Wednesday, September 20, 2023
9:00 A.M.

The Harrison County General Service Building 229 South Third St. will be opened with limited seating at the County Commission meeting. However, you may join and listen via Zoom Conference Call by the following steps. Public participation will be allowed during public comment period and/or scheduled appointments.

Join Zoom Meeting
****
https://us02web.zoom.us/j/7628160712
Dial: 1-646-568-7788
Meeting ID: 762 816 0712
Passcode: 270967

Appointments:

9:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
9:05 A.M. --- Public Hearing --- Delinquent or Unprogressed estates
9:10 A.M. --- Employee Recognition Plaques --- See Exhibit A
9:15 A.M. --- Alley Closure --- Geoffrey & Laura Francis --- Unnamed Road --- Terra Ultra Development --- Nutter Fort, WV
9:20 A.M. --- Paradigm --- John Matheny & Phil Riley

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A. Aiden Rasmussen --- End of Internship --- I T Department --- Effective 09-15-2023**
   - **B. Taylor Skidmore --- End of Internship --- I T Department --- Effective 09-15-2023**
   - **C. Jacqueline McGinnis --- Retirement --- Prosecuting Attorney --- Effective 09-30-2023**
   - **D. Jacqueline McGinnis --- Part Time --- Prosecuting Attorney --- Effective 10-02-2023**
   - **E. Tara Hodge --- Resignation --- Animal Control --- Effective 09-28-2023**
   - **F. Stephen Cockrell II --- New Hire --- Animal Control --- Effective 10-02-2023**
   - **G. Brenda Vernon --- Rate Increase --- Animal Control --- Effective 09-25-2023**
   - **H. Whitney Newlon --- Rate Increase --- Animal Control --- Effective 09-25-2023**
4. **Minutes and /or Amended Minutes of Previous Meeting:**
   - **A. Regular Meeting Minutes --- 08-30-2023**

5. Requisitions --- Purchase Orders --- Invoices
    A. Enlarged Hepzibah PSD ARPA Funds (Requisition included in payables)
    B. Vendor List of Payments
6. Exonerations --- Corrective Tickets --- Joint Property Application (NONE)
7. Consideration of Approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements: (NONE)
8. Review – Discuss - Consider GSA Update --- (Potential Executive Session Pursuant to 6-9A-4(b)(9) to Consider Matters Involving or Affecting the Purchase, Sale or Lease of Property, Advance Construction Planning, the investment of Public Funds or Other Matters Involving Commercial Competition, which if Made Public, Might Adversely Affect the Financial or Other Interest of The County
9. Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission: (NONE)
10. Review – Discuss – Consider Setting Countywide Trick or Treating on Tuesday, October 31, 2023 --- 6:00 P.M. to 7:30 P.M.
11. Review – Discuss – Consider MOU between HCC/HCDA/HCEDC related to the prior vote to transfer the Harrison Regional Industrial Park Property and Parcel 54 of Tax District 15, Map 290 from the Harrison County Development Authority to the Harrison County Economic Development Corporation with the stipulations previously approved by the HCC
12. Review – Discuss – Consider Enviroclean LLC Janitorial Bid Contract Extension
13. Review – Discuss – Consider permission to travel --- Jessica Smith --- Harrison Co. Community Corrections --- Peer Recovery Retreat --- Oglebay Resort, Wheeling WV --- November 12 thru 14, 2023
14. Review – Discuss – Consider permission to travel --- Paul Bump --- 9-1-1 --- Camp Dawson --- WV SIRN Conference (radio system) Kingwood, WV --- September 24 thru 29, 2023
15. Review - Discuss - Consider Accepting and Awarding bid for demolition of 11 structures
16. Review - Discuss - Consider Engagement Letter - Real Estate Option Agreement Associated with PILOT Arrangements for Proposed Natural Gas Electric Generation Facility in Harrison County, WV
17. Review – Discuss - Consider approving ABCA License letter for Good Hope Hawks Nest
18. Administrator's Report
19. Commissioner Comments – Questions

