Wednesday, May 10, 2023
11:00 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:
11:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A. Alexis Ervin --- Part Time Kennel Tech to Full Time Kennel Tech --- Animal Control Effective 05-15-2023**
   - **B. Edward Bailey --- Temporary Summer Help --- Maintenance Department --- Effective 05-10-2023**
   - **C. Christian Burnside --- Temporary Summer Help --- Maintenance Department --- Effective 05-10-2023**
   - **D. Lynnese K. Loudin --- Part Time Temporary Employee --- Prosecuting Attorney --- Effective 05-10-2023**
   - **E. McKenzie V. Fittro --- Part Time Temporary Employee --- Prosecuting Attorney --- Effective 05-10-2023**
4. **Requisitions --- Purchase Orders --- Invoices**
   - **A. Vendor List of Payments**
5. **Administrator's Report**
6. **Commissioner Comments – Questions**

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

A. **Weekly Fiduciary Report from the County Clerk**
    1. **04-26-2023 thru 05-02-2023**
B. **Monthly Fiduciary Commission Settlements: (NONE)**
C. **Monthly Minutes/Financial Information from Various Boards, Committees and Public Service:**
    1. **Sun Valley PSD --- Regular Board Meeting --- 05-09-2023**
    2. **Enlarged Hepzibah PSD --- Regular Board Meeting --- 05-08-2023**
    3. **Greater Harrison PSD --- Meeting Agenda --- 05-09-2023**

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).
T-3. Shinnston North Bend Rail Trail Connector --- Task Order #2 (11-30-2022)
T-4. HCC Agreements with Harrison County Parks & Rec Commission (12-14-2022)
T-6. The Harrison County Commission giving the Development Corporation the Property formally known as the Farms at Maple Lake LLC (02-22-2023)
T-7. Harrison County Development Authority (03-22-2023)
T-8. Thrasher being Engineer of record for the Rail Trail and the Agreement (03-22-2023)

13-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5-15-23		| | |-| | |-| | | | |

NAME	ADDRESS
ALEXIS ERVIN	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		716	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☒ OTHER (Explain) Move From Part Time To Full Time Kennel Technician. Effective 5/15/23 2-1 $14.45 hr

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 5/2/23
HUMAN RESOURCES MANAGER	DATE 5/2/23

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3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5/10/2023		| | | - | | - | | | |
NAME		**ADDRESS**
EDWARD BAILEY		
PHONE	**CITY/STATE/ZIP**	**DEPARTMENT** / **SHIFT**
304 709 2259		424

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☑ OTHER (Explain) TEMPORARY SUMMER HELP

$15.00 Hr.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 05/04/2023
HUMAN RESOURCES MANAGER	DATE 5/4/2023

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3-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5/10/2023		| | | - | | - | | | |
NAME: CHRISTIAN BURNSIDE		ADDRESS:
PHONE: 304 844 7555	CITY/STATE/ZIP:	DEPARTMENT: 424 / SHIFT:

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

- ☑ HIRED
- ☐ RE-HIRED
- ☐ PROMOTION
- ☐ DEMOTION
- ☐ TRANSFER
- ☐ MERIT INCREASE
- ☐ WAGE SCALE CHANGE
- ☐ 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) TEMPORARY SUMMER HELP

$ 15.00 Hr.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 05/04/2023
HUMAN RESOURCES MANAGER	DATE 5/4/2023

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3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5-10-23		| | |-| | |-| | | | |

NAME	ADDRESS
Lynnese K. Loudin	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Trs Aide	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____	0	$10 hr
☐ 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 temporary employee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 5423
HUMAN RESOURCES MANAGER Laura Ryb	DATE 5-4-23

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3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
5-10-23		| | |-| | |-| | | | |

NAME	ADDRESS
McKenzie V. Fitro	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Pros/Athy	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
X OTHER _____	0	$10/hr
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

- X ☐ 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, temporary employee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 5-4-23
HUMAN RESOURCES MANAGER	DATE 5-4-23

