERAL SERVICES BUILDING

OWNER

HARRISON COUNTY COMMISSION

LOCATION

229 SOUTH 3RD STREET CLARKSBURG, WV

REVISIONS

1 New Size Service 12-04-2020

DATE

05.01.2020

TITLE

PIPING - BASEMENT FLOOR PLAN - PLUMBING

DRAWING NUMBER

P2.0



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

15

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

2023

THE COURTHOUSE WILL BE CLOSED TO OBSERVE THE FOLLOWING HOLIDAYS

Monday, January 02.....New Year's Day Holiday
Monday, January 16.....Martin Luther King, Jr. Day
Monday, February 20.....President's Day
Friday, April 7.....Good Friday
Monday, May 29.....Memorial Day
Monday, June 19.....Observance of Juneteenth Day
Tuesday, June 20.....West Virginia Day
Tuesday, July 4..... Independence Day
Friday, September 1 (pending consideration at organizational meeting in January)...Close 12:30p.m.
Monday, September 4.....Labor Day
Monday, October 9.....Columbus Day
Friday, November 10.....Veteran's Day
Thursday, November 23.....Thanksgiving Day
Friday, November 24.....Observance of Lincoln Day
Monday, December 25.....Christmas Day

If there are changes during the calendar year, you will be notified in writing by the Harrison County Commission.

APPROVED:

_____
Susan J. Thomas

_____
David L. Hinkle

_____
Patsy S. Trecost, II

Harrison County Commission Meeting Schedule---2023

Date of Meeting Every Wednesday	Meeting Time		Submission Deadline for Agenda Items & Requisitions				Agenda, Documentation Avaliable to Public & Distributed to Email List			
January 11, 2023	9:00am		Thursday	1/5/2023	11:00am		Friday	1/6/2023	2:00pm	
January 25, 2023	9:00am		Thursday	1/19/2023	11:00am		Friday	1/20/2023	2:00pm	
February 8, 2023	9:00am		Thursday	2/2/2023	11:00am		Friday	2/3/2023	2:00pm	
February 22, 2023	9:00am		Thursday	2/16/2023	11:00am		Friday	2/17/2023	2:00pm	
March 8, 2023	9:00am		Thursday	2/2/2023	11:00am		Friday	3/3/2023	2:00pm	
March 22, 2023	9:00am		Thursday	3/16/2023	11:00am		Friday	3/17/2023	2:00pm	
April 05, 2023	9:00am		Thursday	3/30/2023	11:00am		Friday	3/31/2023	2:00pm	
April 19, 2023	9:00am		Thursday	4/13/2023	11:00am		Friday	4/14/2023	2:00pm	
May 03, 2023	9:00am		Thursday	4/27/2023	11:00am		Friday	4/28/2023	2:00pm	
May 17, 2023	9:00am		Thursday	5/11/2023	11:00am		Friday	5/12/2023	2:00pm	
May 31, 2023	9:00am		Thursday	5/25/2023	11:00am		Friday	5/26/2023	2:00pm	
June 14, 2023	9:00am		Thursday	6/8/2023	11:00am		Friday	6/9/2023	2:00pm	
June 28, 2023	9:00am		Thursday	6/22/2023	11:00am		Friday	6/23/2023	2:00pm	
July 12, 2023	9:00am		Thursday	7/6/2023	11:00am		Friday	7/7/2023	2:00pm	
July 26 ,2023	9:00am		Thursday	7/20/2023	11:00am		Friday	7/21/2023	2:00pm	
August 9, 2023	9:00am		Thursday	8/3/2023	11:00am		Friday	8/4/2023	2:00pm	
August 23, 2023	9:00am		Thursday	8/17/2023	11:00am		Friday	8/18/2023	2:00pm	
September 6, 2023	9:00am		Thursday	8/31/2023	11:00am		Friday	9/1/2023	2:00pm	
September 20, 2023	9:00am		Thursday	9/14/2023	11:00am		Friday	9/15/2023	2:00pm	
October 04, 2023	9:00am		Thursday	9/28/2023	11:00am		Friday	9/29/2023	2:00pm	
October 18, 2023	9:00am		Thursday	10/12/2023	11:00am		Friday	10/13/2023	2:00pm	
November 1, 2023	9:00am		Thursday	10/26/2023	11:00am		Friday	10/27/2023	2:00pm	
November 15, 2023	9:00am		Wednesday	11/8/2023	11:00am		Thursday	11/9/2023	2:00pm	
November 29, 2023	9:00am		Tuesday	11/21/2023	11:00am		Wednesday	11/22/2023	2:00pm	
December 13, 2023	9:00am		Thursday	12/7/2023	11:00am		Friday	12/8/2023	2:00pm	
December 27, 2023	9:00am		Thursday	12/21/2023	11:00am		Friday	12/22/2023	2:00pm	

