Wednesday, June 28, 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
11:05 A.M. --- Leasing Summit Park park to West Virginia Girls Softball League --- Bobby Menendez
11:10 A.M. --- Update/Progress --- Mountain Trail Network --- Andrew Walker

NEW BUSINESS – Action Items for Consideration or Approval:
1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A. Terry Miller --- Resignation --- Animal Control --- Effective 6-21-2023**
   - **B. Tara Hodge --- Rehire --- Animal Control --- Effective 7-10-2023**
   - **C. Ian Gould --- Part Time Summer Help --- Parks & Recreation --- Effective 6-23-23**
   - **D. Lacy Ferrebee --- Part Time Summer Help --- Parks & Recreation --- Effective 6-28 -2023**
   - **E. Alyssa McElwee --- Part Time Summer Help --- Parks & Recreation --- Effective 6- 28-2023**
   - **F. Zack Swiger --- Part Time Summer Help --- Parks & Recreation --- Effective 6-28-2023**
4. **Minutes and /or Amended Minutes of Previous Meeting:**
   - **A. Regular Meeting Minutes --- June 7, 2023 (Draft)**
   - **B. Regular Meeting Minutes --- June 14 2023 (Draft)**
   - **C. Special Meeting Minutes --- June 22, 2023 (Draft)**
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A. Vendor List of Payments**
6. **Review – Discuss – Consider leasing Summit Park to West Virginia Girls Softball League**

7. Exonerations --- Corrective Tickets --- Joint Property Application
    A. Exonerations --- Exhibit A
8. Review – Discuss – Consider Order for Delinquent or Unprogressed Estates
9. Review - Discuss – Consider Promoting Michelle Tonkin to Director of Special Projects
10. Review – Discuss – Consider Hiring an Assistant Director for Parks & Recreation
11. Review – Discuss – Consider Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission:
    A. Requisition # 81 – Capitol Business Interiors - $45,835.54
12. Review – Discuss – Consider Budget Revision for County Clerk ---
    Exhibit - A
13. Review – Discuss – Consider Budget Revision for Sheriff's Department ---
    Exhibit - A
14. Review - Discuss – Consider Budget Revision for Prosecuting Attorney Office ---
    Exhibit - A
15. Review – Discuss – Consider Budget Revision for General County 001 ---
    Exhibit - A
16. Review – Discuss – Consider Budget Revision for Vital Services 027 ---
    Exhibit – A
17. Review – Discuss – Consider Budget Revision for Circuit Clerk
    Exhibit - A
18. Review – Discuss – Consider A Resolution creating two Funds WV Senate Bill 631 and House Bill 522 for the use of the County Clerk
19. Review – Discuss – Consider declaring properties located at: (1) 70 Coplin Ave. --- Daisy Hurst (2) 110 Coplin Ave. --- Michael Dent (3) 50 Walton Street --- Wilma Kay Jenkins and (4) 60 Walton street --- Charles and Bonnie Ramsey as emergency nuisances with in the frame work of the IPMC so that emergency measures/abatement can be commenced
20. Administrator's Report
21. Commissioner Comments – Questions

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

A. Weekly Fiduciary Report from the County Clerk
    1. 06-07-2023 thru 06-13-2023
    2. 06-14-2023 thru 06-20-2023
B. Monthly Fiduciary Commission Settlements: (NONE)
C. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service:
    1. Sun Valley PSD --- Regular Meeting Minutes --- 05-09-2023
    2. Sun Valley PSD --- Open Invoices --- 05-31-2023
    3. Greater Harrison PSD --- Regular Meeting Minutes --- 05-16-2023
    4. Greater Harrison PSD --- Meeting Agenda --- 06-15-2023
    5. Greater Harrison PSD --- Financials --- 05-01-2023 – 05-31-2023

6. East View PSD --- Regular Meeting Minutes --- 06-13-2023
7. Enlarged Hepzibah PSD --- Regular Meeting Minutes --- 05-08-2023
8. Enlarged Hepzibah PSD --- Financials --- 05-2023
9. Letter --- WV Extension --- Homespun News

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

T-1. Thrasher being Engineer of record for the Rail Trail and the Agreement (03-22-2023)

6. East View PSD --- Regular Meeting Minutes --- 06-13-2023
7. Enlarged Hepzibah PSD --- Regular Meeting Minutes --- 05-08-2023
8. Enlarged Hepzibah PSD --- Financials --- 05-2023
9. Letter --- WV Extension --- Homespun News

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

T-1. Thrasher being Engineer of record for the Rail Trail and the Agreement (03-22-2023)

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
6/21/2023		| | |-| | |-| | | | |
NAME Terry Miller		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT 716 / 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	☐ 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)_____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Ryder	DATE 6/21/2023

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3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
7/10/2023		| | |-| | |-| | | | |
NAME Tara Hodge		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT 716 / 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	☐ PROBATIONARY PERIOD COMPLETED
X 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) 4-3

$18.49/hour

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Tyler	DATE 6/21/2023

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3-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
		- -

NAME	ADDRESS
Ian S Gould	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE	$ 10.00	
☐ 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) SUMMER STAFF

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Michael Booth	DATE 6/23/23
HUMAN RESOURCES MANAGER	DATE

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3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
		| | |-| | |-| | | | |

NAME	ADDRESS
LACY FERREBEE	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	PT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE	$10.00	
☐ 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) SUMMER STAFF

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Michael J Book	DATE 6/23/23
HUMAN RESOURCES MANAGER	DATE

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3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
		| | |-| | |-| | | | |

NAME	ADDRESS
Alyssa McElwee	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	PT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE	$10.00	
☐ 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) SUMMER STAFF

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Michael J Booth	DATE 6/23/23
HUMAN RESOURCES MANAGER	DATE

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3-F

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
		| | |-| | |-| | | | |

NAME	ADDRESS
ZACK Swiger	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	PT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE	$10.00	
☐ 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) SUMMER STAFF

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Michael J Booth	DATE 6/23/23
HUMAN RESOURCES MANAGER	DATE

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4-A

At the regular meeting of the County Commission of Harrison County held on Wednesday June 7, 2023, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present was Micah Fisher, Deputy County Clerk and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

1. Public Comment Period: NONE

   11:00 A.M. --- To conduct a public hearing with respect to the proposed further amendment of Project No. 2 for the tax increment financing district in Harrison County designated "Harrison County Development District No. 3 White Oaks", and matters relating thereto.: Commissioner Thomas opened the public hearing. There was no one present to speak for or against. Commissioner Thomas closed the public hearing.

2. Consent Agenda: Trecost moved to approve. Commission concurred.
3. Payroll Change Notices: Trecost moved to approve. Commission concurred.
   - A. Samantha Elkins -- Promotion -- Prosecuting Attorney -- Effective 07-15-2023
   - B. Megan Fox -- 6 Hours Leave W/O Pay -- 911 -- Effective 05-24-2023
   - C. Joshua Gorrell -- New Hire -- Part Time Summer Help -- Maintenance -- Effective 06-12-2023
   - D. Matthew Shuttleworth -- New Hire -- Part Time Summer Help -- Assessor's Office -- Effective 05-30-2023
   - E. Christy Mundell -- Resignation -- Animal Control -- Effective -- 06-23-2023
   - F. T.A. Gordon -- Resignation -- Law Enforcement -- Effective -- 06-09-2023
   - G. Donald Kraemer -- New Hire -- Law Enforcement -- Effective -- 06-09-2023
   - H. Ryan Knapp -- New Hire -- Law Enforcement -- Effective -- 06-09-2023
   - I. Terrence Eakle -- New Hire -- Part Time Summer Help -- Maintenance – 06-12-2023
   - J. James Powell – New Hire – Part Time Summer Help – Maintenance – 06-12-2023
   - K. Parks & Recreation --- See Exhibit A

4. Minutes and /or Amended Minutes of Previous Meeting:
   A. Regular Meeting Minutes ---05-17-2023

   Trecost moved to approve. Commission concurred.
5. Requisitions --- Purchase Orders --- Invoices
   A. Vendor List of Payments

   Trecost moved to approve. Commission concurred.
6. Review – Discuss – Consider Budget Revision --- Park & Recreation add dollar amounts to the following line items --- Line 212 Printing --- $1,000.00 --- Line 216 M & R Repairs --- $2,000.00 --- Line 219 Rents --- $2,000.00 --- Line 221 Dues --- $500.00 --- Line 222 Dues --- $ 1,000.00 --- 223 Professional Services --- $1,500.00 --- Line 341 Materials & Supplies --- $4,000.00: Laura Pysz, County Administrator, explained the budget revisions and where the funds were moving from. Trecost moved to approve as stated by the County Administrator. Commission Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

11:05 A.M. --- Estate Hearing --- Allow Charlotte Henrey to administer the will of Ada B. Moses: There was no one present for the hearing. Hinkle moved to table the hearing until Charlotte Henrey can be present. 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:
   A. Requisition for Payment No. 5 --- Developer Reimbursements --- Various Vendors --- $335,378.55
   B. Requisition for Payment No. 25 --- MuniCap, Inc. --- $150.00
   C. Requisition for Payment No. 69 (06/07/23) --- MuniCap, Inc. & UMB Bank --- $23,002.25
   D. Requisition for Payment No. (06/07/23) --- MuniCap, Inc. & UMB Bank --- $14238.58

   Trecost moved to approve items A through D. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

11:10 A.M. --- Virginia Rockwell --- ATV Race --- Rockwell Hilly Farms – Enterprise WV --- 06 - 17th & 18th, 2023: Virginia Rockwell gave an overview of the event and wants publicity. Ms. Rockwell gave flyers out for the event. The event is scheduled for June 10th and 11th.

8. Review – Discuss – Consider Budget Revision --- Circuit Clerk --- $8,500.00 from 403-109 Extra Help add to 403-108 Overtime: Trecost moved to approve. Commission concurred.
9. Review – Discuss – Consider Budget Revision --- Circuit Clerk --- $1,000.00 from 403-109 Extra Help add to 403-221 Circuit Clerk Training Conferences: Trecost moved to approve. Commission concurred.

10. Review - Discuss – Consider Access and Remediation Letter Agreement between Harrison County Commission and Loy David Cummings: Charlotte Shaffer explained the agreement with Loy David Cummings. Trecost moved to approve. Commission concurred.
11. Review – Discuss – Consider Mylan Pharmaceuticals Inc. West Virginia State Wide Opioid Settlement Agreement: Laura Pysz-Laulis explained the agreement and advised that Mr. Madia will hopefully be coming in next week to give a status update. Trecost moved to affix signatures. Commission concurred.
12. Review – Discuss – Consider Purchasing an Explorer for OEM: Laura Pysz-Laulis explained that this is to purchase a vehicle for the towing and compliance officer which is under OEM. Hinkle explained the need of the new vehicle. Laura Pysz-Laulis advised that she did reach out to County mechanic and he advised that the current vehicle is fine for what the towing and compliance officer does throughout the County and does not recommend the purchase of a new vehicle. Hinkle moved to purchase the new vehicle for OEM. Commissioner Hinkle voted in favor. Commission Thomas and Commissioner Trecost voted against. Motion failed.
13. Review – Discuss – Consider A Resolution authorizing the acceptance of funds for the Harrison County Community Corrections Program: Michelle Tonkin from the grants department explained the grant. Trecost moved to accept and adopt. Commission concurred.
14. Review – Discuss – Consider Farmland Protection Board moving forward with the applications for Richard Law and David Romine to include title search, baseline, survey and appraisal: Bill Coffindaffer explained that both land owners are still in favor of moving forward with the applications. Trecost moved to approve moving forward with the application process. Bill Coffindaffer explained the explained the application process. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
15. Review – Discuss – Consider Engagement for Issuer's Counsel for all Bond Issues before the County Commission: Commissioner Hinkle advised that they are working with Bond Counsel and restructuring bonds. Tom Aman from Steptoe and Johnson explained Steptoe and Johnson's roll as both. Steptoe and Johnson feels comfortable doing both Bond Counsel and Issuers Counsel because the job does overlap. Commissioner Hinkle feels that there needs to be an agreement for an Issuers Counsel. Mr. Aman explained that if the Issuer Counsel is not someone that is already involved with this transaction it will take a lot to get them up to speed and this will be costly for the Commission. Trey Simmerman, County Attorney, advised that he does not feel comfortable taking this matter on as it is a unique segment of the law. There was discussion on whether there is a conflict with Steptoe and Johnson being the Bond Counsel and Issuer Counsel. Hinkle moved to have the County Commission to look into hiring Issuers Counsel for all TIFFs. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed.
16. Review – Discuss – Consider execution of Task Order with Thrasher related to completion of survey work required as parts of CSX Transportation, Inc. Sale Agreement: Laura Pysz-Laulis explained the task order. Trey Simmerman explained that time frame for the agreement with CSX. Trecost moved to have Thrasher start the survey immediately and affix signatures. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
17. Review – Discuss – Consider to act upon a proposed Resolution regarding the submission

of the Tax Increment Financing Application with respect to the proposed further amendment of White Oaks Project No. 2 for the tax increment financing district in Harrison County designated "Harrison County Development District No. 3 – White Oaks", and the submission of an application to the West Virginia Department of Economic Development for approval therewith and matters relating thereto.
Hinkle moved to approve. Tom Aman explained the existing project plan and the proposed resolution. Commission concurred.

18. Review – Discuss – Consider status of ongoing efforts to restructure Special District Excise Tax Revenue Bonds and Property Tax Increment Revenue Bonds issued by the Commission for the Charles Pointe project (Potential executive session pursuant to W.Va. Code 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 state or any political subdivision): Tom Aman advised that he would like to update the Commission on this matter but would like to do so in executive session. Trecost moved to enter into executive session per W.Va. Code 6-9A-4(b)(9). Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

Entered into executive session.

Trecost moved to enter back into regular session. Commission concurred. There is no action being taken on this matter.

19. Review – Discuss – Consider Budget Revisions for Vital Services: NONE
20. Administrator's Report: NONE
21. Commissioner Comments – Questions: NONE

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

_____ _____

Susan Thomas, President Date

4-B

At the regular meeting of the County Commission of Harrison County held on Wednesday June 14, 2023, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were Laura Pysz-Laulis, County Administrator, and John Spires, County Clerk. Commissioner Thomas opened the meeting, said a prayer and led those present in the Pledge of Allegiance to the Flag.

1. Public Comment Period: NONE
2. Consent Agenda: Hinkle moved to approve. Commission concurred.
3. Payroll Change Notices: Hinkle moved to approve. Commission concurred.
   - A. Terry Miller --- New Hire --- Animal Control --- Effective 07-10-2023
   - B. Melissa Riley --- New Hire --- Extension Office --- Effective 06-26-2023
   - C. Derek Marsh --- New Hire --- Courthouse Security --- Effective 06-15-2023
   - D. Doug Comer --- Resignation --- Parks & Recreation --- Effective 06-24-2023
4. Minutes and /or Amended Minutes of Previous Meeting: (NONE)
5. Requisitions --- Purchase Orders --- Invoices: Hinkle moved to approve items A through C. Commission concurred.
   - A. Exhibit A --- Lake Floyd PSD --- Sewer Project --- Requisition #5 (included in Payables)
   - B. Exhibit B --- Enlarged Hepzibah PSD --- Water System Improvement --- Requisition #2 (included in Payables)
   - C. Exhibit C --- Vendor List of Payments
6. Exonerations --- Corrective Tickets --- Joint Property Application: Hinkle moved to approve. Commission concurred.
   - A. Exhibit A – Exonerations
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. (06/14/2023)

   Hinkle moved to approve. Commission concurred.
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: Commissioner Hinkle advised to handle this matter along with item ten in executive session.