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4-A

Date of Meeting	May 10, 2023	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
43822	Richard Southall	Reimbursement				$220.00			
43825	James & Law	Toner/Comm. Corr				$628.00			
43827	Lowe's	Carpet Cleaner/Comm.Corr.				$214.67			
43830	Hazelden Publishing	Freight Cost/ Comm. Corr				$64.68			
43833	Best Notes, LLC	Monthly Subscripton/Comm.Corr.				$507.00			
43835	Truist Bank	ZOOM.COM/ Comm. Corr				$481.18			
43836	Hart Office Solutions	Copier Rental/Comm. Corr.				$202.61			
43843	U S Cellular	Cellular Account /Comm. Corr				$907.84			
43844	Gourmet Catering	Lunch/Comm.Corr.Meeting				$250.00			
43845	Trac Solutions	Daily Monitoring/Home Confine				$4,826.50			
43858	Canon Financial	Copier Rental/Home Confine				$198.19			
43860	Julia Pierce	Travel Reimbursement		$33.50					
43861	Bryce Delgado	Travel Reimbursement		$53.30					
43862	Grace Animal Hospital	K-9 Wellness	$36.32						
43863	Jacob Hyre	Travel Reimbursement		$65.46					
43864	Jade Hitt	Travel Reimbursement		$42.47					
43896	Optimum	Internet/Law Enforcement	$156.10						
43905	Wayne County Clerk	Copy of Files/Pros. Atty	$71.40						
43906	Anmoore EMS	Allotment April 2023	$7,508.05						
43907	Bridgeport Fire Dept./EMS	Allotment April 2023	$4,216.85						
43908	Harrison County EMS	Allotment April 2023	$20,467.15						
43909	Nutter Fort VFD	Allotment April 2023	$1,337.05						
43910	City of Salem	Allotment April 2023	$1,707.31						
43912	Robin's Perfect Fit	Uniform Alterations / L. E.	$60.00						
43913	Trapuzzano's Uniforms	Uniforms/Law Enfrocement	$1,489.97						
43914	Truist Bank	Supplies/Law Enforcement	$481.99						
43915	Exponent Telegram	Legal Ad				$28.20			
43916	Clarksburg Water Board	609 W. Main St.				$684.01			
43917	WV Signal & Light Inc	Equipment /Cruisers							$3,752.22
43918	Parr Public Safety Equipment	Equipment /Cruisers							$2,404.82
43919	OpAns	Confirmations/Comm.Corr				$2,300.00			
43920	James & Law	Supplies/Comm. Corr				$628.00			
43921	Best Notes, LLC	Monthly Subscripton/Comm.Corr.				$507.00			
43922	Furbar Enterprises	Installed Lightbar/Law Enforce	$3,661.25						
43923	Mon Power	Quiet Dell School	$6.15						
43924	Mon Power	Public Safety Bldg	$1,124.15						
43925	Toshiba Financial	Copier Rental/County Clerk	$7.10						
43926	A-1 Extermination	Pest Control/Animal Cont			$50.00				
43927	Uline	Supplies/Comm. Corr				$317.90			
43928	A-1 Exterminating	Pest Control/ Various Location	$180.00						
43929	Hope Gas	Courthouse / Annex	$2,747.05						