APPOINTMENT DATA
BOARDS AND/OR COMMISSIONS

17

Last Name Nardelli

First Name John

Middle Name Paul

Home Address *(If PO Box, give street address)*

2317 Gould Ave

City Clarksburg

State WV

Zip Code 26301

Employer Name

Healthy Harrison Inc.

Employer Address

327 Medical Park Drive

City Bridgeport

State WV

Zip Code 26330

Home Phone (304) 641-8711

Business Phone

Position Sought

Community Corrections

Prior service on City or County Boards

Years Served

Qualifications

Bachelors in Business Administration
Masters in Business Administration
VP Clarksburg Mission

Hours available per month

Meetings

Education Background

Wheeling Jesuit University
Graduate/ undergraduate

I will serve if appointed (•) YES ( ) NO

APPROVED BY Com. Corrections Advisory 10/25/22

Reset Print Submit

HARRISON COUNTY SEAL 1784 FREEDOM AND INDEPENDENCE WEST VIRGINIA

18

DESTROY AFTER 2019

FILES FOR STORAGE

DESTROY 2012 COMPLETION AT END OF 2019

Funder		CFDA#	Name of Grant	Inclusive Dates		Approx # of pages
				From	To	
DCJS		N/A	**COMMUNITY CORRECTION 12-CC-12**	**7/1/2011**	**6/30/2012**	
			Grant Application			100
			Grant Award			10
			Budget			5
			GAN's 1-2-3-4			12
			July Monthly Report			120
			August Monthly Report			120
			September Monthly Report			120
			October Montly Report			120
			November Monthly Report			120
			December Monthly Report			120
			January Monthly Report			120
			February Monthly Report			120
			March Monthly Report			120
			April Monthly Report			120
			May Monthly Report			120
			June Monthly Report			120
			Correspondences & CD's			5
			Miscellaneous			150
			References			100
			Non-Grant Purchase Orders			150
DCJS		**N/A**	**COMM. CORR.-WV PURDUE PHARMA**	**10/1/2010**	**9/30/2011**	
			10P-CCF-12			
			Grant Application			50
			Grant Award			45
			Budget			18
			Monthly Request/Reports			150
			Correspondences			25
			References			50

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Grant Administrator

I request authorization for destruction of the following records in accordance with the West

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

DESTROY AFTER 2019

FILES FOR STORAGE

DESTROY 2012 COMPLETION AT END OF 2019

Funder		CFDA#	Name of Grant	Inclusive Dates		Approx # of pages
				From	To	
WVDMAPS		97.067	**Homeland Secuirity - COOP 10-SHS-01**	6/1/2011	3/31/2012	
			Grant Application			190
			Grant Award			50
			MOU's			15
			GAN's 1-2-3			6
			March Monthly Report			50
			February Monthly Report			50
			January Monthly Report			50
			December Monthly Report			50
			November Monthly Report			50
			October Montly Report			50
			September Monthly Report			50
			August Monthly Report			50
			July Monthly Report			50
			June Monthly Report			50
			E-mails & Miscellaneous			10
			Brooke County COOP Final Report			100
			City of Bridgeport COOP Final Report			100
			City of Shinnston COOP Final Report			200
			Harrison County COOP Final Report			100
			Marion County COOP Final Report			100
			Marshall County COOP Final Report			100
			Monongalia County COOP Final Report			100
			Ohio County COOP Final Report			100
			Preston County COOP Final Report			100
			Tyler County COOP Final Report			100
			Wetzel County COOP Final Report			100

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Grant Administrator

I request authorization for destruction of the following records in accordance with the West Virginia Code and any applicable general retention schedules. The records listed below meet all audit and legal retention requirements and have no further administrative, fiscal, legal, historical or research value.