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)

11. Review – Discuss - Consider Budget Revisions --- General Fund 001: Laura Pysz-Laulis spoke of budget revisions to make sure accounts are not in the negative. Hinkle moved to approve. Commission concurred.

12. Review – Discuss – Consider Budget Revisions --- Vital Services 027: Laura Pysz-Laulis spoke of Vital Service revision to cover a negative balance. Hinkle moved to approve. Commission concurred.

9:05 A.M. --- Proclamation --- WV Alzheimer's and Dementia Awareness Day --- William O'Field: Commissioner Thomas read and presented the proclamation that discussed Alzheimer's and Dementia statistics. The County Commission hereby declares June 14, 2023 as "WV Alzheimer's and Dementia Awareness Day".

10. Review – Discuss – Consider Green River Group, LLC proposal re: Change Order Number 3 related to Harrison County General Service Annex Building – Demolition Package --- (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 for reason set forth in the agenda items. Commission concurred.
Hinkle moved to enter into regular session. Commission concurred. Hinkle moved to have County Attorney and staff to get with Green River and execute a payment as they work out. Commission concurred.

13. Administrator's Report: Laura Pyz-Laulis advised that there will not be a Commission Meeting next week.

14. Commissioner Comments – Questions: Commissioner Hinkle advised that he would like to eliminate some tabled items. Hinkle moved to remove item T1 through T5. Commission concurred. Commissioner Thomas spoke her concerns of not following purchase policy on purchases over $15,000.00.

Hinkle moved to adjourn. Commission concurred.

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

Susan Thomas, President

Date

DRAFT

4.C

At the special meeting of the County Commission of Harrison County held on Thursday June 22, 2023, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present was John Spires, County Clerk, and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting.

1. Payroll Change Notices: Trecost moved to approve. Commission concurred.
   A. Megan Fox --- Leave W/O Pay --- 911 --- Effective 06-09-2023
2. Requisitions --- Purchase Orders --- Invoices: There was discussion of two requisitions that are being looked at further. Laura Pysz-Laulis advised that the two being discussed are for Truist in the amount of $3,311.56 and $432.49. Trecost moved to approve all but the two as stated by the County Administrator. Commission concurred.
   A. Vendor List of Payments
3. Review – Discuss and take action on proposal of real estate collateral at Charles Pointe Crossing in connection with Series 2008 Property Tax Bonds and Series 2019 Excise Tax Bonds previously issued by the County Commission – possible executive session (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): Tom Aman from Steptoe and Johnson, Bond Counsel, spoke on the continuation of bonds. Mr. Aman gave an overview of what has taken place regarding Menards and twenty three acres since 2019. Mr. Aman presented the Commission with terms of a proposed agreement. Commissioner Trecost summarized the use of two million for engineering and architect fees. Commissioner Hinkle asked about requisition 36 and 01 which are requisitions for Series 2019 A and 2019 C, plus Construction Contingency from the Charles Pointe Economic Opportunity Development District bonds. Mr. Aman spoke on Genesis paying that cost.
   Commissioner Trecost moved to approve the term sheet as presented for the subordination of the bond collateral at Charles Pointe Crossing to allow interstate retail to develop and proceed. Commissioner Hinkle questioned item three

attachment A, stating nothing in agreement to finish the pad. After some discussion, the motioned was called to question and Commission concurred.

Commissioner Trecost moved to adjourn. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

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

_____ _____

Susan Thomas, President Date

DRAFT

5-A

Date of Meeting	June 28, 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
County Commission	John Deere Financial	Weed Killer/Rail Trail	$287.98						
County Commission	Mon Power	Courthouse/Annex	$18,715.12						
County Commission	WV Corp	Workers Compensation	$32,572.75						
County Commission	WV Corp	Contract for Insurance/Commission	$366,390.00						
County Commission	WV State Tax Department	State-Wide Computer/Assessor's	$34,254.51						
County Commission	Hope Gas	Public Safety Building	$45.01						
County Commission	Town of Nutter Fort	Public Safety Building	$484.73						
County Commission	Monthly Agreement	Mircosoft License/Courthouse	$3,486.00						
County Commission	Clarksburg Water Board	633 W. Pike Street	$82.87						
County Commission	Hope Gas	WV Extension Office	$30.68						
County Commission	Stationers	Toner /County Clerk	$828.18						
County Commission	State Electric	Maintenance Supplies/GSA	$53.37						
County Commission	U S Cellular	Cellular Account	$108.85						
County Commission	Laura Pysz	Travel Reimbursement	$48.73						
County Commission	Lumberport VFD	Reimbursement of Invoices	$7,571.05						
County Commission	Advantage Technology	License/ Courthouse	$3,810.00						
County Commission	WV Pros. Atty. Institute	Statutory Premium /FY 2024	$4,800.00						
County Commission	WV Association of Counties	WVACo Memembership Dues	$6,500.00						
County Commission	UniFirst	Carpet Runner Rentals/Courthouse	$149.70						
County Commission	MCM Business System	Copier Rental/Planning	$277.43						
County Commission	MCM Business System	Various Copier Rentals	$400.90						
County Commission	Chem-Aqua	Broiler Water Treatment	$300.00						
County Commission	A-1 Exterminating Co	Pest Control	$173.25						
County Commission	Hope Gas	Quiet Dell School	$84.37						
County Commission	Hart Office	Copier Rental/County Clerk	$49.09						
County Commission	State Electric	Maintenance Supplies/Courthouse	$64.32						
Park & Rec.	Marsh Lumber	Supplies			$137.71				
Park & Rec.	Lowe's	Supplies			$818.52				
Park & Rec.	Reep Graphics	Shirts			$1,209.36				
Park & Rec.	First Citizens Bank	Copier Rental			$344.00				
Park & Rec.	Krogers	Food /Summer Playgrounds			$133.19				
Park & Rec.	McCartys Portable Toilet	Portable Toilet Various Parks			$1,075.00				
Park & Rec.	BSN Sports	Various Items			$1,206.01				
Park & Rec.	Mon Power	Spelter Park			$11.90				
Park & Rec.	James & Law	Office Supplies			$35.79				
Park & Rec.	U S Bank	Various Items			$1,092.60				
Park & Rec.	Donna Stuart	Reimbursement			$147.77				

Curtiz Diaz	Curtiz Diaz	Wellness Reimbursement	$96.00						
Animal Control	Safe Life Defense	Name Tag			$20.66				
Animal Control	Hope Gas	Animal Control Center			$77.65				
Planning Dept.	Charlotte Shaffer	Reimbursement/Door Hangers	$53.35						
911 Center	Frontier	Phone Service / 911		$5,803.44					
911 Center	John Deere Financial	Weed Killer/Shinnston Tower		$112.99					
911 Center	John Deere Financial	Weed Killer/Salem Tower		$112.99					
911 Center	Mon Power	Salem Tower		$590.31					
OEM	Home Depot	Shelving Unit			$477.00				
Tax Office	Stationers	Office Supplies	$122.94						
Tax Office	Truist Bank	Keys	$6.70						
Tax Office	Casto & Harris	Books for Taxes	$1,910.55						
Tax Office	CDWG	Monitors	$1,254.41						
Tax Office	Truist Bank	Various Charges	$3,675.88						
Tax Office	Exponent Telegram	Deliquent Tax Notices	$44,699.81						
Tax Office									
Law Enforcement	James & Law	Office Chair / Staging	$402.00						
Law Enforcement	U S Cellular	Cellular Account	$176.33						
Law Enforcement	Skasiks Cleaners	Dry Cleaning/Process	$162.50						
Law Enforcement	Robin's Perfect Fit	Alterations/Security		$4.00					
WV Extension	John Wickline	Travel Reimbursement	$661.44						
WV Extension	Jennifer Friend	Travel Reimbursement	$80.50						
Pros. Atty	Truist Bank	Various Charges	$483.99						
Pros. Atty	WV State Bar	Bar Dues	$3,000.00						
Pros. Atty	Truist Bank	Various Charges	$12,619.70						
Pros. Atty	WV Pros. Atty Association	WVPAI Summer Seminar	$3,680.00						
Pros. Atty	AT&T Mobility	Phone Service	$136.50						
Pros. Atty	Exponent Telegram	Yearly Subscription	$190.08						
Pros. Atty	Rachel Romano	WVPAI Summer Seminar	$271.50						
Pros. Atty	Laura Pickens	WVPAI Summer Seminar	$271.50						
Pros. Atty	John Lanham	WVPAI Summer Seminar	$271.50						
Pros. Atty	William Walker	WVPAI Summer Seminar	$271.50						

Pros. Atty	Brad Pustolski	WVPAI Summer Seminar	$271.50						
Pros. Atty	James Armstrong	WVPAI Summer Seminar	$271.50						
Pros. Atty	Gina Jones	WVPAI Summer Seminar	$271.50						
Pros. Atty	Andrea Roberts	WVPAI Summer Seminar	$271.50						
Pros. Atty	Alex Harclerode	WVPAI Summer Seminar	$271.50						
Pros. Atty	Patricia Dettori	WVPAI Summer Seminar	$271.50						
Pros. Atty	Kim Martin	WVPAI Summer Seminar	$271.50						
Pros. Atty	Kasi Maxwell	WVPAI Summer Seminar	$271.50						
Pros. Atty	Erin Minor	WVPAI Summer Seminar	$271.50						
Pros. Atty	Kim Reed	WVPAI Summer Seminar	$271.50						
Pros. Atty	Christen Tomes	WVPAI Summer Seminar	$271.50						
Pros. Atty	John Madia	WVPAI Summer Seminar	$271.50						
Pros. Atty	Tina Marshall	WVPAI Summer Seminar	$271.50						
Pros. Atty	Danielle Rinker	WVPAI Summer Seminar	$271.50						
Pros. Atty	LeAnn Shuck	Wellness Reimbursement	$21.40						
Pros. Atty	Positive Promotions	Materials & Supplies	$10,825.41						
Pros. Atty	Lowe's	Various Charges	$508.98						
Pros. Atty	James & Law	File Cabiner	$791.00						
Pros. Atty	Advantage Technology	Computers	$4,470.50						
Pros. Atty	Staples	Various Charges	$3,336.92						
Pros. Atty	Harrison Co. Bar Dues	2023 Dues	$450.00						
County Clerk	Casto & Harris	Poll Book Paper	$300.00						
County Clerk	Casto & Harris	Privacy Sleeves	$1,300.00						
HC Senior Center	Chem-Aqua	Broiler Water Teatment			$261.05				
Circuit Clerk	Truist Bank	Circuit Clerks Meeting	$692.45						
			$582,565.23	$6,623.73	$7,048.21	$0.00	$0.00	$0.00	$0.00
					Grand Total :	$596,237.17			

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Exhibit A Exonerations	Amount
PP - 316 ACAR Leasing	$493.77
PP - 317 Jakes Concrete LLC	$197.26
PP - 318 Southern Tara	$298.25
TOTAL:	$989.28

PP 316

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 28th day of June, 2023 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **ACAR LEASING LTD DBA GM FINANCIAL** whose address is, PO BOX 1990 FORT WORTH, TX 76101, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **692287** on **2021 Chevy Equinox (3GNAXUEV6MS123139)**, Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **676222**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **16065**. 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 2021 Chevy, the vehicle was retitled in Florida May 2021. Exonerate a value of (16065) at a class rate of levy to correct the overcharge. Please remove the 21 Chev Equi (16095) from the vehicle description.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3062645**
Ticket No. **521392**
Tax Year **2022**

Amount Exonerated: $493.77

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP317

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 28th day of June, 2023 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **JAKES CONCRETE LLC %DARRELL S TICHINEL** whose address is, 872 HORNORS RUN RD SHINNSTON, WV 26431, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **45621** on **2015 Nissan NV**, Class **3/4** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **37251**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **8370**. 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 2015 Nissan, the vehicle is assessed and paid inm Taylor County #20090035. Exonerate a value of 8370 at a class 3 rate of levy to correct the overcharge. Please remove the 15 Niss NV35 (8370) from the vehicle description.

District: **05 - CLAY-OUTSIDE**
Account No. **3038807**
Ticket No. **507307**
Tax Year **2022**

Amount Exonerated: $197.26

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

PP 3/8

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 28th day of June, 2023 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **SOUTHERN TARA** whose address is, 750 West Orange GRF Apt 4207 Tucson, AZ 85704, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **9600** on **2014 Jeep Wrangler**, 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 **2022**, resulting in a difference in assessed value of **9600**. 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 2014 Jeep, vehicle was retitled September 2020. Cancel this ticket and mark improper for the 2022 tax year.

District: **08 - COAL-CLARKSBURG**
Account No. **3058660**
Ticket No. **512778**
Tax Year **2022**

Amount Exonerated: $298.25

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR Joseph A Romano

9

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

GENERAL
ORDER TO SHOW CAUSE
AGAINST
DELINQUENT OR UNPROGRESSED ESTATES

Pursuant to the provisions of West Virginia Code § 44-2-19a, the County Commission, having received on the 28 day of JUNE, 20 23, the Report of the Clerk of the County Commission in due form concerning estates in which the filing of any paper is delinquent or estates which have not been duly closed within a period of three years from the opening of such estate and in which no progress, or in the opinion of the Clerk of the County Commission unsatisfactory progress, has been made toward the settlement of such estate, does hereby **ORDER** that the appointed personal representatives appearing on the attached List are directed to file a statement to show cause why the County Commission should not find the personal representative delinquent in his or her administration of the respective estate and why the County Commission should not remove the personal representative from office, administratively close the estate, or take such other action against the personal representative as may be proper as allowed by the laws of the State of West Virginia.

The Clerk of the County Commission is directed as provided by law to mail a certified copy of this Order specific to each such personal representative at the last known address appearing in the records of the County Clerk and to mail a copy thereof to the heirs at law, beneficiaries under the will, any creditors who have filed claims which are not released, any surety on any bond, and any other person interested in the respective estate at their last known addresses appearing in the records of the County Clerk.

Each such personal representative is hereby **DIRECTED** and **NOTIFIED** that he or she shall have thirty (30) days after the mailing of the specific Order to Show Cause to file properly any delinquent documents required for the administration of the estate or to file a verified statement under oath with the Clerk of the County Commission stating why he or she should not be found delinquent in the administration of the respective estate and should not be removed from office or the estate administratively closed as allowed by law.