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

A. Weekly Fiduciary Report from the County Clerk
    1. 09-06-2023 thru 09-12-2023
B. Monthly Fiduciary Commission Settlements: (NONE)
C. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service
    1. First Energy --- Mon Power and Potomac Edison Improve Wastewater Treatment Process at West Virginia Power Plants
    2. Ace Aggregates --- Outstanding balance charges on accounts over 30 days old
    3. Sun Valley PSD --- Regular Meeting Minutes --- 08-15-2023
    4. Sun Valley PSD --- Vendor Invoice Report --- 08-31-2023
    5. Harrison – Taylor 911 Advisory Board --- Meeting Minutes --- 08-15-2023
    6. Harrison – Taylor 911 Advisory Board --- Meeting Agenda --- 09-19-2023
    7. Enlarged Hepzibah PSD --- Regular Meeting Minutes --- 08-14-2023
    8. Enlarged Hepzibah PSD --- Financials --- 07-08-2023

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)

T-2. Special Funding Request Daughters of the American Revolution Daniel Davisson Chapter, Clarksburg, WV (07-12-2023)

T-3. Payment Application #23 --- Rycon Construction ---$275,000.00 (07-19-2023)

9:05
9-20-23

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
Janet Sue Bowman	Wayne Bowman	11/10/2019	2/6/2020
Barbara Ann Davis	Rebecca Jane Davis	5/16/2019	9/3/2019
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
Sharron H Hardy	Mark E Stevens	11/23/2019	1/13/2020
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
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
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

Joyce Ann White	Dixie Smith	7/24/2019	8/22/2019
Thomas Gilbert Woodson	Bonnie Sue Woodson	2/26/2018	9/18/2019

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

ORDER ADMINISTRATIVELY CLOSING DELINQUENT OR UNPROGRESSED ESTATES

1. Pursuant to the provisions of West Virginia Code §44-2-19a, the County Commission entered an Order to Show Cause against the personal representative of the below estates on the 28th day of June, 2023, requiring the respective appointed personal representatives to file a statement within thirty (30) days after the mailing of the specific Order 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.

2. At a previous date, the County Clerk mailed a specific Order to the appointed personal representatives and to other interested parties, and more than thirty (3) days after the mailing of the specific Orders have elapsed.

3. The personal representatives are still delinquent in his or her administration of their respective estates, or the County Clerk has received no verified statement of the personal representatives, or upon review of any statement received by the County Clerk, the Clerk found and determined that good cause has not been shown.

4. At a previous date, the County Clerk mailed a Report and Notice to the appointed personal representatives and other interested parties so informing the personal representatives that GOOD CAUSE HAS NOT BEEN SHOWN and notifying the personal representatives and other interested parties of the hearing before the County Commission to be held on the **20th** day of **September, 2023.**

5. A notice of the hearing before the County Commission to held the **20th** day of **September, 2023** was published on the **5th** day of **September, 2023** in **Clarksburg Telegram** a newspaper of general circulation in this County in accordance with the provisions of law.

6. A hearing before the County Commission in this matter was held on the **20th** day of **September, 2023**, at **9:05am** o'clock, at the Harrison County General Service Annex Building.

7. At the hearing, no good cause was shown by any person or otherwise known to the County Commission as to why the following estates should not be administratively closed.

NOW, THEREFORE, upon consideration of all the above, the County Commission **FINDS** that, pursuant to the provisions of the West Virginia Code §44-2-19a, the following estates are delinquent or have not been duly closed within a period of three years from the opening of such estates and in which no progress, or unsatisfactory progress, has been made towards the settlement of such estates, and the County Commission does herby **ORDER** that the appointed personal representatives appearing below are **REMOVED** from office and the below estates are **ADMINISTRATIVELY CLOSED**, all in accordance with the laws of the State of West Virginia. Any bond of the below named personal representatives who has been hereby removed, and the sureties or obligors thereon, shall remain and be open and liable for action in accordance with the law including the provisions of West Virginia Code §44-1-26.