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

DESTROY AFTER 2021

FILES FOR STORAGE

DESTROY 2013 FILES AT END OF 2021

Funder	Grant Number	CFDA#	Name of Grant	Inclusive Dates		Approx # of pages
				From	To	
			Sesquicentennial Event			
			Contract documents	**2013**	**2013**	100
			Grant reports and documentation	**2013**	**2013**	100
			Requisitions	**2013**	**2013**	200
			Advertising documents	**2013**	**2013**	300
			Misc vendor documents	**2013**	**2013**	300

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Director of Grants and Special Projects

I request authorization for destruction of the following records in accordance with the West Virginia Code and any

Approved by:

Harrison County Commissioner

Date:

Destruction Verification by:

DESTROY AFTER 2021

FILES FOR STORAGE

DESTROY 2011/2012 FILES AT END OF 2021

Funder	Grant Number	CFDA#	Name of Grant	Inclusive Dates		Approx # of pages
				From	To	
			2011 CIVIL WAR EVENT			
			Contracts for advertising (radio, television, print)	**2010**	**2011**	20
			Documents and invoices for all advertising contracts	**2010**	**2011**	200
WV Humanities Council	**13,045**		**Contract, quarterly reports, final reports**	**2010**	**2011**	75
	C349329 /C349330/ C349331		**Map Surveys and related documentation**	**2010**	**2011**	200
			2012 CIVIL WAR EVENT (event was cancelled)			
	C371513 /C371514/ C371515		MAPP Applications and Documents	**7/3/1905**	**7/4/1905**	200
			(All documents listed below are proposals, quotes,projections, requests, etc)			
			Advertising documents			50
			Entertainment documents			50
			Historical Documents			250
			Expense Documents			50
			Correspondence			50
			Budget Documents			50

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Director of Grants and Special Projects

I request authorization for destruction of the following records in accordance with the West Virginia Code and any

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

DESTROY AFTER 2020

FILES FOR STORAGE

DESTROY 2013 COMPLETION AT END OF 2020

Funder	Grant Number	Name of Grant		Inclusive Dates From	Inclusive Dates To	Approx # of pages
WVDO						
	13LEDA0091	Harrco Sidewalk & Curb Repairs	$5,000	7/1/2012	9/30/2013	75
	13LEDA0094	HarrCo Electrical Updates	$5,000	7/1/2012	6/30/2013	75
	12LEDA0067	Johnstown Community Fair	$2,500	7/1/2011	6/30/2013	60
	09LEDA0202	Literacy Volunteers	$1,000	7/1/2010	6/30/2013	100
	10LEDA0554	Literacy Volunteers	$1,500	7/1/2009	6/30/2011	65
	09CPGP0018	Literacy Volunteers	$500	7/1/2008	6/30/2010	68
	11LEDA0487	Literacy Volunteers	$1,000	7/1/2010	6/30/2012	93
	10LEDA0644	Marshville Community Center	$5,000	7/1/2009	6/30/2011	73
	09LEDA0203	Mt. Clair VFD	$2,500	7/1/2008	6/30/2012	53
	09LEDA0204	Pine Bluff CEOS Club	$2,000	7/1/2009	6/30/2012	65
	09LEDA0205	Reynoldsville VFD	$2,000	7/1/2008	6/30/2010	51
	11LEDA0491	Reynoldsville VFD	$6,500	7/1/2010	6/30/2012	61
	11LEDA0124	Rotary Day In The Park	$3,000	7/1/2010	6/30/2012	92
	08LEDA0140	St. Spyridon	$2,000	Application Only		21
	10LEDA0799	Spelter VFD	$10,000	7/1/2009	6/30/2011	76
	11LEDA0479	Spelter VFD	$10,000	7/1/2010	6/30/2012	60
	09LEDA0810N	Summit Park Improvements	$5,000	7/1/2009	6/30/2012	105
	11LEDA0126	Summit Park Improvements	$10,000	7/1/2010	6/30/2012	100
	11LEDA0477	Wallace VFD	$6,500	7/1/2010	6/30/2012	56
	12LEDA0378	WV Jazz Festival	$2,000	7/1/2011	6/30/2013	106
	12LEDA0066	YMCA Exercise	$5,000	7/1/2011	6/30/2013	72
	MANAGING FEDERAL GRANTS SEMINAR 2009 (FROM CLASS BINDER)					500
	FEDERAL GRANTS UPDATE 2011 (FROM CLASS BINDER)					300