All of which is accordingly **ADJUDGED**, **ORDERED**, and **DECREED** this ____ day of

_____, 20____.

County Commissioner, President

County Commissioner

County Commissioner

ATTACHMENT: List of Estates

LIST OF DELIQUENT OR UNPROGRESSED ESTATES
REPORT OF THE COUNTY CLERK **DATED: June 30, 2023**
PURSUANT TO WEST VIRGINIA CODE 44-2-19a

Decedent's Name	Personal Representative	Date of Death	Date of Appointment
Robert Lewis Beasi	John M Beasi	11/1/2019	12/11/2019
Raymond Lyle Bell	Nancy Bell	4/15/2018	1/30/2020
Janet Sue Bowman	Wayne Bowman	11/10/2019	2/6/2020
Barbara Ann Davis	Rebecca Jane Davis	5/16/2019	9/3/2019
Mary W Dietz	Tina Rush	5/4/2018	3/10/2020
Terry Lynn Drain	Nathaniel Scott Drain	4/10/2019	5/2/2019
Marjorie Symons Allen Faris	David A Faris	11/5/2019	11/22/2019
June M. Fisher	David W. Bolyard	3/7/2019	4/11/2019
Virginia F Folio	James A Terango	4/16/2020	6/18/2020
Zackery Michael Hardman	Wendy Lynn Hardmn & Donnie Lynn Hardman	5/13/2018	5/24/2018
Sharron H Hardy	Mark E Stevens	11/23/2019	1/13/2020
Ilona P. Harris	Travis L. Strader	10/14/2019	10/22/2019
Margaret K Hickman	Vada L Hickman	5/24/2012	7/13/2012
Judith Ann Huntermark	Eugene David Huntermark	9/11/2019	11/15/2019
John J Jones Jr.	Carolyn Jones	10/20/2019	2/13/2020
Glenn Joel Kirkpatrick	Charles A. Kirkpatrick	2/25/2019	3/28/2019
Maxine Lewis	Calvin "Gene" Lewis	1/17/2020	1/22/2020
Christopher B Lilly	Lisa Gail Lilly	4/29/2020	6/30/2020
Michael Lee Lyons Sr.	Michael Lee Lyons Jr.	1/19/2020	6/26/2020
Lalah R. Martin	Jackson Anderson	10/24/1994	12/19/1994
Richard Lee McIntyre	Travis McIntyre	4/14/2016	5/3/2016

Lucille B Morgan	Samuel Bonasso & Russell Bonasso	1/24/2006	2/15/2006
Larry Samuel Policano Jr.	Nicholas Babbis	7/23/2019	10/16/2019
Melinda Lee Pritchard	Bradley Pritchard & Brain Pritchard	1/14/2019	1/18/2019
Teresa Robinson	James Lee Robinson Jr.	1/18/2017	4/27/2017
Nancy Carole Shaffer	Donna McElwain & Barbara Bowman	8/15/1997	9/10/1997
George Nelson Shaw Sr.	Norma E Shaw	4/10/2018	4/7/2020
Rhonda Jean Singleton	Clarissa Marie Lipscomb	11/23/2019	6/29/2020
Sherman Jennings Snider Jr.	Sherman Jennings Snider III	10/30/2019	1/31/2020
Bertha L Snyder	Janet Sponaugle	9/25/2018	10/1/2018
Hubert D Stout	Denny Stout & Terry Stout	3/30/2013	5/25/2016
Joyce Ann White	Dixie Smith	7/24/2019	8/22/2019
Thomas Gilbert Woodson	Bonnie Sue Woodson	2/26/2018	9/18/2019

11-A

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

REQUISTION FORM

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

Ms. LaShawnda K. Fogle

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

1) Requisition Number: #82
2) Capitol Business Interiors
   711 Indiana Ave.
   Charleston, WV 25302
3) Amount: $45,835.54

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

B. The total obligation on account of which the payment requested herein is to be made is a total of $45,835.54 of which $ 0.00 has previously been paid, and $45,835.54 remains outstanding with above amount now due and payable.

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

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

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

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

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

Dated this the _____ day of _____, 20 ____.

THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

By: _____

Its: _____

Schedule I for Requisition #82

REIMBURSEMENT AND THIRD PARTY PAYMENTS

(1) Reimbursement to Issuer or Harrison County Commission:

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

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

	Vendor	Description of Expense	Approval Date	Amount
a.	Capitol Business Interiors	Furnishings	28-Jun-23	$45,835.54
b.				
c.				
d.				
e.				
f.				
Total				

(3) Total amount of disbursements pursuant to this Requisition: $ 45,835.54

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

Approval Signature

Date

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: HARRISON CO. COMMISSION
301 W MAIN ST.
CLARKSBURG, WV 26301

PROJECT: GENERAL SERVICES BLDG.
229 THIRD ST
CLARKSBURG, WV 26301

APPLICATION NO: 2
PERIOD TO: 3/13/23 - 3/17/23
CONTRACT FOR: FURNISHINGS
CONTRACT DATE: 2/28/22
PROJECT NOS: / /

Distribution to:
OWNER ☐
ARCHITECT ☑
CONTRACTOR ☐
FIELD ☐
OTHER ☐

FROM CONTRACTOR:
CAPITOL BUSINESS INTERIORS
711 INDIANA AVE
CHARLESTON, WV 25302

VIA ARCHITECT: SILLING ARCH.
405 CAPITOL ST
UPPER ATRIUM
CHAS WV 25301

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	$	451,569.98
2. NET CHANGE BY CHANGE ORDERS	$	6,785.42
3. CONTRACT SUM TO DATE *(Line 1 ± 2)*	$	458,355.40
4. TOTAL COMPLETED & STORED TO DATE *(Column G on G703)*	$	458,355.40
5. RETAINAGE:		
a. 10 % of Completed Work *(Columns D + E on G703)*	$	45,835.54
b. ____ % of Stored Material *(Column F on G703)*	$	—
Total Retainage *(Lines 5a + 5b, or Total in Column I of G703)*	$	45,835.54
6. TOTAL EARNED LESS RETAINAGE *(Line 4 minus Line 5 Total)*	$	412,519.86
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT *(Line 6 from prior Certificate)*	$	412,519.86
8. CURRENT PAYMENT DUE	$	45,835.54
9. BALANCE TO FINISH, INCLUDING RETAINAGE *(Line 3 minus Line 6)*	$	0

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 6,785.42	$
Total approved this month	$ 0	$
TOTAL	$ 6,785.42	$
NET CHANGES by Change Order	$ 6785.42	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: Linda K Dunlap Date: _____
State of:
County of: Kanawha
Subscribed and sworn to before me this 14th day of May 2023
Notary Public: Brenda Johnson
My commission expires: January 22, 2025

Official Seal
Notary Public, State of West Virginia
Brenda Johnson
2302 Blackwell Drive
Charleston, WV 25387
My Commission Expires January 22, 2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ 45,835 54

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: _____ Date: 6-15-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 3/17/23
PERIOD TO: 3/13/23 - 3/17/23
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
1	FURNISHINGS BID #1+#2	451,569.98	406.412.98	0	0	451,269.98	100%	0	45,156.99
2	CHANGE ORDER – EXTRA PRODUCT	6,785.42	6806.58	0	0	6,785.42	100%	0	678.54
	GRAND TOTAL	458,355.40	412,519.86	0	0	458355.40		0	45,835.58

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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1D1210ACD44

12-A

JOHN SPIRES

HARRISON COUNTY CLERK

Phone: 304-624-8675 • Fax: 304-624-8575 • Email: jspires@harrrisoncountywv.com
301 W. Main Street • Clarksburg, West Virginia 26301

June 21, 2023

Harrison County Commission
Susan Thomas
David Hinkle
Patsy Trecost

Commissioners,

Please make the following transfers regarding my current budget for fiscal year 2022-2023:

INCREASE

402-106-00	RETIREMENT	$1,000
402-341-00	MATERIALS & SUPPLIES	$1,000

DECREASE

402-342-00	RECORD BOOKS	$2,000

Thank you in advance for your time and consideration with this matter.

John Spires
Harrison County Clerk

13-A

HARRISON COUNTY
SHERIFF AND TREASURER

ROBERT G. MATHENY

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
PHONE (304) 624-8550 FAX (304) 624-8734

June 16, 2023

Harrison County Commission
301 West Main St
Clarksburg, WV 26301

Dear Commissioners:

Please make the following line item budget revisions to the current 2022-2023 budget:

700-Law Enforcement
Transfer $406.19 from line item 700-222 to 700-341
Transfer $251.79 from line item 700-459 to 700-345
Transfer $3,663.81 from line item 700-216 to 700-221
Transfer $1,368.65 from line item 700-211 to 700-219
Transfer $196.32 from line item 700-214 to 700-219
Transfer $114.18 from line item 700-216 to 700-219
Transfer $16.81 from line item 700-222 to 700-219
Transfer $2,683.30 from line item 700-225 to 700-219
Transfer $811.48 from line item 700-233 to 700-219
Transfer $433.12 from line item 700-233 to 700-223
Transfer $1,117.85 from line item 700-459 to 700-223
Transfer $4,805.64 from line item 700-112 to 700-223
Transfer $4,500.00 from line item 700-103-04 to 700-109
Transfer $30,000.00 from line item 700-103-00 to 700-103-03
Transfer $15,000.00 from line item 700-103-04 to 700-103-03

701-Process
Transfer $91.11 from line item 701-112 to 701-219
Transfer $257.50 from line item 701-225 to 701-459
Transfer $105.87 from line item 701-341 to 701-345

Thank you for your consideration in this matter.

Sincerely,
Robt G. Matheny, Sheriff
Robert G. Matheny, Sheriff

703-Staging
Transfer $16,000.00 from line item 703-103 to line item 703-109

14-A

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

Memo

To: Laura Pysz

From: Rachel Romano

Date: June 22, 2023

Re: Budget Revision

Please make the following line item budget revisions to the current 2022-2023 budget for the Prosecuting Attorney's Office:

From:

405-103	Employee Salary	$ 16,300.00
405-108	Overtime	$ 825.00
405-109	Extra Help	$ 2,645.00
405-212	Printing	$ 635.00
405-221	Training	$ 375.00
405-222	Dues/Subscriptions	$ 645.00
405-223	Professional Services	$ 1,890.00
405-230	Contracted Services	$ 3,340.00
405-233	Investigations	$ 150.00
405-240	Reimbursement	$ 100.00
405-459	New Equipment	$ 440.00
		$ 27,345.00

To:

405-214 Travel	$ 11,475.00
405-341 Materials & Supplies	$ 15,700.00
405-349 Charges Other Government	$ 170.00
	$ 27,345.00

Rachel Romano

Signature Line

General Fund FUND - BUDGET REVISION

15-A

					$ -	

Department: County Commission

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
001-401-104-00	Co Commission FICA	$ 59,695	$ 6,000	$ -	$ 65,695	Additional Funding
001-401-105-00	Co Commission Insurance	$ 1,350,000	$ -	$ 12,000	$ 1,338,000	Reduction - Transfer
001-401-109-00	Extra Help	$ 28,000	$ 8,000	$ -	$ 36,000	Additional Funding
001-401-223-01	Professional Services	$ 91,092	$ -	$ 27,006	$ 64,086	Additional Funding
001-401-226-00	Co Commission Official Bonds	$ 174,500	$ 2,500	$ -	$ 177,000	Additional Funding
001-401-458-08	Airport Property	$ 420,000	$ 2,506	$ -	$ 422,506	Additional Funding
001-401-459-00	Co Comm Cap Outlay	$ 81,000	$ 20,000		$ 101,000	Additional Funding
						Within Account line item adjustments
	Department Net Revision:		$ 39,006	$ 39,006		

Department: Extension Office

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
001-412-103-00	Ext Office Salaries	$ 122,000	$ -	$ 1,150	$ 120,850	Reduction - Transfer
001-412-108-00	OVT/Employees/Extension	$ 4,500	$ 1,000	$ -	$ 5,500	Additional Funds
001-412-112-00	Longevity	$ 900	$ 150	$ -	$ 1,050	Additional Funds
	Department Net Revision:		$ -	$ -		Within Account line item adjustments

Department: **Courthouse**

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
001-424-104-00	Courthouse FICA	44,000	6,000		$ 50,000	Additional Funds
001-424-109-00	Extra Help	40,000	11,000		$ 51,000	Additional Funds
001-424-213-00	CTH Utilities	480,000	25,000		$ 505,000	Additional Funds
001-424-230-00	Courthouse Contractual	355,000	12,000		$ 367,000	Additional Funds
001-424-341-00	CTH Materials & Supplies	145,000	10,000		$ 155,000	Additional Funds
001-424-458-01	Rails to Trails Project	150,000	0	64000	$ 86,000	Reduction - Transfer

	$ 64,000	$ 64,000	Within Account line item adjustments
Department Net Revision:	$ -		

16-A

Vital Services Levy

Department: 711 Emergency Services

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
027-711-223-00	Professional Services	$ 22,150		$ 6,000	$ 16,150	Decrease Funding
027-711-213-00	Utilities	$ 5,000	$ 6,000	$ -	$ 11,000	Increase Funding

Department Net Revision: $ -

Department: Animal Control Facility

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
027-716-103-00	Salaries/ EM / AC	$ 204,300	$ -	$ 700	$ 203,600	Decrease Funding
027-716-211-00	Telephone	$ 5,500	$ 700		$ 6,200	Additional Funding

Department Net Revision: $ -

Department: Senior Citizens

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
027-952-215-00	SR Citizens M&R Building	$ 17,603	$ -	$ 1,002	$ 16,601	Decrease Funding
027-952-566-00	Contributions Salellites	$ 52,000	$ 1,002	$ -	$ 53,002	Increase Funding

Department Net Revision: $ -

17-A

Clerk of the Circuit Court
Harrison County

Albert F. Marano

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

Telephone (304) 624-8635
Fax (304) 624-8710

Lori A. Thomas
Chief Deputy

June 23, 2023

Honorable Harrison County Commission
301 W Main St.
Clarksburg WV. 26301

Dear Commissioners:

Please transfer $2507.50 from Extra Help 403-109 to the following line items Circuit Clerks Retirement 403-106 $2500.00, Longevity 403-112 $7.50, for a total of $2,507.50.

Thank you in advance for your time and consideration in this matter.

Sincerely,

Albert F. Marano
Circuit Clerk



HARRISON COUNTY COURT HOUSE

Harrison County Commission

301 West Main Street
Clarksburg, West Virginia 26301
304-624-8500
FAX 304-624-8673

18

Commissioners
David L. Hinkle
Susan J. Thomas
Patsy Trecost II

RESOLUTION

WHEREAS, the WV Senate Bill 631 & House Bill 522 has created 2 funds for the use of the County Clerk;

WHEREAS, the first Fund # is 61 and designated as the County Clerk Election Administration Fund;

WHEREAS, the second Fund # is 62 and designated as the County Clerk Real Property E-Recording Act Fund;

WHEREAS, any monies that are deposited into two separate funds for use in improving election administration, infrastructure, and security, and other purposes relating to the office of the clerk of the county commission, shall be in addition to and separate from typical county budget allocations;

WHEREAS, the said Senate Bill states that the monies in these accounts shall not be cause to reduce the budget of the County Clerk;

NOW, THEREFORE BE IT RESOLVED that the Harrison County Commission does hereby establish both funds known as the County Clerk Election Administration Fund and County Clerk Real Property E-Recording Act Fund and that the checks of said funds be signed by the President of the Harrison County Commission, the Clerk of the County Commission and the Sheriff and Treasurer of Harrison County.

APPROVED THIS _____ DAY OF _____, 2023.