Decedent's Name	Personal Representative	Date of Death
Janet Sue Bowman	Wayne Bowman	11/10/2019
Barbara Ann Davis	Rebecca Jane Davis	5/16/2019
Marjorie Symons Allen Faris	David A Faris	11/5/2019
June M. Fisher	David W. Bolyard	3/7/2019
Virginia F Folio	James A Terango	4/16/2020
Sharron H Hardy	Mark E Stevens	11/23/2019
Margaret K Hickman	Vada L Hickman	5/24/2012
Judith Ann Huntermark	Eugene David Huntermark	9/11/2019
John J Jones Jr.	Carolyn Jones	10/20/2019
Maxine Lewis	Calvin "Gene" Lewis	1/17/2020
Christopher B Lilly	Lisa Gail Lilly	4/29/2020
Michael Lee Lyons Sr.	Michael Lee Lyons Jr.	1/19/2020
Lalah R. Martin	Jackson Anderson	10/24/1994
Richard Lee McIntyre	Travis McIntyre	4/14/2016
Lucille B Morgan	Samuel Bonasso & Russell Bonasso	1/24/2006
Larry Samuel Policano Jr.	Nicholas Babbis	7/23/2019
Melinda Lee Pritchard	Bradley Pritchard & Brain Pritchard	1/14/2019
Nancy Carole Shaffer	Donna McElwain & Barbara Bowman	8/15/1997
George Nelson Shaw Sr.	Norma E Shaw	4/10/2018
Rhonda Jean Singleton	Clarissa Marie Lipscomb	11/23/2019
Sherman Jennings Snider Jr.	Sherman Jennings Snider III	10/30/2019
Joyce Ann White	Dixie Smith	7/24/2019
Thomas Gilbert Woodson	Bonnie Sue Woodson	2/26/2018

All of which is accordingly ADJUDGED, ORDERED, and DECREED this 20th day of September , 2023 .

_____

County Commissioner, President

_____

County Commissioner

_____

County Commissioner

9:10 A.M

9:10 A.M. Exhibit A

Employees with 30 Years of Service

Andrew Bailey

Michael Book

Paul Bump

James Copenhaver

Christopher Cutright

Patrick Echard

Roger Lindsay

Bryan Lowther

Jacqueline McGinnis

Harrison County Tax Parcel Viewer

9:15 AM
9-20-23



Date: 8/23/2023

Joseph R. Romano
Harrison County Assessor

All tax maps created under the provisions of reappraisal legislation are the property of the Assessor of Harrison County, West Virginia and the reproduction, copying, modification, distribution or sale of such tax maps or any copies thereof without the written permission of the Harrison County Assessor is prohibited by law.

0 0.01 0.03 0.06 0.09 0.12 mi

PUBLISHER'S CERTIFICATE

I, Angie Cantrell,
Classified Manager of THE EXPONENT TELEGRAM, a newspaper of general circulation published in the city of Clarksburg, County and state aforesaid, do hereby certify that the annexed:

unmanmed road

was published in THE EXPONENT-TELEGRAM 1 time(s) commencing on 08/04/2023 and ending on 08/04/2023 at the request of

GEOFFREY & LAURA FRANCIS.

Given under my hand this 08/04/2023.

The publisher's fee for said publication is: $8.98.