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Grant Administrator

I request authorization for

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

DESTROY AFTER 2020

FILES FOR STORAGE

DESTROY 2013 COMPLETION AT END OF 2020

Funder	Grant Number	Name of Grant		Inclusive Dates		Approx # of pages
				From	To	
WVDOH	G120753	American Red Cross	$5,000	**7/1/2011**	**6/30/2012**	18
WVDO	12LEDA0370	American Red Cross	$10,000	7/1/2011	6/30/2013	130
	12LEDA0373	Dola Miners Memorial	$6,000	7/1/2011	6/13/2013	123
	09LEDA0208	Fort New Salem	$10,500	7/1/2008	6/30/2011	93
	10LEDA0144	Fort New Salem	$10,000	7/1/2009	6/30/2011	72
	10LEDA0508	Fort New Salem	$3,000	7/1/2009	6/30/2011	74
	11LEDA0125	Fort New Salem	$10,000	7/1/2010	6/30/2012	137
	11LEDA0486	Fort New Salem	$4,000	7/1/2010	6/30/2012	65
	12LEDA0071	Fort New Salem	$2,000	7/1/2011	6/30/2013	121
	10LEDA0522	Genesis Youth Group	$10,000	7/1/2009	6/30/2011	76
	11LEDA0483	Genesis Youth Group	$18,000	7/1/2010	6/30/2012	77
	12LEDA0072	Genesis Youth Group	$4,000	7/1/2011	6/30/2012	92
	08LEDA0139	Glen Elk Village Dev. Assoc.	$5,000	7/1/2007	6/30/2009	133
	07CPGP0030	Greek Food Festival	$4,000	7/1/2008	6/30/2009	26
	07LEDA0117	Harrison Co. Courthouse	$30,000	7/1/2006	6/30/2008	127
	08CPGP0059	HarrCo Various Projects	$10,450	7/1/2007	6/30/2009	70
	08LEDA0130	HarrCo Various Projects	$75,500	7/1/2007	6/30/2009	53
	09CPGP0019	HarrCo Courthouse	$18,000	7/1/2008	6/30/2010	60
	09LEDA0198	HarrCo Courthouse	$15,000	7/1/2008	6/30/2010	50
	09LEDA0199	HarrCo Courthouse	$18,000	7/1/2008	6/30/2010	55
	10LEDA0553	HarrCo Parks & Recs	$9,000	7/1/2009	6/30/2011	62
	08LEDA0672NH	4-H Center and Complex	$10,000	7/1/2007	6/30/2012	126
	10LEDA0901	Harrison County Park/Trail Transferred to Clarksburg				16
	11LEDA0490	HarrCo Devel. Assoc	$11,500	7/1/2010	6/30/2013	75
	13LEDA0089	HarrCo Sheriff's Dept	$5,000	7/1/2012	6/30/2013	41
	12LEDA0375	Health Access	$4,500	7/11/2011	6/30/2013	92
	10LEDA0569	Humane Society	$20,000	7/1/2009	6/30/2011	109
	10LEDA0147	Humane Society	$5,000	7/1/2009	6/30/2011	67
	12LEDA0376	Humane Society	$4,500	7/1/2011	6/30/2013	

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Grant Administrator

I request authorization for destruction of the following records in accordance with the West Virginia Code and any applicable general retention schedules. The records listed below meet all audit and legal retention requirements and have no further administrative, fiscal, legal, historical or research value.

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

19.