Attest: _____
John R. Spires – County Clerk

_____
Susan J. Thomas - President

19-1

NOTICE OF VIOLATION

Location: 70 COPLIN AVENUE CLARKSBURG

Owner or Lessee: DAISY HURST

In Care of: _____

Address: PO BOX 386 ANMOORE

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: APRIL 20, 2023

Copy Received by: _____

Code Enforcement Officer: Robert Leonard

7018 1830 0001 3940 4777

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

Postmark Here

Postage
$

Total Postage and Fees
$

Sent 4/20/2023

Sent To
Daisy Hurst
Street and Apt. No., or PO Box No.
70 Coplin Ave.
City, State, ZIP+4®
Clarksburg WV 26301

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

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

Daisy Hurst
P.O. Box 386
Anmoore, WV
263230386

9590 9402 4664 8323 2206 15

2. Article Number (Transfer from service label)

7018 1830 0001 3940 4777

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

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3. Service Type

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

Harrison County Planning Department
301 West Main Street
Clarksburg, WV 26301

CERTIFIED MAIL

7018 1830 0001 3940 4777

CHARLESTON WV 250
APR 2023 PM 1

US POSTAGE PITNEY BOWES
ZIP 26301 $ 008.10⁰
02 4W
0000387368 APR 20 2023

Daisy Hurst
P.O. Box 386
Anmoore, WV

NIXIE 250 CC 1 2204/26/23
RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD
BC: 26301295599 *0671-01375-20-43

UTF
26301>295 $
26323-038686


Apr 25, 2023 12:59:29 PM
95 Coplin Avenue
Clarksburg
Harrison County
West Virginia

19-2

NOTICE OF VIOLATION

Location 110 COPLIN AVE

Owner or Lesee: MICHAEL DENT

In Care of: _____

Address: _____

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: APRIL 20, 2023

Copy Received by: _____

Code Enforcement Officer: Robert Leonard

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- ☐ Adult Signature Required $ ____
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Postage
$

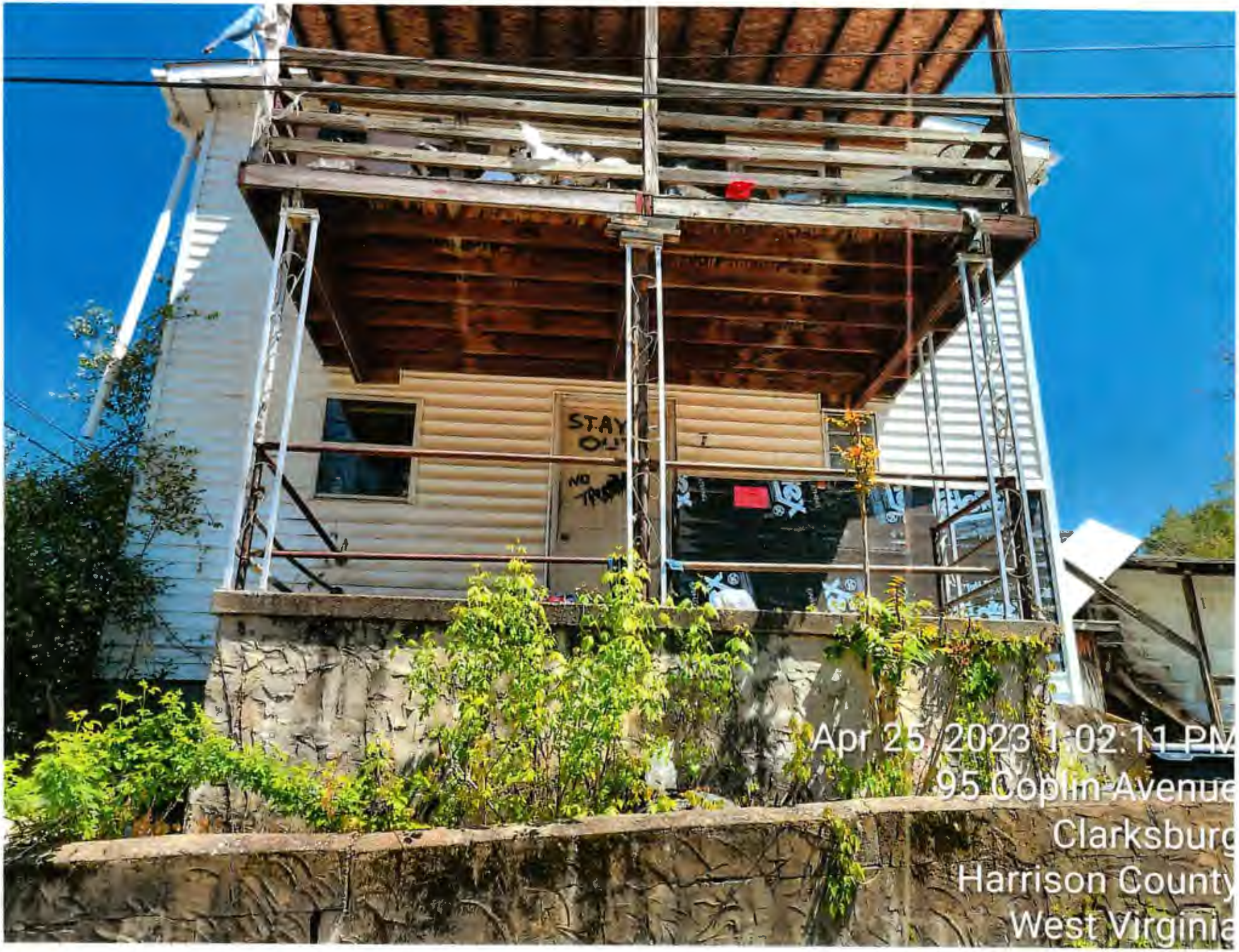
Total Postage and Fees
$

Postmark Here

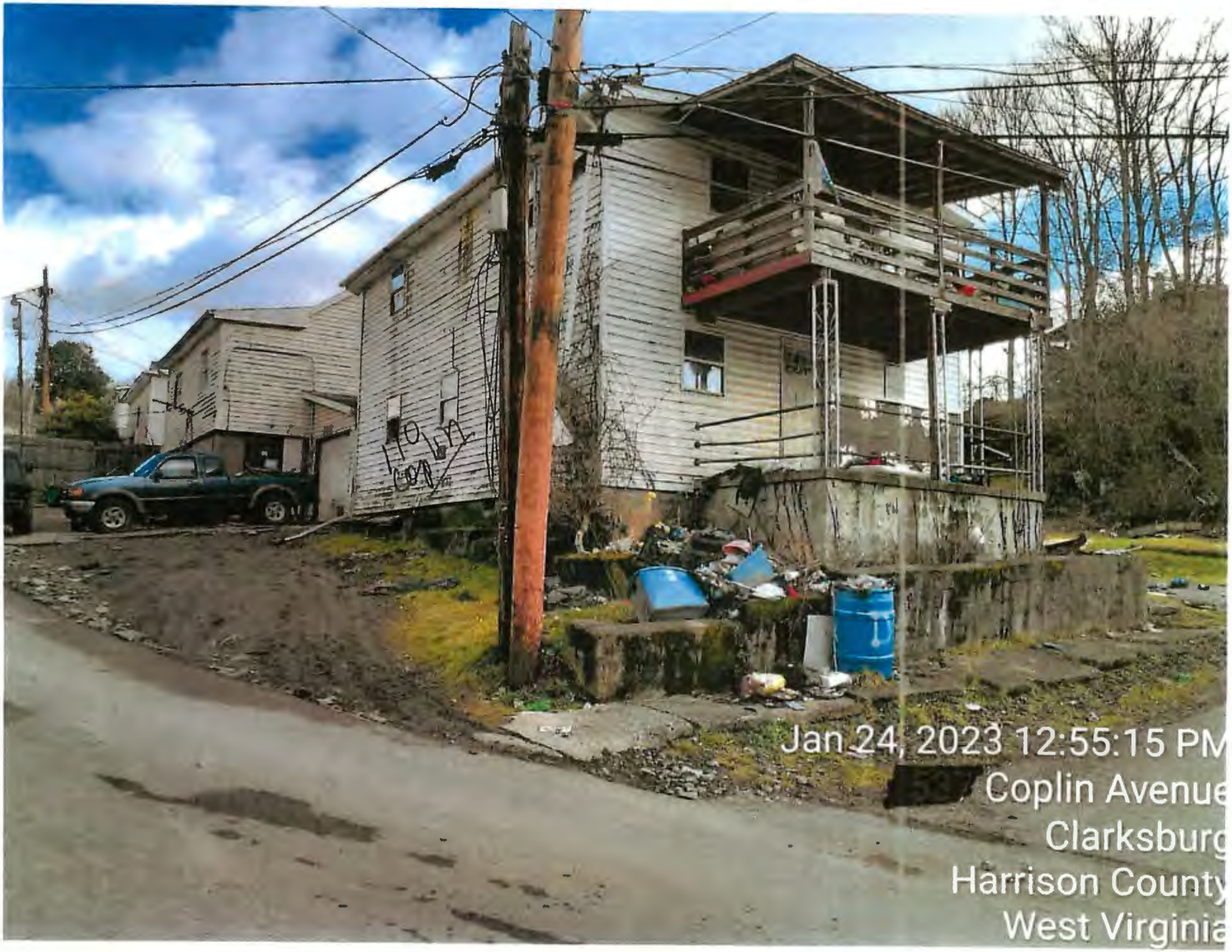
Sent 4/20/2023

Sent To
Michael Dent
Street and Apt. No., or PO Box No.
110 Coplin Ave.
City, State, ZIP+4®
Clarksburg WV 26301

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


Apr 25, 2023 1:02:11 PM
95 Coplin Avenue
Clarksburg
Harrison County
West Virginia


Jan 24, 2023 12:55:29 PM
Coplin Avenue
Clarksburg
Harrison County
West Virginia


Jan 24, 2023 12:55:15 PM
Coplin Avenue
Clarksburg
Harrison County
West Virginia


Jan 24, 2023 12:52:08 PM
Coplin Avenue
Clarksburg
Harrison County
West Virginia


Mar 2, 2023 2:02:00 PM
Coplin Avenue
Clarksburg
Harrison County
West Virginia

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- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Michael Dent
110 Coplin Ave.
Clarksburg WV
26301

9590 9402 4664 8323 2205 47

2. Article Number (Transfer from service label)

7018 1830 0001 3940 4715

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

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

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If YES, enter delivery address below: ☐ No

3. Service Type

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☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ ...ured Mail
☐ ...ured Mail Restricted Delivery ...r $500)
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Return Receipt for Merchandise
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

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

CERTIFIED MAIL

Harrison County Planning Department
301 West Main Street
Clarksburg, WV 26301

7018 1830 0001 3940 4715

US POSTAGE PITNEY BOWES
ZIP 26301 $ 008.10⁰
02 4W
0000361812 APR 19 2023

Michael Dent
110 Coplin Ave.
Clarksburg WV

VAC

NIXIE 250 DC 1 0004/26/23
RETURN TO SENDER
VACANT
UNABLE TO FORWARD
BC: 26301297599 *1771-04392-26-26

-VAC
26301>2975

19-3

NOTICE OF VIOLATION

Location: 50 WALTON STREET CLARKSBURG

Owner or Lessee: WILMA KAY JENKINS

In Care of: _____

Address: ~~130 SUNBURST DRIVE CLARKSBURG~~ 161 Camden St. C-burg

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: APRIL 20, 2023

Copy Received by: _____

Code Enforcement Officer: Robert Leonard



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- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here

Sent out 4/20/23

Sent To
WILMA KAY JENKINS

Street and Apt. No., or PO Box No.
130 Sunburst Drive

City, State, ZIP+4®
Clarksburg WV 26301

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

7018 1830 0001 3940 4739

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:

Wilma Kay Jenkins
Dawna Jenkins
161 Camden Street
Clarksburg WV 26301



9590 9402 4664 8323 2205 61

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

7018 1830 0001 3940 4739

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X Dawna Jenkins ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* DAWNA JENKINS

C. Date of Delivery 04/27/2023

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



3. Service Type

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

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

Harrison County Commission – Dilapidated Structures

301 West Main Street
Clarksburg, WV 26301
Phone (304)-624-8500

VOLUNTARY CONSENT FOR DEMOLITION/REMOVAL BY COUNTY

I verify and generally warrant that I am the legal owner or conservator/guardian of the property located at 50 Walton Street, Clarksburg WV 26301 District 01 Map 101 Parcel 289 or other description.

I hereby give my voluntary consent and authorization to the Harrison County Commission to take necessary action and steps to remove and demolish the structure(s) at this address by demolition/removal.

The structure is described as:

☑ Single Family Home ☐ Commercial Building ☐ Mobile Home ☐ Accessory Structure

I understand that the structure and all contents both interior and exterior are henceforth under the control of the county. I further understand that the land remains under my ownership and I will receive no compensation from the disposal of materials or contents. I also agree not to hold Harrison County or any of its agents responsible for any occurrence arising from the action to remove and demolish the structure and contents and return the lot to a sanitary condition.

Signatures:

Welma K Jenkins — Signature of Owner
6-7-23 — Date

_____ — Signature of Owner
_____ — Date

_____ — Signature of Witness
_____ — Date

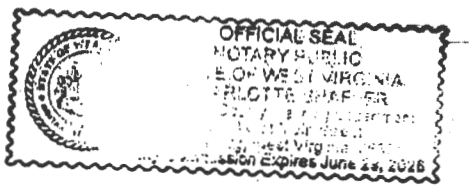
State of West Virginia, County of Harrison, to wit: Taken and sworn before me this 7 day of June 2023

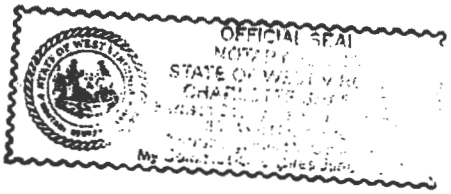
Notary Public Signature _____

My commission expires June 29, 2028

(SEAL)

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
CHARLOTTE SHAFFER
Harrison County Planning Department
301 West Main Street
Clarksburg, West Virginia 26301
My Commission Expires June 29, 2028






Apr 27, 2023 3:12:00 PM
112 Walton Street
Bridgeport
Harrison County
West Virginia

19-4

NOTICE OF VIOLATION

Location: 60 WALTON STREET CLARKSBURG

Owner or Lessee: CHARLES AND BONNIE RAMSEY

In Care of: _____

Address: PO BOX 2085 CLARKSBURG

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: APRIL 20, 2023

Copy Received by: _____

Code Enforcement Officer: Robert Leonard

7018 1830 0001 3940 4784

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

Postage
$

Total Postage and Fees
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Postmark Here

Sent 4/20/2023

Sent To
Charles and Bonnie Ramsey
Street and Apt. No., or PO Box No.
P.O. Box 2085
City, State, ZIP+4®
Clarksburg WV 26301

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

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

Charles and Bonnie Ramsey
P.O. Box 2085
Clarksburg WV 263022086

9590 9402 4664 8323 2206 12

2. Article Number (Transfer from service label)

7018 1830 0001 3940 4784

PS Form 3811, July 2015 PSN 7530-02-00 -9053 Domestic Return Receipt

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

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

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

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
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CERTIFIED MAIL

Harrison County Planning Department
301 West Main Street
Clarksburg, WV 26301

7018 1830 0001 3940 4784

US POSTAGE PITNEY BOWES
ZIP 26301 $ 008.10⁰
02 4W
0000387368 APR 20 2023

Charles and Bonnie Ramsey
P.O. Box 2085
Clarksburg WV

ANK

NIXIE 250 DC 1 0004/27/23

RETURN TO SENDER
ATTEMPTED - NOT KNOWN
UNABLE TO FORWARD

ANK BC: 26301297599 *1771-05719-27-23
26301>2975


BEWARE OF THE DOG
12
Apr 25, 2023 1:09:02 PM
60 Walton Street
Clarksburg
Harrison County
West Virginia




County Purchase
Jan 24, 2023 12:49:12 PM
60 Walton Street
Clarksburg
Harrison County
West Virginia


Jan 24, 2023 12:49:24 PM
66 Walton Street
Clarksburg
Harrison County
West Virginia

A-1

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, June 7, 2023, through Tuesday, June 13, 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, June 7, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **WINNIFRED M LIMER**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DEBORAH LYNN CIESLA** was appointed and qualified as ADMINISTRATRIX of the estate of **JOHN EDWARD CIESLA**, deceased. No bond was required.