Angie Cantrell
Classified Manager of The Exponent-Telegram

Subscribed to and sworn to before me this 08/04/2023

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Rebecca Gray
300 Cove Court Clarksburg, WV26301
My Commission Expires May 5, 2028

Rebecca Gray
Notary Public in and for Harrison County, WV

My commission expires on
The 5th day of May 20 28

The Exponent Telegram

P.O. Box 2000
Clarksburg, WV 26302
Phone: 304-626-1420
Fax: 304-622-3629
Classified@theet.com

Advertising Receipt

GEOFFREY & LAURA FRANCIS
1000 GOODWIN AVE
CLARKSBURG, WV 26301

Acct#:68383
Ad#:1384472
Phone#:509-879-2135
Date:08/04/2023

Salesperson: REBECCA GRAY **Classification: Legal Ads** **Ad Size: 1.0 x 46.0**

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Classified Exponent	08/04/2023	08/04/2023	1	5.98	5.98
Affidavit Fee	-	-	-	-	3.00

Payment Information:

Date:	Order#	Type
08/01/2023	1384472	CreditCard

Total Amount: 8.98
Total Payments: 8.98
Amount Due: 0.00

Attention: Thank you for your business.

Ad Copy

Any person or persons that may be impacted, impaired or lost by the closing of; or holds interest; or a lien of "an unnamed road in the Terra Alta Development" can attend the hearing at the Harrison Co Court House on August 23, 2023 at 9:05am.

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/15/2023		| | |-| | |-| | | | |

NAME	ADDRESS
Aiden Rasmussen	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		401	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☒ OTHER (Explain) End of Internship

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 9/14/2023
HUMAN RESOURCES MANAGER	DATE 9/14/2023

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Amsterdam®

3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/15/2023		| | |-| | |-| | | | |

NAME	ADDRESS
Taylor Skidmore	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		401	

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 _____

X OTHER (Explain) End of Internship

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 9/14/2023
HUMAN RESOURCES MANAGER	DATE 9/14/2023

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3-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9.30.23		| | -| | -| | | |

NAME	ADDRESS
Jacqueline McGinnis	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☒ OTHER _____	E-9	Ø
☐ 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) Retirement

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
Jacqueline M. McGinnis	9/12/2023
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE

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3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
10.2.23		| | |-| | |-| | | | |

NAME	ADDRESS
Jacqueline McGinnis	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☒ OTHER _____	Ø	$22 hr
☐ 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) Part-Time - Hourly

AUTHORIZATION:

EMPLOYEE SIGNATURE Jacqueline McGinnis	DATE 9/12/2023
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE

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3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/28/2023		| | |-| | |-| | | | |
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
☐ 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) Pay out any remaining vacation time

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 9/18/2023

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3-F

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
10/02/2023		| | |-| | |-| | | | |
NAME: Stephen Cockrell II		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT: 716 / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
X RATE	$	17.25
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

X 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 Pyle	DATE: 9/18/2023

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3-G1

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/25/2023		

NAME	ADDRESS
Brenda Vernon	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		716	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
X RATE	4-4	5-5
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain)_____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Dawna Ryle	DATE 9/18/2023

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3-H1

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/25/2023		| | |-| | |-| | | | |

NAME	ADDRESS
Whitney Newton	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		716	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
X RATE	5-4	6-5
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Pope	DATE 9/18/2023

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Amsterdam

4-A

At the regular meeting of the County Commission of Harrison County held on Wednesday August 30, 2023, Commissioners Susan Thomas and David Hinkle were present. Commissioner Patsy Trecost II was present via ZOOM. Also present was John Spires, County Clerk, and Laura Pysz-Laulis, County Administrator, present via ZOOM. Commissioner Thomas opened the meeting and said the Lord's 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. Megan Fox --- Completion of E911 Dispatch Training --- Effective 09-10-2023
4. Minutes and /or Amended Minutes of Previous Meeting: (NONE)
5. Requisitions --- Purchase Orders --- Invoices: Hinkle moved to approve item A and B with the exception of D & A Contractors. Commission concurred. Commissioner Trecost moved to approve all within item A and B. Commissioner Trecost voted in favor. Commissioner Thomas and Commissioner Hinkle voted against. Motion failed.
   A. Town of Anmoore ARPA Funds (Requisition included in payables)
   B. Vendor List of Payments
6. Exonerations --- Corrective Tickets --- Joint Property Application: (NONE)
7. Review – Discuss – Consider changing how we sell excess dirt on County property from cubic yard to just a specified mound of dirt sectioned off to Lot of dirt minimum bid of $20,000.00: Trecost moved to approve the specified mound of dirt and the minimum bid amount of $20,000.00. Commissioner Hinkle would like for the bid to clarify if the County is going to require the individual to take all of the dirt or just what they want and if they need to put the property back and seed and follow DEP guidelines so the County does not get fined for runoff. Commissioner Trecost advised to include the amendment. Commission concurred.