A RESOLUTION
AUTHORIZING THE ACCEPTANCE FOR THE WEST VIRGINIA JUSTICE ASSISTANCE GRANT (JAG) PROGRAM ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID APPLICATION APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID PROGRAM

WHEREAS, the Harrison County Commission participated in the West Virginia Justice Assistance Grant Program (JAG) to partially fund a Prevention Resource Officer to be located in three Harrison County High Schools; and

WHEREAS, the funds received will be used towards the salary of the PRO officers; and

WHEREAS, the Harrison County Commission determined that this project is eligible for West Virginia Justice Assistance Grant Program funding; and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the acceptance of funds from the West Virginia Justice Assistance Grant Program; and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all standard and special conditions and assurances contained in, and made a part of, said West Virginia Justice Assistance Grant Program; 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 State government; and

WHEREAS, it is required that the Harrison County Commission commits sufficient manpower during the grant period.

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

1. The Harrison County Commission authorizes the acceptance of $33,750 from the West Virginia Justice Assistance Grant (JAG) Program with the proper State official contract agreement shall be in proper form and comply with all federal, state, and local laws.

2. The Harrison County Commission considers and adopts that certain documents entitled *"Standard Conditions and Assurances"* and *"Special Conditions and Assurances"* as contained in said application and made a part of said Resolution as if set forth herein.

3. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said West Virginia Justice Assistance Grant Program, including providing necessary additional information to the State government.

PASSED by the Harrison County Commission on this the 16th day of November, 2022.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

20

BUSINESS ZONING COMPLIANCE

ZONING COMPLIANCE BY APPLICANT FOR A LIMITED VIDEO LOTTERY RETAILER LICENSE

YOU ARE REQUIRED TO TAKE THIS FORM TO YOUR LOCAL CITY OR COUNTY ZONING OFFICE FOR COMPLETION. PLEASE RETURN THE COMPLETED FORM WITH YOUR APPLICATION.

To: The Building Official of the Municipality of _____
The Building Official of the County of Harrison
The Clerk or Recorder of the Municipality of _____
The County Clerk/Administrator of the County of _____

Take Notice:

- West Virginia Limited Video Lottery Act [W. Va. Code §29-22B-1902(b)] says:

  The provisions of this article preempt all regulations, rules, ordinances and laws of any county or municipality in conflict herewith: Provided That nothing herein shall invalidate any zoning law, or Sunday closing law under article 61-10-1, et seq., of this code.

- The following individual, business, fraternal organization, or veterans organization is applying to the State Lottery Commission for a limited video lottery retailer license within your jurisdiction:

Business Name: Top Dogs Diner and Furniture outlet
Street Address: 125 Buckhannon Pike
County: Harrison
City: Clarksburg State: WV
Zip Code: 26330

- Please confirm there is (yes) [O] /is not (no) [O] a zoning ordinance(s) that specifically would prohibit limited video lottery gaming on the premises, or that the limited video lottery gaming on the premises constitutes an allowed non-conforming use of the property under West Virginia Code Chapter, 8A.

If checked yes, provide a letter signed by an authorized agent of the County Commission indicating the reasoning for permitting the establishment to operate in the county.

I, _____, do hereby certify this is a true city/county zoning confirmation for this "Business Zoning Compliance Form" for the Applicant applying for a Limited Video Lottery Retailer License which was served on this the

_____ day of _____, 20___.

_____
Authorized signature for jurisdiction

Zoning Form

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

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

To: Municipal Clerk or Recorder

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

Entity Name: Vince Starkey

DBA (Doing Business As): Top Dogs and Furniture Outlet

Address of Establishment: 125 Buckhannon Pike (Street/Route) Clarksburg (City), WV (State) 26301 (Zip Code)

Applicant's Name(s): Starkey (Last) Vince (First) Edward (Middle)

(Last) (First) (Middle)

General Description of Premises: To hold and operate under a WV ABCA License and a WV Limited Lottery License

Food Services to be Offered: Hot Dogs, Fries, Philly Steaks, etc.