43930	Frontier	Service / 911		$932.22					
43931	9-1-1- Trainer	911 Skills Test Material		$495.00					
43932	Clarksburg Water Board	Service Various Locations	$3,192.20						
43933	MPB Printing	Supplies/Comm. Corr				$1,532.00			
43934	Home Depot	Heavy Duty Shelving / 911			$477.00				
43935	Mountain Side Medical	Supplies/Comm. Corr				$890.00			
43938	A-1 Extermination	Pest Control/609 W. Main St	$90.00						
43939	Advance Auto Parts	Automobile Parts/County Garage	$203.58						
43940	Appalachin Tire	Tires / County Garage	$962.36						
43941	City of Bridgeport	Service/911		$243.90					
43942	Chenoweth Ford	Automobile Parts/County Garage	$558.24						
43943	Chenoweth Ford	Automobile Parts/County Garage	$686.97						
43944	City of Shinnston	Service / Animal Control			$65.46				
43945	Enviroclean	General Cleaning Courthouse	$11,750.00						
43946	FedEX	Postage/Grant Department	$37.63						
43947	Frontier	Service Courthouse	$658.59						
43948	Harry Green	Automobile Parts/County Garage	$51.38						
43954	JD'S General Contracting	Good Hope Park			$5,425.00				
43956	R.D. Wilson	Janitoral Supplies	$189.00						
43957	Liberty Distributors	Janitoral Supplies	$4,281.59						
43958	Scalise Industries	Monthly Agreement	$1,115.00						
43959	Lowe's	Supplies/County Garage	$42.22						
43960	Lowe's	Maintenance Supplies	$509.16						
43961	Liberty Distributors	Maintenance Supplies	$273.52						
43962	Middletown Tractor	Ven Trac Supplies	$160.56						
43963	Mon Power	911		$434.98					
43964	Mon Power	633 W. Pike St.	$540.75						
43965	Mon Power	Quiet Dell School	$99.13						
43966	Sandy's True Value	Supplies/Maintenance	$9.54						
43967	Sandy's True Value	Shop Supplies/Co. Garage	$14.98						
43968	Sunset Outdoor Supply	Ven Trac Supplies	$77.06						
43969	MCM Business Systems	Copier Rental/Pros. Atty	$501.10						
43970	JD'S General Contracting	Spelter Park			$4,100.00				
43971	Ralph Pedersen	Services 01-2023/04-2023	$4,825.00						
43974	WV Board of Vet. Med	Euthanasia Facility Renewal			$50.00				
43975	The Water Shop	Water Service /Courts	$144.75						
43976	The Water Shop	Water Service /Courthouse	$47.25						
43977	Hope Gas	911 Center		$120.34					
43978	Tractor Supply	Supplies/Animal Control		`	$580.69				
43979	Software Systems	Level 2 & 3 Maintenance	$2,001.57						
43980	Derek Hotsinpiller	Funding Request							$3,000.00
43981	Town of West Milford	Funding Request							$3,000.00
43982	Enterprise Sanitation	Animal Control			$177.92				
43983	Wallace Vol. Fire Depart.	Funding Request							$3,000.00
43984	Emcore	Planned Maintenance	$2,446.25						
43985	Waste Management	609 W. Main St.	$244.06						

43988	Hart Office Solutions	Black Toner/Circuit Clerk	$150.00						
43989	R.D. Wilson	Neutral Germicidal/AnimalControl	$829.06						
43990	Thomson Reuters-West	Online Software	$553.52						
43991	Audubon Animal Control	Service/Animal Control			$973.44				
43992	Harrison Rural Electric	Various Locations		$2,735.65					
43993	Waste Management	Courthouse	$909.63						
44001	WV Regional Jail	Inmate Housing Charges / April 2023	$138,477.50						
44002	City Net	Monthly Recurring Charges	$11,199.02						
44003	Pitney Bowes	Mail Machine	$300.00						
44005	Advantage Occupational	Drug Screen	$55.00						
44006	Midwest Veterinary Supply				$2,255.63				
			$233,445.06	$5,156.82	$14,155.14	$15,387.78	$0.00	$0.00	$15,157.04
					Grand Total :	$283,301.84			

A-1

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, April 26, 2023, through Tuesday, May 2, 2023

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

On, Wednesday, April 26, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **ERNEST NILE GRIFFIN**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

A duly exemplified copy of the last will and testament of **NITA L BASSEL**, deceased, late a resident of ROBERTSON, TENNESSEE, was admitted to record.

On, Thursday, April 27, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **BENJAMIN TONY PORTARO**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

On, Friday, April 28, 2023, the following matters were disposed of in the presence of the Clerk:

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

LINDA HARDY, who was named in the last will and testament of **JOHN ALLAN SWINK**, 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, **KEVIN L STALNAKER** was appointed and qualified as ADMINISTRATOR of the estate of **RICHARD FRANK STALNAKER**, deceased. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, May 10, 2023

Confirmed

C-1

Sun Valley Public Service District
Regular Board Meeting

Tuesday
May 9, 2023
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 Budget for FY 2023-2024
6. Public Comments
7. Adjournment

C-2

Enlarged Hepzibah Public Service District
Regular Board Meeting

Monday
May 8, 2023
5:00PM

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 & Approve 5th Payment Request for Water Project
   B. Review, Discuss & Approve Budget for FY 2023-2024
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-3

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
May 9, 2023
4:00 pm

Appointments
4:00 pm – Call to order

ACTION ITEMS
1. Executive Session – Litigation discussion

Adjournment of meeting

"THIS IS AN EQUAL OPPORTUNITY PROGRAM. DISCRIMINATION IS PROHIBITED BY FEDERAL LAW." TO FILE A COMPLAINT OF DISCRIMINATION, WRITE USDA, DIRECTOR OFFICE OF CIVIL RIGHTS, 1400 INDEPENDENCE AVE., S.W., WASHINGTON, DC 20250-9410 OR CALL (800)795-3272(VOICE) OR (202)720-6382 (TDD).