11:05 A.M. --- Estate Hearing --- Petition to remove Mary Jean Calvert as administrator of the estate: Robert Greer, Attorney for Mary Calvert, Mary Calvert and Noah Calvert were present. Commissioner Thomas swore in the individuals present. Noah Calvert, advised that he is wanting Ms. Calvert removed because she is trying to cheat him and his siblings out of what little their late father had to leave them after his death. Robert Greer, Attorney for Ms. Calvert,

gave an overview of what has taken place with the estate to date. Hinkle moved to keep Mary Jean Calvert as the administratrix of the estate. Commission concurred.

11:10 A.M. --- Estate Hearing --- Noah Lee Morris --- Petition to remove administratrix and appoint Petitioner as the replacement: Charles Belamy, Mr. and Mrs. Goodrich. Mr. Belamy advised that they have tried numerous routes to contact Joyce Hornor with no success. Hinkle moved to go into a brief recess to discuss. Commission concurred. Hinkle moved to enter into regular session. Commission concurred. Hinkle moved to remove Joyce Hornor and appoint Paula Goodrich over the Morris estate. Commission concurred.

11:15 A.M. --- Estate Hearing --- Wanita Woodson --- Accept copy of Lost will in place of original: Commissioner Thomas swore in those individuals that will be testifying. Betty Smith explained the situation with the will. Hinkle moved to accept copy of the lost will. Commission concurred.

11:20 A.M. --- Funding Request --- Salem Apple butter Festival --- Christy Howell: Hinkle moved to approve funding in the amount of $3,500.00. Commission concurred.

8. Review – Discuss – Consider MOU between HCC/HCDA/HCEDC related to the prior vote to transfer the Harrison Regional Industrial Park Property and Parcel 54 of Tax District 15, Map 290 from the Harrison County Development Authority to the Harrison County Economic Development Corporation with the stipulations previously approved by the HCC: Commissioner Thomas recused herself from this matter. Hinkle moved to approve the MOU. Commissioner Hinkle voted in favor. Commissioner Trecost voted against. Motion failed.
9. Administrator's Report: NONE
10. Commissioner Comments – Questions: Commissioner Hinkle explained that there is a MOU between the City of Clarksburg and the Harrison County Commission regarding a grant that is due tomorrow August 31, 2023. Commissioner Hinkle moved to approve MOU between City of Clarksburg and Harrison County Commission and for the President to sign. Commission concurred.
    Commissioner Thomas moved to remove item T-4, Harrison County Veterans Council (08-02-2023) from the tabled items. Commission concurred.

Commissioner Hinkle moved to adjourn.