Patron Capacity: 25

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

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

Applicant's Signature(s): [signature] Date: 11-8-22

[signature] Date: _____

(Municipality to fill out reverse side of form)

ABCA-Lic.Z.2

(FOR USE BY MUNICIPAL AUTHORITIES ONLY)

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern described consistent with the zoning ordinances or your Municipality as either a permitted use or a conditional use of such premises?

Yes _____ No _____

If the answer to the first question was "no," does your Municipality provide within its business zones suitable alternative locations for Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern?

Yes _____ No _____

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern herein described situated in an area designated for the use of community development block grant funds in the municipality?

Yes _____ No _____

If yes, is the planned use of the premises at the location herein described consistent with any plan adopted by the governing body of the municipality for revitalization of the area wherein the premises are situated?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Limited Video Lottery?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Exotic Dancing establishments?

Yes _____ No _____

Additional comments to the Alcohol Beverage Control Administration:

_____

_____

_____

_____

_____

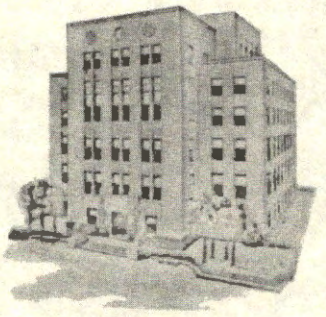
Approved By: Authorized Official Signature and Title

_____

City/Town

Date: _____

Return Original To: **WVABCA**
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302



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

November 16, 2022

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

Dear Commissioner:

This letter is to advise you that the Harrison County Commission has no objection to a license being issued to Vince Starkey for the establishment Top Dogs Diner & Furniture Outlet, located at 125 Buckhannon Pike, Clarksburg, West Virginia 26301, who is applying for an ABCA License. This is zoned as county property not city property. The Harrison County Commission discussed this at the meeting held on November 16, 2022 and it was approved.

If further information is needed, please advise.

Sincerely,

Susan J. Thomas, President
Harrison County Commission

United States of America

A-1

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, October 26, 2022, through Tuesday, November 1, 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, October 26, 2022, the following matters were disposed of in the presence of the Clerk:

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

BEVERLY D TAYLOR, who was named in the last will and testament of **MARY E MCMILLION**, deceased, as EXECUTRIX thereof, qualified as such. Bond was 100,000.00.

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

REBECCA L NAY, who was named in the last will and testament of **DOROTHY JUNE RADER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **JEAN M SPIKER** was appointed and qualified as ADMINISTRATRIX of the estate of **ZACHARY RYAN GIFFORD**, deceased. Bond was 10,000.00.

A duly certified copy of the last will and testament of **CHARLES ROBERT FETTY**, deceased, late a resident of WOOD, WEST VIRGINIA, was admitted to record.

A duly exemplified copy of the last will and testament of **GREGG THOMAS KENDALL**, deceased, late a resident of COLUMBIA, PENNSYLVANIA, was admitted to record.

On, Friday, October 28, 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, **LEAH LOUANN LAWSON** was appointed and qualified as ADMINISTRATRIX of the estate of **JAMES ANDREW LAWSON**, deceased. No bond was required.

A duly certified copy of the last will and testament of **JAMES EDWARD ROSS**, deceased, late a resident of Doddridge, West Virginia, was admitted to record.

On, Monday, October 31, 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, **DEBRA SUE RADCLIFF COFFMAN JAGGIE** was appointed and qualified as ADMINISTRATRIX of the estate of **CHARLES NEWTON RADCLIFF**, deceased. Bond was 20,000.00.

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

JESSICA ANN HOKE, who was named in the last will and testament of **JANET DENISE BROWN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

CRAIG ALLEN HAMMOND, who was named in the last will and testament of **EDWARD ALLEN HAMMOND**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **JEANNETTE LOUISE GUM**, deceased, late a resident of Horry, South Carolina, was admitted to record.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **STEPHANIE GREEVER** was appointed and qualified as ADMINISTRATRIX of the estate of **DANIEL CODY SANDY**, deceased. No bond was required.

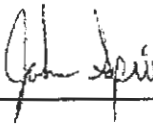
A duly exemplified copy of the last will and testament of **DELLA MAE SEMENDINGER**, deceased, late a resident of Montgomery, Maryland, was admitted to record.