On, Friday, June 9, 2023, the following matters were disposed of in the presence of the Clerk:

A duly copy of the last will and testament of **R SUE CORE**, deceased, late a resident of RANDOLPH, WEST VIRGINIA, was admitted to record.

On, Monday, June 12, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **NEIL LYNN BRAKE**, deceased was referred to **JAMES A VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

SAMANTHA JO WILCOX LUCENTE, who was named in the last will and testament of **SHIRLEY JEAN MILLER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, June 28, 2023

Confirmed

Estate: 11292

A-2

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, June 14, 2023, through Tuesday, June 20, 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, June 14, 2023, the following matters were disposed of in the presence of the Clerk:

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

JOYCE MARIE RITTENHOUSE, who was named in the last will and testament of **CAROLYN JOYCE DAUGHERTY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Thursday, June 15, 2023, the following matters were disposed of in the presence of the Clerk:

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

ELIZABETH JANE GOWANS, who was named in the last will and testament of **BETTY JO SHAW**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

JEFFERY FORTNEY, who was named in the last will and testament of **JOYCE GEE FORTNEY**, deceased, as ADMINISTRATOR CTA DBN thereof, qualified as such. No bond was required.

On, Friday, June 16, 2023, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **ARALINA D FERRELLA**, deceased, late a resident of LUCAS, OHIO, was admitted to record.

John R Spires
Clerk of the Harrison County Commission

Wednesday, June 28, 2023

Confirmed

Estate: 11303

Sun Valley Public Service District

Regular Board Meeting
Tuesday, May 9, 2023

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

Present	Employees	Also Present
Gregg Dale	Kevin Short	Cody Turner
Connor Thompson		

1. **Approval of Minutes**
   Connor Thompson made a motion to approve the Regular Board meeting on Tuesday, April 11, 2023, as read. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Connor Thompson made a motion to approve the Check Signed Document dated 4/14/23 through 5/9/23. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

3. **Phase III Sewer Project**

1. Cody informed the Board that on Phase III "A" side, which is the pump station and he has been working on and Clay has touched base with Kevin on this; the newest plan is to come to Pump Station II, the one by RD Wilson and those few manholes by the church, is to go there and tie into the rails to trails to where the Clarksburg gravity ties in and that eliminates the problems on the Limestone straight. Cody, Kevin and the Board discussed this in detail.
2. Cody informed the Board that on Phase III "B" side which is the letter that he gave to the Board concerning; the Facility Plant has some things from the Infrastructure Council and the DEP that have to be addressed and then, approved by the DEP. Once this is done, we will be able to start on the design work. Cody, Kevin and the Board discussed this in detail

4. **2019 Water Project**
   Cody informed the Board that Clay Riley is working on getting the Water Project closed out as Kevin is getting a few quotes on some things. Kevin said he worked on our Budgets today and wanted to run a few things by Zack Dobbins first. Cody and Kevin and the Board discussed further.

5. **Lake Floyd Sewer Project**
   Kevin informed the Board that the Contractors have started digging, but he hasn't had a chance to get an update from A.J.Burk, as of today. Kevin said they started trenching yesterday, so hopefully, that Project will be staying on schedule and should be completed by August or September. Kevin and the Board discussed this further.

6. **Manager's Report**

A. Kevin provided the Board with a copy of the SVPSD Budget's for Fiscal Years 2023-2024.

After much discussion, **Connor Thompson made a motion to approve SVPSD Budget's for Water and Sewer for Fiscal Years 2023-2024. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

B. Kevin provided the Board with a copy of a letter written on April 12, 2023 to the PSC in reference to Case No. 22-1064-PWD-30B-Explanation of Unaccounted for Water Loss and discussed in detail.

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

D. Kevin provided the Board with a copy of the Aged Trial Balance sheet and informed them that it was printed before charges were created on April 26, 2023 and discussed.

E. Kevin provided the Board with a copy of the Water and Sewer Spreadsheets that show the total amount billed compared to the total amount purchased for the month of April, 2023 and the total outstanding when the disconnects are mailed each month. Kevin and the Board discussed this in detail.

F. Kevin provided the Board with copies of the Vendor Invoice Report for Water & Sewer that is outstanding as of 4/28/23 and discussed.

G. Kevin provided the Board with copies of the Water Loss Report for July, 2022 through June 2023, with a water loss of 29.07% for the month of March and 28.07% for the month of April, 2023, and with a year to date adjusted water loss of 28.67%. Kevin and the Board discussed this in detail.

H. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water Capital Reserve Savings, and Water to Water Working Capital Reserve Savings Account for FY 2022-2023. This is based on Total Monthly Collections of Sales, Forfeited Discounts & CWCR Increment. New rates not implemented until August, 2022 per PSC start with September, 2022 collections. Kevin and the Board discussed in detail.

I. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer Capital Reserve Savings, and Sewer to Sewer Working Capital Reserve Savings Account for FY 2022-2023. This is based on Total Monthly Collections of Sales, Forfeited Discounts & CWCR Increment. New rates not implemented until August, 2022 per PSC start with September, 2022 collections. Kevin and the Board discussed in detail.

J. Kevin provided the Board with a copy of an email dated May 8, 2023 from the Public Service Commission that reads, "A Cash Working Capital Reserve report that was submitted on behalf of the water utility Sun Valley Public Service District on 5/8/23 has been approved". Kevin and the Board discussed this in detail.

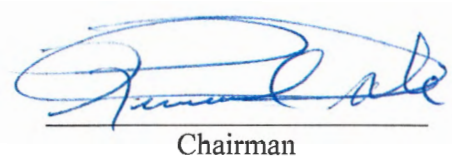
K. Kevin provided the Board with copies of the Resolution's to Open and Maintain Bank Accounts with Huntington Bank, in which needs signed by him and a Board Member. Kevin also provided the Board with signature cards they need to sign for Huntington Bank. After discussion, **Connor Thompson made a motion to approve our Chairman, Richard "Gregg" Dale, and General Manager, Kevin Short, to the signing of the Resolutions to Open and Maintain Bank Accounts with Huntington Bank. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

L. Kevin discussed with the Board that we need to purchase 300 Cellular devices for our Sensus meters as soon as possible because the price is just going to keep going up. After discussion, **Connor Thompson made a motion to purchase 300 Cellular Devices through US Cellular for our Sensus Meters. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

M. Kevin provided the Board with a copy of the June, 2023 calendar and discussed.

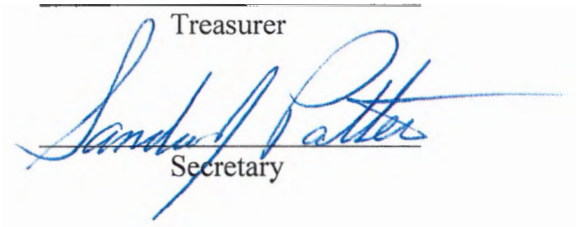
7. **Next Board Meeting**
   Connor Thompson announced that the next Board Meeting would be June 13, 2023.

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



Chairman

Treasurer



Secretary

aja

C-2

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

** OPEN INVOICES ** DUE DATE: 5/31/23 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 5/31/23 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 392 000 00	TRANSPORTATION EQUIPMENT	1	1,000.00	1	1,000.00
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	9	20,825.00	9	20,825.00
B	80 928 000 00	REGULATORY COMMISSION EXPENSE	2	5,537.72	2	5,537.72
	FUND# 80	WATER FUND	12	27,362.72	12	27,362.72
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	27	27,432.90	27	27,432.90
B	81 797 000 00	REGULATORY COMMISSION EXPENSES	2	2,373.30	2	2,373.30
	FUND# 81	SEWER FUND	29	29,806.20	29	29,806.20
		ALL FUNDS	41	57,168.92	41	57,168.92

C-3

Greater Harrison County
Public Service District

PO Box 190
West Milford, WV
26451

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

www.greaterharrison.com

At the regular meeting of Greater Harrison County PSD held on Wednesday May 16, 2023, Chairman James Scudere, Treasurer Ruth Ann Messenger, Secretary Mark Leonard, Members Thomas Michael and Gary Auvil were present. Also present were Bill Hoover, General Manager, Zack Dobbins of Bennett and Dobbins, Kylea Radcliff of Thrasher Engineering, Sam Harrold of Mountain State Law, Michael Crim of Crim Law and Jason Graser of Edward Jones.

1. Minutes and/or Amended Minutes of Previous Meeting: Leonard moved to approve as presented. Board concurred.
2. Public Comment Period: Jason Graser with Edward Jones in Fairmont, WV. We opened 8 separate accounts, will put them into CD's. The rates increased to 5.15%. James Scudere ask for further discussions in executive session versus making a motion at this time. Michael motioned that Zack Dobbins be authorized to work with Edward Jones and invest funds in CD's as he sees fit subject to further action of the board at any time. Board concurred.
3. Patrick Lesmann – P&B Services provided by Bill Hoover
   General update – Nothing out of the ordinary. We had an inspection at Pheasant Ridge. We had some high reading on BOD and nitrogen while they were working on the ponds at the plant. Continuing to work on the Boothsville plant with communications. May look at new splash unit in pond at plant with funds left over from sludge project.
4. Zack Dobbins – Bennett and Dobbins
   4.1. Edward Jones paperwork to be signed at the close of meeting.
   4.2. Resolution #29 for the Enterprise Project. Leonard moved to approve Resolution #29 as presented. Board concurred. Resolution #40 for Phase II/Rt. 73 Project. Scudere moved to approve Resolution #40 as presented. Board concurred. Requisition for Harrison County Commission for the bar screen replacement. Scudere motioned to approve request as presented to complete the purchase of the bar screen. Board concurred. Resolution #3 for the Lagoon Project. Leonard motioned to approve Resolution #3 as presented. Board concurred. Resolution #6 for Steven's Run Phase One presented. Scudere moved to approve Resolution #6 as presented. Board concurred. Resolution #3 Steven's Run Project presented. Leonard moved to approve Resolution #3 as presented. Board concurred. Change order for Steven's Run moving from contingency to construction for propane running the generator. Leonard moved to approve change order as presented. Board concurred.
5. Finance Report provided by Ruth Ann Messenger
   Scudere moved to approve financial transactions. Board concurred. April expenses involved a lot on the sewer side with pumps. Water side we worked on purchasing the new truck. Collections for April were down.
6. Thrasher Group, Inc.
   6.1 Sewer
   6.1.a Phase II
   - Continue to help where needed and provide information.

   6.1.b Enterprise Project
   - Working through close out information. There are still contingency funds left on project.

   6.1.c Sludge Removal Project
   - Construction is complete and satisfied with restoration process. Final quantity removed was 473.5 tons. Would like to execute a Change order #1 to decrease cost and addition of days. Leonard moved to approve Change order #1. Board concurred. The certificate substantial completion presented. Michael moved to approve as presented. Board concurred.

6.1.d Quiet Dell

- Field layout has been done for gravity sewer sections, bore holes have been staked. Discussion continue with Mr. Jacobs on access road. We may need a construction access road as well. I&I team has been in Circle Drive, and noted in good shape. We will be starting on right-of-ways.

6.1.e Woodstock Heights Sanitary Sewer Extension Project

- Everything has been submitted to the DEP.

6.1.f 10-year plan Sewer

- Nothing new to present

6.1.g River Crossings

- Need to get everything packaged up for environmental clearance review by the EPA.

6.2 Water

6.2.a Steven's Run

- Booster station is in, leak has been fixed. DOH has gone out there with regard to a culvert. Bill added there is an air release issue on the hill. Change order #5 Phase one to reduce contract price. Scudere moved to approve Change order #5. Board concurred. Change order #1 Phase two also to reduce cost. Leonard moved to approve Change order #1. Board concurred.

6.2.b Overall Water Project

- Brushy Fork field design and layout, Coon's Run is pretty well designed. We have two options for Brushy Fork tank. Hastings Run had a lack of user sign ups.

6.2.c 10-year plan Water

- Nothing new to report or update at this time.

7. Bill Hoover – General Manager

7.1 Water

7.1.a Water loss overall 32%, VGH 19%, LCMC 51% and QD 4%.

7.1.b . Lost Creek Mount Clare we fixed 5 main line and 4 service line leaks. Valley of Good Hope has 2 service line leaks. Quiet Dell has 3 main line leaks repaired. The leaks repaired on LCMC didn't change the water loss. We are still installing small test meters. All master meters have been tested. There was a large leak in Lost Creek last week where contractor hit our line in wet land area.

7.2 Sewer

7.2.a General Update – Bar screen has been delivered and installed. We will have to set a grinder pump in Laurel Park for a customer that was overlooked.

7.3 Good of the District

7.3.a General Update –Boothsville is still haunting us 2-3 times a month for issues Triton hasn't done. We have one more road to rock that I am aware of. Punch list items and issues that arise.

8. Sam Harold – Mountain State Law
    - DNR sent proposed lease for access. I will provide this to the board at the next meeting once changes have been made.
    - Michael motioned for executive session. Board concurred.
    - Michael motioned to dismiss executive session. Board concurred.

Michael moved to adjourn meeting. Board concurred.

Chairman_____
James Scudere

Treasurer Ruth Ann Messenger
Ruth Ann Messenger

Secretary_____
Mark Leonard

Member Thomas Michael
Thomas Michael

Member_____
Gary Auvil

"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).