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

_____ _____

Susan Thomas, President Date

5-A

ENLARGED HEPZIBAH PSD
IJDC Project #2019W-1819 // #2023W-2421
REQUISITION #09

Payee	IJDC Loan	Harrision County ARPA	IJDC Critical Needs Grant	Total
	$1,893,000.00	*$170,825.00*	*$125,000.00*	*$2,188,825.00*
Construction				$ 142,928.00
Contract 1 (Virco)	$ -	$ -	$ -	
Equipment (Excavator, Pickup Truck and Dump Bed, Trailer)	$ 59,900.00	$ 83,028.00	$ -	
Engineering (Thrasher)				$ -
Construction	$ -	$ -	$ -	
Inspection	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
Administration (Region VI PDC)				$ 1,696.16
Administration (Inv. #43)	$ 1,696.16	$ -	$ -	
	$ -	$ -	$ -	
Accounting (Bennet & Dobbins)				$ -
	$ -	$ -	$ -	
	$ -	$ -	$ -	
Permits				$ -
	$ -	$ -	$ -	
	$ -	$ -	$ -	
Legal (Glover Legal, PLLC)				$ -
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
TOTAL THIS REQUEST	**$ 61,596.16**	**$ 83,028.00**	**$ -**	**$ 144,624.16**
PRIOR REQUEST	$ 1,695,811.11	$ 41,038.27	$ 123,494.00	$ 1,860,343.38
TOTAL REQUESTED TO DATE	$ 1,757,407.27	$ 124,066.27	$ 123,494.00	$ 2,004,967.54
REMAINING FUNDS	**$ 135,592.73**	**$ 46,758.73**	**$ 1,506.00**	**$ 183,857.46**

Submitted By: Shelby Johnson, Project Administrator **Date:** 09/11/2023

RESOLUTION

WHEREAS, the Enlarged Hepzibah Public Service District has reviewed the attached invoices in relation to its water system upgrade project and finds as follows:

1 . That none of the items for which payment is proposed under this requisition has formed the basis for any disbursement heretofore made.
2. That each item for which the payment is proposed to be made is or was necessary in connection with the Project and constitutes a cost of the Project.
3. That each of such costs has been otherwise properly incurred; and
4. That payment for each of the items proposed is then due and owing.

NOW, THEREFORE, BE IT RESOLVED by the Enlarged Hepzibah Public Service District that payment of the attached invoices as summarized above is hereby authorized and directed for payment.

APPROVED by the Enlarged Hepzibah Public Service District on this 11th day of September 2023.

By: Darlene Swiger

Darlene Swiger, Chair

5-B

Date of Meeting	20-Sep-23	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Lowes	Supplies /GSA Bldg	$389.75						
Commission	West Virginia University	Reimbursement	$7,500.00						
Commission	Visual Edge	Copier Rental	$309.25						
Commission	Visual Edge	Copier Rental	$255.99						
Commission	CityNet	Internet Courthouse	$7,889.67						
Commission	The Arc of H.C.	Plaza Cleaning	$430.00						
Commission	Global Industrial	Clear Dividers/GSA Bldg	$298.79						
Commission	Visual Edge	Copier Rental	$189.95						
Commission	Visual Edge	Copier Rental	$279.95						
Commission	wv Regional Jail	Inmate Housing	$148,931.54						
Commission	Lowes	GSA Supplies	$389.75						
Commission	Hart Office Solutions	Copier Rental	$196.83						
Commission	UniFirst	Carpet Runner Rental	$169.49						
Commission	U S Cellular	Modem &Tablet Rental	$5,500.27						
Commission	Robertson Heating	Maintenance Supplies	$799.41						
Commission	Mon Power	License Plate Reader	$44.37						
Commission	Xerox	Copier Rental	$136.35						
Commission	WV Fitness 24	Employee Wellness	$608.00						
Commission	Enlarged Hepzibah PSD	Water System Improvement						$83,028.00	
Commission	Mon Power	Service/GSA Building	$12,634.15						
Commission	H.C. Livestock Assoc.						$3,000.00		
Commission	Frontier	Phone Service	$21.08						
Law Enforcement	WV Paging	Pager	$7.00						
Law Enforcement	Galls	Uniform Supplies	$20.61						
Law Enforcement	Hartland	Supplies	$7.64						
Law Enforcement	Skasiks Cleaners	Dry Cleaning			$158.05				
Law Enforcement	Trapuzzano's Uniforms	Uniform Supplies			$40.49				
Law Enforcement	Truist Bank	Meals, Fuel & Travel	$1,054.19						
Law Enforcement	Trans Union Risk&Altenative	Online Services			$1,411.60				
Law Enforcement	Robins Perfect Fit	Patches			$10.00				
Law Enforcement	U S Cellular	Cellular Account			$2,523.09				
Process	Skasiks Cleaners	Dry Cleaning	$137.50						
Process	U S Cellular	Cellular Account	$177.03						
Prosecuting Attorney	AT&T Mobility	273.72							
County Clerk	The Water Shop	Water Service	$47.25						
County Clerk	Exponent Telegram	Deliquent Estates	$56.56						
Animal Control	Enterprise Sanitation				$173.38				