On, Tuesday, November 1, 2022, the following matters were disposed of in the presence of the Clerk:

A duly certified copy of the last will and testament of **NELLIE L HEADLEE**, deceased, late a resident of Wood, West Virginia, was admitted to record.

A duly exemplified copy of the last will and testament of **AUSTIN B BEALES**, deceased, late a resident of Lancaster, Nebraska, was admitted to record.

A duly exemplified copy of the last will and testament of **LOIS V BEALES**, deceased, late a resident of Lancaster, Nebraska, was admitted to record.



John R Spires
Clerk of the Harrison County Commission

Wednesday, November 16, 2022

Confirmed

A-2

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, November 2, 2022, through Monday, November 7, 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, November 2, 2022, the following matters were disposed of in the presence of the Clerk:

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

DOUGLAS PAUL WHYTE JR, who was named in the last will and testament of **DOUGLAS PAUL WHYTE SR**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Thursday, November 3, 2022, the following matters were disposed of in the presence of the Clerk:

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

JESSICA ANN HOKE, who was named in the last will and testament of **JANET DENISE BROWN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **MARTHA J BROWN**, deceased, late a resident of Stark, Ohio, was admitted to record.

On, Friday, November 4, 2022, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **HAROLD JAMES BOOTH JR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DONNA JEAN BOOTH, who was named in the last will and testament of **HAROLD JAMES BOOTH JR**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

WILLIAM PATRICK MILLER, who was named in the last will and testament of **RALPH ANDERSON MILLER**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Monday, November 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 **DOLORES J GALAND**, deceased, late a resident of FAYETTE, PENNSYLVANIA, was admitted to record.

A duly certified copy of the last will and testament of **EDNA MARIE MCDOUGAL**, deceased, late a resident of Marion, West Virginia, was admitted to record.

A duly certified copy of the last will and testament of **LYDA B HIBBS**, deceased, late a resident of Marion, West Virginia, was admitted to record.

A duly exemplified copy of the last will and testament of **MARGARET MURRAY BRAININ**, deceased, late a resident of Pinellas, Florida, was admitted to record.

John R Spires
Clerk of the Harrison County Commission

Wednesday, November 16, 2022

Confirmed

C-1

Enlarged Hepzibah Public Service District
Regular Board Meeting

Monday
November 14, 2022
5:00 PM

AGENDA

1. Call meeting to order
2. Reading of the Minutes and Approval of Check Signing Document
3. Manager's Report
4. Old Business
5. New Business
   A. Review, discuss & approve December 2022 Calendar
6. Public Comments
7. Adjournment

THIS MEETING WILL BE HELD AT SUN VALLEY PUBLIC SERVICE DISTRICT'S OFFICE, LOCATED AT 18 SABLE CIRCLE, REYNOLDSVILLE, WV 26422

C-2

Sun Valley Public Service District
Regular Board Meeting

Tuesday
November 15, 2022
3:30 PM

AGENDA

1. Call meeting to order
2. Reading of the Minutes and Approval of Check Signing Document
3. Manager's Report
4. Old Business
5. New Business
   A. Review, discuss & approve December 2022 Calendar
6. Public Comments
7. Adjournment

CITYNET®

D.

September 15th, 2022

Harrison County Commission
301 West Main St
Clarksburg, WV 26301

Dear Customer,

We are writing to advise you of upcoming changes to your current Additional Directory Listing rate charges.

Due to rising costs from the third party we are required to list your numbers with, Citynet will be making a small adjustment to our Additional Directory Listing rates.

Effective November 1st, 2022 the monthly rate for each additional directory listing will be $6.00 per listing. There will be **no rate change** to your Primary or Main Directory Listing rate at this time.

If you are receiving this notification, your account does reflect additional directory listings that are subject to this rate increase, effective November 1st, 2022.

If you have any questions, please contact our Customer Care Team at 1.800.881.2638. They are available to answer your questions, 24-hours a day, every day, right from our corporate headquarters in Bridgeport, West Virginia.

We thank you for being a Citynet customer.

Best Regards,

The Citynet Customer Care Team

1.800.881.2638