Q-4

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
June 15, 2023
9:00 am

Appointments
9:00 am – Call to order

ACTION ITEMS

1. Approve/Edit Previous Minutes
2. Public Comment Period
3. P&B Services, LLC
   - 3.1 Package Plant Report
4. Bennett and Dobbins, PLLC
   - 4.1 Drawdowns – Review, discuss and act.
5. Ruth Ann Messenger – Treasurer – Review, discuss and act
   - 5.1 Sewer Check Register and debit card transactions
   - 5.2 Water Check Register
6. The Thrasher Group, Inc.
   - 6.1 Sewer
     - 6.1.a. Phase II – Review, discuss and act
       - Project Update
     - 6.1.b. Enterprise – Review, discuss and act
       - Project Update
     - 6.1.c. Sludge – Review, discuss and act
       - Construction closeout update
     - 6.1.d. Quiet Dell – Review, discuss and act
       - Project Update
     - 6.1.e. Woodstock Heights Sanitary Sewer Extension Project- Review, discuss and act
       - Project Update
     - 6.1.f. 10-year Plan- Review, discuss and act
       - General Discussion
     - 6.1.g. River Crossings – Review, discuss and act
       - Project Discussion
   - 6.2 Water
     - 6.2.a. Steven's Run – Review, discuss and act
       - Construction closeout update
     - 6.2.b. Overall Water Project – Review, discuss and act
       - Project Discussion
     - 6.2.c. 10-year Plan – Review, discuss and act
       - General Discussion

7. Bill Hoover – General Manager
    - 7.1 Water
        - 7.1.a. Water Loss Report
        - 7.1.b. Water Leak Report
        - 7.1.c. General Updates
    - 7.2 Sewer
        - 7.2.a. General Updates
    - 7.3 Good of the District
        - 7.3.a. General Update
8. Sam Harold – Mountain State Law
    - 8.1 Available for general consult
9. Executive Session

Adjournment of meeting

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C-5

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
05/01/2023 - 05/31/2023

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	175,387.25	207,153.33	(31,766.08)	97.48%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	29.61	38.33	(8.72)	0.02%
MISCELLANEOUS/RECONNECT FEES	3,105.92	111.67	2,994.25	1.73%
QUIET DELL LEASE	500.00	500.00	-	0.28%
TAP FEES	900.00	487.50	412.50	0.50%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	179,922.78	208,290.83	(28,368.05)	
EXPENSES				
ACCT, BILLING, & COLLECTING	3,327.63	6,147.50	(2,819.87)	1.78%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	-	222.50	(222.50)	0.00%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	24,610.85	27,929.33	(3,318.48)	13.19%
DIRECTORS FEES	921.16	489.58	431.58	0.49%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	7,177.93	6,176.25	1,001.68	3.85%
LAB SERVICE	3,742.06	953.33	2,788.73	2.01%
LABOR	31,911.28	31,048.58	862.70	17.10%
MAINTENANCE	15,576.18	14,513.33	1,062.85	8.35%
MISCELLANEOUS EXPENSE	-	841.67	(841.67)	0.00%
OFFICE SUPPLIES & EXPENSE	10.00	256.67	(246.67)	0.01%
OUTSIDE SERVICES/CONTRACT LABOR	4,183.55	5,728.33	(1,544.78)	2.24%
POWER PURCHASED	3,267.19	4,091.67	(824.48)	1.75%
PROPERTY/LIABILITY & INJURIES INSURANCE	-	2,057.50	(2,057.50)	0.00%
REGULATORY COMMISSION	1,158.00	875.00	283.00	0.62%
RENEWAL & REPLACEMENT	-	5,194.17	(5,194.17)	0.00%
RENT EXPENSE	2,500.00	2,500.00	-	1.34%
TAXES	2,760.33	2,412.67	347.66	1.48%
TRANSPORTATION	3,862.97	4,394.17	(531.20)	2.07%
UTILITIES	420.74	824.17	(403.43)	0.23%
WATER PURCHASED	81,142.50	85,862.58	(4,720.08)	43.49%
TOTAL EXPENSES	186,572.37	202,519.00	(15,946.63)	
NET SURPLUS (DEFICIT)	(6,649.59)	5,771.83	(12,421.42)	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
05/01/2023 - 05/31/2023

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	214,937.51	229,330.00	(14,392.49)	96.39%
FACILITIES CHARGE	2,500.00	2,500.00	-	1.12%
INTEREST INCOME	65.95	64.17	1.78	0.03%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	600.00	1,850.00	(1,250.00)	0.27%
UNUSUAL CHARGE	4,884.00	17,990.00	(13,106.00)	2.19%
TOTAL INCOME	222,987.46	251,734.17	(28,746.71)	
EXPENSES				
ACCT, BILLING, & COLLECTING	2,190.26	1,459.92	730.34	1.11%
BRIDGEPORT SANITARY BOARD	6,921.43	6,030.83	890.60	3.52%
TOWN OF WORTHINGTON	-	12,500.00	(12,500.00)	0.00%
CHEMICALS	-	457.50	(457.50)	0.00%
CLARKSBURG SANITARY BOARD	2,286.50	2,378.33	(91.83)	1.16%
DEBT SERVICE	112,379.86	112,119.92	259.94	57.14%
DIRECTORS FEES	828.84	293.75	535.09	0.42%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	6,512.51	8,179.67	(1,667.16)	3.31%
LAB SERVICE	514.00	594.17	(80.17)	0.26%
LABOR	15,247.79	22,163.42	(6,915.63)	7.75%
MAINTENANCE	14,777.84	15,617.08	(839.24)	7.51%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,150.34	1,358.33	(207.99)	0.58%
OUTSIDE SERVICES/CONTRACT LABOR	14,658.89	16,211.67	(1,552.78)	7.45%
POWER PURCHASED	12,883.05	15,188.25	(2,305.20)	6.55%
PROPERTY/LIABILITY & INJURIES INSURANCE	-	1,454.50	(1,454.50)	0.00%
REGULATORY COMMISSION	75.00	1,351.42	(1,276.42)	0.04%
RENEWAL & REPLACEMENT	925.54	12,540.17	(11,614.63)	0.47%
RENT EXPENSE	-	-	-	0.00%
TAXES	746.33	1,937.08	(1,190.75)	0.38%
TRANSPORTATION	3,475.80	2,951.75	524.05	1.77%
UTILITIES	1,098.04	1,176.67	(78.63)	0.56%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	196,672.02	235,964.42	(39,292.40)	
NET SURPLUS (DEFICIT)	26,315.44	15,769.75	10,545.69	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
05/01/2023 - 05/31/2023

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	390,324.76	436,483.33	(46,158.57)	96.88%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.62%
INTEREST INCOME	95.56	102.50	(6.94)	0.02%
MISCELLANEOUS/RECONNECT FEES	3,105.92	111.67	2,994.25	0.77%
QUIET DELL LEASE	500.00	500.00	-	0.12%
TAP FEES	1,500.00	2,337.50	(837.50)	0.37%
UNUSUAL CHARGE	4,884.00	17,990.00	(13,106.00)	1.21%
TOTAL INCOME	402,910.24	460,025.00	(57,114.76)	
EXPENSES				
ACCT, BILLING, & COLLECTING	5,517.89	7,607.42	(2,089.53)	1.44%
BRIDGEPORT SANITARY BOARD	6,921.43	6,030.83	890.60	1.81%
TOWN OF WORTHINGTON	-	12,500.00	(12,500.00)	0.00%
CHEMICALS	-	680.00	(680.00)	0.00%
CLARKSBURG SANITARY BOARD	2,286.50	2,378.33	(91.83)	0.60%
DEBT SERVICE	136,990.71	140,049.25	(3,058.54)	35.75%
DIRECTORS FEES	1,750.00	783.33	966.67	0.46%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	13,690.44	14,355.92	(665.48)	3.57%
LAB SERVICE	4,256.06	1,547.50	2,708.56	1.11%
LABOR	47,159.07	53,212.00	(6,052.93)	12.31%
MAINTENANCE	30,354.02	30,130.42	223.60	7.92%
MISCELLANEOUS EXPENSE	-	841.67	(841.67)	0.00%
OFFICE SUPPLIES & EXPENSE	1,160.34	1,615.00	(454.66)	0.30%
OUTSIDE SERVICES/CONTRACT LABOR	18,842.44	21,940.00	(3,097.56)	4.92%
POWER PURCHASED	16,150.24	19,279.92	(3,129.68)	4.21%
PROPERTY/LIABILITY & INJURIES INSURANCE	-	3,512.00	(3,512.00)	0.00%
REGULATORY COMMISSION	1,233.00	2,226.42	(993.42)	0.32%
RENEWAL & REPLACEMENT	925.54	17,734.33	(16,808.79)	0.24%
RENT EXPENSE	2,500.00	2,500.00	-	0.65%
TAXES	3,506.66	4,349.75	(843.09)	0.91%
TRANSPORTATION	7,338.77	7,345.92	(7.15)	1.91%
UTILITIES	1,518.78	2,000.83	(482.05)	0.40%
WATER PURCHASED	81,142.50	85,862.58	(4,720.08)	21.17%
TOTAL EXPENSES	383,244.39	438,483.42	(55,239.03)	
NET SURPLUS (DEFICIT)	19,665.85	21,541.58	(1,875.73)	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2022 - 05/31/2023

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,983,851.24	2,278,686.67	(294,835.43)	96.00%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	379.87	421.67	(41.80)	0.02%
MISCELLANEOUS/RECONNECT FEES	68,574.17	1,228.33	67,345.84	3.32%
QUIET DELL LEASE	5,000.00	5,500.00	(500.00)	0.24%
TAP FEES	8,600.00	5,362.50	3,237.50	0.42%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	2,066,405.28	2,291,199.17	(224,793.89)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	66,780.90	67,622.50	(841.60)	3.00%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	2,100.01	2,447.50	(347.49)	0.09%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	270,719.35	307,222.67	(36,503.32)	12.15%
DIRECTORS FEES	5,652.02	5,385.42	266.60	0.25%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	70,569.13	67,938.75	2,630.38	3.17%
LAB SERVICE	13,088.96	10,486.67	2,602.29	0.59%
LABOR	338,494.82	341,534.42	(3,039.60)	15.19%
MAINTENANCE	143,438.38	159,646.67	(16,208.29)	6.44%
MISCELLANEOUS EXPENSE	0.35	9,258.33	(9,257.98)	0.00%
OFFICE SUPPLIES & EXPENSE	678.48	2,823.33	(2,144.85)	0.03%
OUTSIDE SERVICES/CONTRACT LABOR	77,183.44	63,011.67	14,171.77	3.46%
POWER PURCHASED	40,642.46	45,008.33	(4,365.87)	1.82%
PROPERTY/LIABILITY & INJURIES INSURANCE	25,810.73	22,632.50	3,178.23	1.16%
REGULATORY COMMISSION	8,777.29	9,625.00	(847.71)	0.39%
RENEWAL & REPLACEMENT	174,902.49	57,135.83	117,766.66	7.85%
RENT EXPENSE	27,500.00	27,500.00	-	1.23%
TAXES	29,279.81	26,539.33	2,740.48	1.31%
TRANSPORTATION	36,698.14	48,335.83	(11,637.69)	1.65%
UTILITIES	10,631.44	9,065.83	1,565.61	0.48%
WATER PURCHASED	885,633.79	944,488.42	(58,854.63)	39.74%
TOTAL EXPENSES	2,228,581.99	2,227,709.00	872.99	100.00%
NET SURPLUS (DEFICIT)	(162,176.71)	63,490.17	(225,666.88)	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2022 -05/31/2023

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	2,446,383.59	2,522,630.00	(76,246.41)	90.78%
FACILITIES CHARGE	27,500.00	27,500.00	-	1.02%
INTEREST INCOME	788.03	705.83	82.20	0.03%
MISCELLANEOUS/RECONNECT FEES	14,216.80	-	14,216.80	0.53%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	10,500.00	20,350.00	(9,850.00)	0.39%
UNUSUAL CHARGE	195,317.15	197,890.00	(2,572.85)	7.25%
TOTAL INCOME	2,694,705.57	2,769,075.83	(74,370.26)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	17,023.41	16,059.08	964.33	0.68%
BRIDGEPORT SANITARY BOARD	97,992.17	66,339.17	31,653.00	3.92%
TOWN OF WORTHINGTON	14,624.68	137,500.00	(122,875.32)	0.59%
CHEMICALS	10,162.50	5,032.50	5,130.00	0.41%
CLARKSBURG SANITARY BOARD	20,961.00	26,161.67	(5,200.67)	0.84%
DEBT SERVICE	1,236,178.46	1,233,319.08	2,859.38	49.50%
DIRECTORS FEES	5,297.98	3,231.25	2,066.73	0.21%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	61,196.51	89,976.33	(28,779.82)	2.45%
LAB SERVICE	8,955.95	6,535.83	2,420.12	0.36%
LABOR	213,117.48	243,797.58	(30,680.10)	8.53%
MAINTENANCE	175,469.41	171,787.92	3,681.49	7.03%
MISCELLANEOUS EXPENSE	0.01	-	0.01	0.00%
OFFICE SUPPLIES & EXPENSE	16,752.97	14,941.67	1,811.30	0.67%
OUTSIDE SERVICES/CONTRACT LABOR	180,209.15	178,328.33	1,880.82	7.22%
POWER PURCHASED	159,669.52	167,070.75	(7,401.23)	6.39%
PROPERTY/LIABILITY & INJURIES INSURANCE	20,775.27	15,999.50	4,775.77	0.83%
REGULATORY COMMISSION	11,516.39	14,865.58	(3,349.19)	0.46%
RENEWAL & REPLACEMENT	187,919.73	137,941.83	49,977.90	7.52%
RENT EXPENSE	-	-	-	0.00%
TAXES	10,902.47	21,307.92	(10,405.45)	0.44%
TRANSPORTATION	31,412.38	32,469.25	(1,056.87)	1.26%
UTILITIES	17,213.82	12,943.33	4,270.49	0.69%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	2,497,351.26	2,595,608.58	(98,257.32)	100.00%
NET SURPLUS (DEFICIT)	197,354.31	173,467.25	23,887.06	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2022 -05/31/2023

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	4,430,234.83	4,801,316.67	(371,081.84)	93.05%
FACILITIES CHARGE	27,500.00	27,500.00	-	0.58%
INTEREST INCOME	1,167.90	1,127.50	40.40	0.02%
MISCELLANEOUS/RECONNECT FEES	82,790.97	1,228.33	81,562.64	1.74%
QUIET DELL LEASE	5,000.00	5,500.00	(500.00)	0.11%
TAP FEES	19,100.00	25,712.50	(6,612.50)	0.40%
UNUSUAL CHARGE	195,317.15	197,890.00	(2,572.85)	4.10%
TOTAL INCOME	4,761,110.85	5,060,275.00	(299,164.15)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	83,804.31	83,681.58	122.73	1.77%
BRIDGEPORT SANITARY BOARD	97,992.17	66,339.17	31,653.00	2.07%
TOWN OF WORTHINGTON	14,624.68	137,500.00	(122,875.32)	0.31%
CHEMICALS	12,262.51	7,480.00	4,782.51	0.26%
CLARKSBURG SANITARY BOARD	20,961.00	26,161.67	(5,200.67)	0.44%
DEBT SERVICE	1,506,897.81	1,540,541.75	(33,643.94)	31.89%
DIRECTORS FEES	10,950.00	8,616.67	2,333.33	0.23%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	131,765.64	157,915.08	(26,149.44)	2.79%
LAB SERVICE	22,044.91	17,022.50	5,022.41	0.47%
LABOR	551,612.30	585,332.00	(33,719.70)	11.67%
MAINTENANCE	318,907.79	331,434.58	(12,526.79)	6.75%
MISCELLANEOUS EXPENSE	0.36	9,258.33	(9,257.97)	0.00%
OFFICE SUPPLIES & EXPENSE	17,431.45	17,765.00	(333.55)	0.37%
OUTSIDE SERVICES/CONTRACT LABOR	257,392.59	241,340.00	16,052.59	5.45%
POWER PURCHASED	200,311.98	212,079.08	(11,767.10)	4.24%
PROPERTY/LIABILITY & INJURIES INSURANCE	46,586.00	38,632.00	7,954.00	0.99%
REGULATORY COMMISSION	20,293.68	24,490.58	(4,196.90)	0.43%
RENEWAL & REPLACEMENT	362,822.22	195,077.67	167,744.55	7.68%
RENT EXPENSE	27,500.00	27,500.00	-	0.58%
TAXES	40,182.28	47,847.25	(7,664.97)	0.85%
TRANSPORTATION	68,110.52	80,805.08	(12,694.56)	1.44%
UTILITIES	27,845.26	22,009.17	5,836.09	0.59%
WATER PURCHASED	885,633.79	944,488.42	(58,854.63)	18.74%
TOTAL EXPENSES	4,725,933.25	4,823,317.58	(97,384.33)	100.00%
NET SURPLUS (DEFICIT)	35,177.60	236,957.42	(201,779.82)	

GREATER HARRISON COUNTY PSD - WATER
Statement of Cash Flows
May 2023

OPERATING ACTIVITIES		
Net Income (Loss)	$	(6,649.59)
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Receivable	$	157.01
Accounts Payable	$	(15,368.74)
Customer Deposits	$	1,281.63
Due (From) To Sewer Fund	$	156,649.90
Net cash provided by Operating Activities	$	136,070.21
INVESTING ACTIVITIES		
Fixed Assets Projects	$	(97,663.25)
	$	-
Net cash provided by Investing Activities	$	(97,663.25)
FINANCING ACTIVITIES		
5.5 Agreement	$	-
Grants	$	97,663.25
Net cash provided by Financing Activities	$	97,663.25
Net cash increase (decrease)for period	$	136,070.21
Cash at beginning of period	$	1,059,060.20
Cash at end of period	**$**	**1,195,130.41**
Unrestricted Cash	$	621,984.46
Restricted Cash		
Depreciation Reserve	$	114,594.78
Bond Commission Sweep	$	26,503.00
Construction	$	45.00
ARPA	$	100.00
SB 234	$	20,000.00
Customer Deposits	$	26,903.17
CD--Customer Deposits	$	60,000.00
CD-Depreciation Reserve	$	250,000.00
CD-SB 234	$	75,000.00
Total Restricted Cash	$	573,145.95
Total Unrestricted & Restricted Cash	**$**	**1,195,130.41**
	$	-

GREATER HARRISON COUNTY PSD - SEWER
Statement of Cash Flows
May 2023

OPERATING ACTIVITIES		
Net Income (Loss)	$	26,315.44
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Payable	$	(21,975.71)
Customer Deposits	$	2,354.00
Payroll Liabilities	$	(6,404.22)
Due (From) To Water Fund	$	(156,649.90)
Net cash provided by Operating Activities	$	(156,360.39)
INVESTING ACTIVITIES		
1450 · WORK IN PROGRESS:Row's & Land	$	(682,036.81)
Fixed Assets Project	$	-
Net cash provided by Investing Activities	$	(682,036.81)
FINANCING ACTIVITIES		
	$	-
Sinking Fund Transfers	$	-
Draw on Bond & Grants	$	620,538.31
Net cash provided by Financing Activities	$	620,538.31
Net cash increase (decrease) for period	$	(217,858.89)
Cash at beginning of period	$	2,464,117.44
Cash at end of period	**$**	**2,246,258.55**
Unrestricted Cash	$	944,038.27
Restricted Cash		
Construction Account	$	1,776.42
Depreciation Reserve	$	354,569.79
Rural Development Reserve	$	290.37
Bond Commission Sweep	$	74,186.03
ARPA	$	100.00
SB 234	$	20,000.00
Customer Deposits	$	51,297.67
CD-Customer Deposits	$	100,000.00
CD-Depreciation Reserve	$	600,000.00
CD-Rural Development Reserve	$	25,000.00
CD-SB 234	$	75,000.00
Total Restricted Cash	$	1,302,220.28
Total Unrestricted & Restricted Cash	**$**	**2,246,258.55**
	$	-

C-6

EAST VIEW PUBLIC SERVICE DISTRICT
1655 PHILIPPI PIKE
CLARKSBURG, WV 26301

MEETING MINUTES

The regular meeting of the East View Public Service District was held on JUNE 13, 2023 AT NOON.

Those in attendance: Michael Blake, James Harbert, Dawn Hogue, Laura Guzzi, Dave Layton, Jane Bryant and Michael Swiger, Sr.

FINANCIAL:

WV Municipal Bond - $2838
USDA Rural Development Loan - $1081
Clarksburg Water Board - $2138.43
Clarksburg Sanitary Board - $4240.31
Payroll – $3450
CWCR Account - $535
HNB 2.5 % - $511
CWCR-S Account - $285
PACE Lab - $1152.30
WVCorp – 1847
Frontier - $81.36
Hope Gas - $284
Unifirst - $66.88
Bennett & Dobbin - $450
Mon Power - $97.03
HNB - $63.51
Enterprise Sanitation - $43.38
Federal Deposit - $850.86 (Withholdings)
State of WV Deposit - $167 Withholdings)
The Town of Anmoore - $21.26
Miss Utility of WV - $10
USPS - $231.05
Misc - $647.21

New Business:

1. We discussed that we are seeing a great response to accepting electronic payments. We are set up with WVgopay@wvsto.com. Our Office Assistant, Laura Guzzi has set up a Website that will direct customers on payment information. We will take payments in office and take payments on line through the Website with a $1.20 convenience fee. Customers can also use their banking account numbers to pay on-line with no fee. It has reduced late payments and past due accounts.

2. We have found air releases on the map for both systems. For the Lafayette system we have located two on the Layfette system. They have been cleaned out and repaired and are now functioning. We are still trying to locate one on the Powell system, in the area of Sunburst Drive. We discussed waiting on possibly getting Bertis McCarty to assist in locating that one.

3. Again, we are continually going to monitor the slippages on Capitol and Hanover where our infrastructure is in jeopardy. Continue to monitor the sewer main that is somewhat exposed that is crossing the creek on the Powell system/Nutter Street side. Checking for anyone who has information on the slippage in the late 60's on Stonewood's side of the hill. We talked to a Mr. Leonard who may be able to find out some information for us.

4. We discussed Lead and Copper water testing, cost and inconvenience. Our system is newer and engineer reports are from 1989 consisting plastic PVC pipe. 90% of our results are ND (none detected) and the remainder are extremely minimal at less than tens of hundreds percent. Lead and Copper is costing us almost $600 each time and we are scheduled to take them again the second half of this year. I had sent in a Request for Reduced Monitoring and was sent a copy of our monitoring schedule with the first half and second half of the year requirements. I am going to try to call Charleston.

5. We are still looking to purchase another small truck or SUV.

Old Business:

6. We have started the process to begin accepting electronic payments. We are set up with WVgopay@wvsto.com,, however the process appears to be lengthy (Approximately, 4-6 weeks and was submitted February 28. We will have to set up a Website that will direct customers on payment information.

7. We are continually going to monitor the slippages on Capitol and Hanover where our infrastructure is in jeopardy. Continue to monitor the sewer main that is somewhat exposed that is crossing the creek on the Powell system side. Checking for anyone who has information on the slippage in the late 60's on Stonewood's side of the hill.

Q-7

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, May 08, 2023

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

Present	**Employees**	**Also Present**
Darlene Swiger	Kevin Short	Clay Riley
Fred Martin		Shelby Johnson
Sharon Hamilton		

1. **Approval of Minutes**
   Fred Martin made a motion to approve the Regular Board minutes for Monday April 10, 2023 as read. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Sharon Hamilton made a motion to approve the Checks Signed Document dated 04/01/2023 through 04/30/2023. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

3. **Hepzibah Water Project**
   Clay Riley was present to update the Board on the water project. Clay informed the Board there was a construction progress meeting #3 today, and he provided the Board with the contract progress report. Time: 125/154 to substantial completion is at 81%; Construction is 40% complete and Inspection budget is at 83%. Clay also presented the Board with a change order #2 that went from Type B trench repair to Type A trench repair with concrete. DOH wants a rock line ditch by DOH Gore Garage, the previous change order was for $5,100.00 the new change order is for $46,500.00. Clay discussed in detail with the Board.
   Sharon Hamilton made a motion to except change order #2 in the amount of $46,500.00. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

   Shelby Johnson discussed with the Board the pay request for requisition #5, pay application #4 which includes, payout to Contractor, Engineering, and the Administrator in the amount of $251,372.86. Shelby, Kevin, and the Board discussed.
   Fred Martin made a motion to approve requisition #5 pay application #4 in the amount of $251,372.86 for Construction, Engineering and Administration. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained

4. **Manager's Report**
   A. Kevin provided the Board with a response to the PSC report Case No. 22-1065-PWD30B- Explanation of Unaccounted for Water Loss. Over the last few years there has been Several mainline breaks and leaks, this along with old water meters has contributed to high unaccounted for water loss. Discussed in the report was the waterline replacement

project. PSC Case No. 21-0825-PSD-CN. 28% complete this includes replacement of various size water mains. gate valves. and other necessary appurtenances. Kevin and the Board discussed in detail.

B. Kevin provided the Board with a copy of the budget report from Bennett & Dobbins. Kevin and the Board discussed the July 1. 2023 to June 30. 2024 combined budgets totaling $1.182.137.00. this includes the sewer budget of $415.808.00 and the water budget of $766.329.00. for the next year. Kevin and the Board discussed in detail. **Fred Martin made a motion to approve the Water and Sewer Budgets inclusive from July 1, 2023 to June 30, 2024. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.**

C. Kevin provided the Board with a copy of the Accounts Payable by Aging as of April 28. 2023. He provided a copy of the A/P Aging Summary as of April 28. 2023 Kevin also. provided the Income and Expense by month statement for April 1. through April 28. 2023 and the Profit & loss for April 1. through April 28. 2023. Kevin and the Board discussed in detail.

D. Kevin provided the Board with a copy of the Income and Expense by Month for July 1. 2022 through April 28. 2023. Kevin also provided the Profit & Loss for July 1. 2022 through April 28. 2023 and the Statement of Cash Flows for July 1. 2022 through April 28. 2023. Kevin discussed this in detail with the Board.

E. Kevin provided the Board with a copy of the Hepzibah Water Loss Report for July. 2022 through June. 2023. per CWB read dates. Kevin said the Water Loss YTD is 40.38%. Kevin and the Board discussed.

F. Kevin provided the Board with the May 2023 and the June 2023 calendars. and discussed.

5. **Next Board Meeting**
Fred Martin announced the next Board meeting will be June 12. 2023.

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

_____
Chairman

_____
Treasurer

_____
Secretary

jd

C-8

1:32 PM
06/09/23
Accrual Basis

Enlarged Hepzibah PSD
Profit & Loss
May 2023

		May 23
Income		
1500 · Late Fees		729.54
1501 · Metered Sales		27,859.55
4610 · Metered Water Sales		67,562.20
4700 · Water Late Fees		972.55
4741 · Reconnect Fees		232.09
4742 · Water Taps		350.00
4744 · Misc Water Income		200.00
Total Income		97,904.93
Gross Profit		97,904.93
Expense		
ENLARGED HEPZIBAH PSD		77.69
1704 · Utilities - Sewer Plant		414.97
1725 · Maintenance of Pumps		5,350.00
1743 · Transportation Expense		1,399.11
1781 · Accounting & Legal		4,265.00
1790 · Postage		456.00
1793 · Supplies		12,297.64
1794 · Uniforms		220.35
1795 · Telephone		307.63
1796 · Outside Services		9,405.00
1800 · Bank Charges		12.00
1804 · Regulatory		1,075.00
1805 · Sludge Disposal		910.00
6020 · Purchased Water		28,620.69
66000 · Payroll Expenses		17,191.96
6661 · Water Testing		354.10
6662 · Power & Fuel		
6662.1 · HREA	1,293.28	
6662.2 · Mon Power	1,412.18	
Total 6662 · Power & Fuel		2,705.46
9210 · Office Supplies		3,261.90
9260 · Pensions & Benefits		5,655.86
Total Expense		93,580.35
Net Income		**4,324.58**

Enlarged Hepzibah PSD
Profit & Loss
July 2022 through May 2023

		Jul '22 - May 23
Income		
WATER PROJECT ARPA FUND		8 040 55
1500 · Late Fees		9 458 30
1501 · Metered Sales		330 780 23
1502 · Sewer Taps		1 050 00
1505 · Misc Income		23 799 47
1525 · Interest Income		9 73
4190 · Interest Inc		19 04
4610 · Metered Water Sales		671 676 97
4700 · Water Late Fees		14 636 90
4741 · Reconnect Fees		1 982 09
4742 · Water Taps		2 450 00
4744 · Misc Water Income		3 144 59
4746 · Credit Card Charges		2 596 83
Total Income		1 069 644 70
Gross Profit		1 069 644 70
Expense		
ARPA Sewer Project		0 00
ARPA WATER PROJECT EXPENSES		1 000 00
ENLARGED HEPZIBAH PSD		375 96
1508 · Workers Compensation		2 496 00
1704 · Utilities - Sewer Plant		1 546 35
1725 · Maintenance of Pumps		5 608 24
1726 · Maint of Sewer Plant		22 957 74
1743 · Transportation Expense		18 832 43
1781 · Accounting & Legal		20 088 84
1789 · Petty Cash		300 00
1790 · Postage		6 572 42
1793 · Supplies		45 326 83
1794 · Uniforms		2 607 14
1795 · Telephone		3 891 07
1796 · Outside Services		124 079 92
1797 · Misc Expense		719 80
1798 · Property Insurance		17 403 00
1799 · Advertising		375 37
1800 · Bank Charges		1 035 20
1804 · Regulatory		3 610 69
1805 · Sludge Disposal		4 060 52
6020 · Purchased Water		269 830 76
66000 · Payroll Expenses		204 864 12
6661 · Water Testing		2 551 32
6662 · Power & Fuel		
6662.1 · HREA	14 567 93	
6662.2 · Mon Power	18 040 46	
6662.3 · Cardinal Gas	3 470 84	
Total 6662 · Power & Fuel		36 079 23
6663 · Outside Water Services		176 00
6730 · Maint T&D		203 88
6770 · Maint of Hydrants		1 319 53
6780 · Maint of Plant		19 610 00
6790 · - Water Line Project		49 335 00
9020 · Meter Reading Expense		2 090 83
9210 · Office Supplies		15 373 70
9240 · Property Insurance - Water		1 357 43
9260 · Pensions & Benefits		62 846 61
9280 · Regulatory Expenses		5 493 79
9290 · Bank Charges Water		2 957 29
9302 · Misc Expenses Water		883 99
Total Expense		957 860 06
Net Income		**111,784.64**

Enlarged Hepzibah PSD
A/P Aging Summary
As of May 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ace Hardware	149.57	0.00	0.00	0.00	0.00	149.57
Advantage Computer	375.00	0.00	0.00	0.00	0.00	375.00
B&M Environmental LLC	2,540.00	0.00	0.00	0.00	0.00	2,540.00
Bennett & Dobbins PLLC	4,065.00	0.00	0.00	0.00	40,020.67	44,085.67
CITCO	6,584.34	0.00	0.00	0.00	0.00	6,584.34
City of Clarksburg	910.00	0.00	0.00	0.00	0.00	910.00
Clarksburg Water Board	28,666.69	0.00	0.00	0.00	22,549.54	51,216.23
CONTINENTAL COFFEE SERVICE	75.90	0.00	0.00	0.00	0.00	75.90
Core & Main LP	6,414.82	0.00	0.00	0.00	0.00	6,414.82
CORKY WELLS ELECTRIC	1,800.00	0.00	0.00	0.00	0.00	1,800.00
Department of Environmental Protection	1,075.00	0.00	0.00	0.00	0.00	1,075.00
Enlarged Hepzibah PSD	492.66	0.00	0.00	0.00	0.00	492.66
Hart Office Solutions	30.00	0.00	0.00	0.00	0.00	30.00
Miss Utility of WV, Inc.	27.10	0.00	0.00	0.00	0.00	27.10
Mon Power	1,227.26	0.00	0.00	0.00	0.00	1,227.26
PACE ANALYTICAL	308.10	0.00	0.00	0.00	0.00	308.10
Precision Pump & Valve Service	5,350.00	0.00	0.00	0.00	0.00	5,350.00
Sammy D's Preowned Auto	89.00	0.00	0.00	0.00	0.00	89.00
State Electric Supply Company	206.15	0.00	0.00	0.00	0.00	206.15
Sun Valley Public Service District	4,459.75	3,748.00	0.00	0.00	15,040.88	23,248.63
Tepco	426.37	0.00	0.00	0.00	0.00	426.37
The Designer's Landscaping & Lawncare	705.00	0.00	0.00	0.00	0.00	705.00
ULINE	574.80	0.00	0.00	0.00	0.00	574.80
Vincent Lumber Company	134.40	0.00	0.00	0.00	0.00	134.40
TOTAL	**66,686.91**	**3,748.00**	**0.00**	**0.00**	**77,611.09**	**148,046.00**

C-9

EXTENSION
FAMILY AND COMMUNITY DEVELOPMENT

Homespun News

Harrison County

Family & Community Development Newsletter

July
August
2023

WEST VIRGINIA COMMUNITY EDUCATIONAL OUTREACH SERVICE

Inside this issue:

Important Events	1
Featured Project, CVH Reminder, Photo Contest Rules	2
Mark Your Calendar, Basket Workshop, Poetry, Short Story Entry Guidelines	3
Cultural Arts Show Award Winners	4
Reservation Forms	5
Staying Positive	6
Homespun Humor, Contact Information	7

The WV CEOS is seeking candidates for secretary and treasurer. See Carolyn Romine if interested.

CEOS Fill VA Van with Donations



The VA van was filled to the brink with an estimated $10,000 of donations from our CEOS members. It more than doubled last year's collection. A huge "Thank You' goes out to the WVU Extension staff in Knapp Hall for their efforts in making the day such a huge success.

County Council and Picnic

6 p.m., July 10 at the 4-H Center

Join us for an evening of fun, family, friends, and fellowship at the picnic. Don't forget your cleaning supplies and non-perishable food items for local charitable organizations. Each club president or designee should RSVP the Extension Office by June 30 indicating the number of members and guests attending. The evening's entertainment will be provided by Mac Sample.



Picnic

Pie Crust Workshop Back by Popular Demand

Fix yourself a mid-morning snack as you prepare a pie at a workshop scheduled for 9:30 a.m., Friday, July 14 at the 4-H Center. The class will be $15 and is limited to the first 10 who register. Participants should bring a medium-sized mixing bowl, two butter knives, and a rolling pin.

Executive Board Meeting Scheduled for June 28

The Harrison County CEOS Executive Board will meet at 9:30 a.m., *Wednesday,* June 28, at the 4-H Center.

Please note the change of days for the meeting. The picnic will be an agenda item for discussion.

Featured Project

Collecting cleaning supplies



Continuing a longtime tradition, the CEOS will be collecting cleaning supplies, everything from household cleaning fluids and sprays to brooms, mops, and buckets, at the annual July picnic. These supplies will be distributed to local charitable organizations. A table will be set up in front of the 4-H Center prior to the picnic to allow for those attending the event to drop off the cleaning supplies.



CEOS Photo Contest Guidelines





- Categories: People, Scenery, Animals, and Flowers



- Only one snapshot per category
- Unframed 4" x 6"copy



- Deadline to submit to County Extension Office is June 23. Entries can be dropped off between 8 a.m. and 4 p.m., weekdays.
- Mail entries must be postmarked by June 23



Celebrate Volunteer Hours

The world is hugged by the faithful arms of volunteers.



—Terri Guillemets

The Celebrate Volunteer Hours program recognizes volunteer hours. These hours can be counted as an individual, club or county. CVH hours must be submitted by August 1. Please use the salmon-color form, which was included in the reorganization papers distributed to your club presidents in May.

Mail to:

John Wickline
WVU Extension Office, Harrison County
1117 Good Hope Pike
Clarksburg, WV 26301

Thank you for all that you do.

Sincerely,

John Wickline

Program Assistant



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

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



July

10 County Council & Picnic
Collect cleaning supplies

14 Pie Crust Workshop

18-20 NVON Conference, Parkersburg

August

1 CVH Forms Due

4 Basket Workshop

4 Short Stories Contest Entries Due

4 Poetry Contest Entries Due

28 Executive Board Meeting

Poetry, Short Story Entry Deadlines Approaching Fast

Get those pencils and papers handy, or fire up that computer as the deadline to submit your poetry or short story is rapidly drawing near. The deadline to enter your work is 4 p.m., Friday, August 4. You can drop the entries off at the Extension Office between 8 a.m. and 4 p.m., Monday through Friday. Any entries mailed in must be postmarked by August 4.

Short stories can be about any subject, but must be 1,000 words or less. Poems should be 250 words or less. The entry should be written by a CEOS member who is not a professional writer or poet, meaning they receive no compensation for their work.

The entries should be typed and stored securely in a folder or notebook. The folder's identification should include the writer's name, address, telephone number, club, and county.

Winners in each category will be forwarded to state competition.

September

1 Reorganization Forms Due to Extension Office

8 Scarf Workshop

11 County Council Meeting

October

3-5 WVCEOS Fall Conference, *WVU Jackson's Mill*

20 Christmas Crafts Workshop

24 Executive Board Meeting & Goal Writing

30 CEOS of the Year Forms Due

November

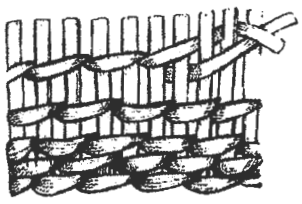
3 Fun & Games Workshop

6 County Council Meeting

16 Demonstration/Achievement Day

30 Deadline to submit Club Dues, Rosters and Committee Reports

Basket Workshop Returns Aug. 4



Delores Stutler will be leading a basket-making workshop on Friday, Aug. 4 at the 4-H Center. The cost of the kit will be $25. The deadline to register is July 28.

Bring a tub or bucket for soaking your reeds and your basket-making tools. Some tools will be available to purchase at the workshop. Pack a lunch or bring a snack.

Cultural Arts Show Winners

Best of Show: Pam Coffman *People's Choice: Linda Hoy*

Cultural Arts Show winners are invited to demonstrate their award-winning talents at Demonstration Day

Quilts

Machine-pieced/hand-quilted
1st — Elwanda Dennison
2nd — Sue Cox

Machine-pieced/machine-quilted
1st — Elwanda Dennison
2nd — Betsy Crickard
3rd — Betsy Crickard

Hand-pieced/hand quilted
1st — Pam Coffman
2nd — Patty Blankenship

Pre-printed
1st — Carolyn Romine
2nd — Carolyn Romine

Applique
1st — Cindy Conway

Baby/Ronald McDonald
2nd — Estella Farnsworth
3rd — Carolyn Romine

Quilts/Miscellaneous
1st — Cindy Conway

Hand Stitchery (needlepoint, cross stitch, crewel)
1st — Rena Lawrence
2nd — JoAnn James

Embroidery

Machine
1st — Okey Edgell
2nd — Susan Brown
3rd — Susan Brown

Hand
1st — Susan Brown
2nd — Carolyn Romine
3rd — Carolyn Romine

Wearable Art
1st — JoAnn James
2nd — Theresa Noble

Fiber Arts
1st — Sharon Gray
2nd — Imogene Howell
3rd — Imogene Howell

Holiday Crafts
2nd — Susan Brown
3rd — Carolyn Romine

Paper Crafts
1st — Barbara Bolyard
2nd — Shirley Murphy
3rd — Shirley Murphy

Paintings
1st — Linda Hoy

Adult Coloring
1st — Deloris Wilson
2nd — Barbara Leatherman

Jewelry
1st — Robin Sawitski
2nd — Robin Sawitski
3rd — Shirley Murphy

Recycled Items
1st — Shirley Murphy

Floral Arrangements
1st — Carolyn Romine
2nd — Theresa Noble

Professional
1st — Linda Cross
2nd — Linda Cross
3rd — Linda Cross

Miscellaneous
1st — JoAnn James

An extra-special Thank You goes out to the Doddridge County CEOS and the Doddridge County Extension Office for serving as judges at the Cultural Arts Show.



Basket Workshop

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

See the description of needed items on page 3. The cost is $25. Register by August 1.

Basket Workshop

NAME _____ **CLUB/GUEST** _____

ADDRESS _____ **PHONE** _____

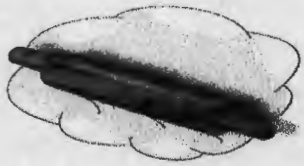
Mail to : WVU/Harrison County Extension Service
John Wickline, Program Assistant
1117 Good Hope Pike, Clarksburg, WV 26301

Cost: $25
Deadline: July 28, 2023
Checks payable to HC CEOS

Pie Crust Workshop

9:30 a.m., Friday, July 14 at the 4-H Center

See page 1 for details. Class size is limited, and this has been a popular event in recent years, so register quickly before all of the seats are taken. Greg Wolfinger will be leading the class.



Pie Crust Workshop

NAME _____ **CLUB/GUEST** _____

ADDRESS _____ **PHONE** _____

Mail to : WVU/Harrison County Extension Service
John Wickline, Program Assistant
1117 Good Hope Pike, Clarksburg, WV 26301

Cost: $15
Make checks payabe to HC CEOS
Deadline: July 7, 2023

County Council & Picnic

6 p.m., Monday, July 10 at the 4-H Center

See page 1 for additional details. More information will be announced on the CEOS Facebook page as it becomes available.

The picnic is open to CEOS members and their immediate family. There is no cost to attend.



County Council & Picnic

NAME _____ **No. of Guests** _____

ADDRESS _____ **PHONE** _____

Mail to : WVU/Harrison County Extension Service
John Wickline/Program Assistant
1117 Good Hope Pike, Clarksburg, WV 26301

Deadline: June 30, 2023
304-624-8650

Staying Positive in Negative Times

Our emotions are heavily influenced by our environment, and it may be difficult to find the positive energy needed to move forward. However, we do have control over our reactions to life's challenges. We cannot control our circumstances, but we can control how we respond to them. Individuals can develop skills to become resilient in the face of adversity, as well as develop nurturing habits to create a positive attitude. While positive thinking works for many people, it is often not that simple. There are important tools that can assist you.

Develop a strong support team. These are people who can provide a caring and positive outlook. Technology has provided great opportunities to connect with positive supporters during this time. Interact with others who are willing to discuss solutions and possibilities for the future. Positive energy flows through people helping others; reach out for support, as needed, and be ready to reciprocate as you are able.

Reevaluate what is important. Resilient people gain strength and vitality by defining their personal values and sticking with them rather than reacting to problems. Make a list of your core values and post them. When faced with adversity revisit the list and determine whether the solution to the problem relates to your core values. If so, proceed with your course of action. If not, step back and re-evaluate the solution in relation to your values.

Create a place to rejuvenate yourself. Having a place to relax and refresh is essential to moving forward. It may be a physical place. Fill it with positive tools such as books, music, photographs or movies. Or take a mental escape by closing your eyes, breathing deeply and picturing yourself in a place that bring you peace and joy. Clutter can be a barrier to creating a place of peace and rather create a sense of stress. Take time to get rid of the physical, as well as the mental, clutter you have gathered.

Focus on your physical well-being. Our physical well-being provides us the strength to enjoy life and endure its unexpected challenges. It also provides an opportunity to be a strong supporter of others. Be sure you are eating nutritious foods, staying hydrated by drinking plenty of water, and finding a way to be physically active. Just a few minutes of daily activity will help rejuvenate you and energize your mind and body.



Be grateful. By identifying and appreciating the positive in our lives our mood lifts instantly. Each day no matter the circumstances, there are things to be grateful for. Become aware of the little things we daily take for granted. Start a gratitude journal. At the end of every day write three things you had to be thankful for that day. At the end of the week and month review all of your blessings and begin to focus on that. Sharing these blessings may lift the spirits of others.

Surround yourself with positive resources and people. Filling our environment with positive resources and people will reduce stress and provide positive energy. However, negativity will creep back into our daily lives. The best way to combat the negativity is to resist the temptation to be pulled into arguments. Accept that you may not always agree, and you that you may never change the mind of the other person. Remain calm, take a few deep breaths and remember that you are in control of your feelings and reactions.

Enjoy your hobbies. Researchers state that people with hobbies have better physical health as well as a more positive outlook on life. Schedule time to enjoy your hobby. If you don't have a hobby, take this time to learn something new, which may keep your mind sharp and boost your self-confidence.

Life can be challenging and adversity can change our lives forever. Overcoming the tough times will make us stronger and more resilient. Move forward and become an inspiration to your family and friends.

— Cheryl Kaczor is a WVU Extension Service Families and Health agent in Marshall County.

Homespun Humor

- My paper airplane won't fly. It's completely stationary.
- I visited the air and space museum. There was nothing there.
- Shredded cheese — the key to Grate-ness.
- I refuse to work with compost. It's degrading.
- If you have a silly sneeze, the world laughs with you, not *atchoo*.
- The human tongue weighs very little, but few people can hold it.
- Never own a pet shop. Shops make terrible pets.
- Life is like a doughnut. You're either in the dough or in the hole.
- Man injured in Peek A Boo Accident. He's in the ICU.
- I have a pen that can write underwater. It can write a lot of other words too.
- I before E except after Old MacDonald Had A Farm.
- Never play leapfrog with a unicorn.

Random Thoughts

— from Vince the Sign Guy

WVU Extension Harrison County
1117 Good Hope Pike
Clarksburg, WV 26301
Phone 304-624-8650
Fax 304-624-0017
E-mail:
John.Wickline@mail.wvu.edu
http://extension.wvu.edu/harrison

"Look for something positive in each day, even if some days you have to look harder."

www.wvu.edu

2023 Harrison County CEOS Officers

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