Date of Meeting	20-Sep-23	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Animal Control	U S Cellular	Cellular Account			$244.24				
Parks & Rec.	Marsh Lumber	Supplies			$79.45				
Parks & Rec.	UniFirst	Carpet Runner Rental			$18.08				
Parks & Rec.	Summit Park PSD	Summit Park Bfield			$73.40				
Parks & Rec.	Enlarged Hepzibah PSD	Spelter Park			$79.54				
Parks & Rec.	Waste Management	Waste Collection Summit Park			$110.22				
Parks & Rec.	First Citizens Bank	Copier Rental			$172.00				
Parks & Rec.	Leedy Elevator Service	Elevator Inspection			$250.00				
Parks & Rec.	Donna Staurt	Mileage Reimburse			$32.75				
Parks & Rec.	UniFirst	Rug & Supplies			$18.08				
Parks & Rec.	Mon Power	Summit Park Bfield			$13.40				
Parks & Rec.	U S Bank	Supplies			$279.92				
Parks & Rec.	Enterprise Sanitation	Waste Collection Various			$517.37				
Parks & Rec.	Mon Power	Spelter Park			$24.50				
Assessor	WV News	Yearly Subscription	$288.00						
Assessor	Truist Bank	Supplies	$66.98						
Assessor	Viaual Edge	Toner	$377.98						
Harrison Co. Senior Center	Custom Thermal Solutions	HVAC Repairs			$3,000.00				
Magistrates	WV State Auditor	2021 Audit							$16,270.00
911	Frontier	Service		$5,002.76					
911	Charles Pointe	Monthly Dues		$342.88					
Community Corrections	Lowe's Home Center	Supplies				$174.30			
Community Corrections	Micro Distributing II	Supplies				$6,855.70			
Community Corrections	Richard Southall	NAADAC Membership				$120.00			
Community Corrections	Alcohol Monitoring Systems	Daily Montoring Fees				$826.80			
Community Corrections	R.D. Wilson	Supplies				$204.92			
Community Corrections	Micro Distributing II	Supplies				$37,726.90			
Community Corrections	U S Cellular	Cellular Service				$491.10			
Community Corrections	The Change Company	Supplies				$374.33			
Community Corrections	Phillip ROY	Materials				$575.00			
Community Corrections	Hazelden Publishing	Materials				$1,361.90			
Community Corrections	West Virginia DMV	DUI Classes				$875.00			
			$189,215.33	$5,345.64	$9,229.56	$49,585.95	$3,000.00	$83,028.00	$16,270.00
					Grand Total :	$355,674.48			

MEMORANDUM OF UNDERSTANDING

By and Between

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

And

THE HARRISON COUNTY DEVELOPMENT AUTHORITY

It is agreed by and among the Harrison County Commission, West Virginia and the Harrison County Development Authority, as follows:

- All funds related to the transfer of the balance of the Harrison Regional Industrial Park Property and Parcel 54 of Tax District 15, Map 290 from the Harrison County Development Authority to the Harrison County Economic Development Corporation shall be remitted to the Harrison County Commission, into the _____ account.

- As voted and approved by the Harrison County Commission, West Virginia, on August 23, 2023, the general structure of the transaction(s) shall be as follows:

    - Provides $140,000 to the Harrison County Commission ($100,000 for remainder of Harrison Regional acreage and $40,000 for landlocked acreage specified above).

    - Relieves the Harrison County Commission of the approximately $50,000 outstanding invoice to The Thrasher Group, with proof of payment/satisfaction being provided to the Harrison County Commission, in writing.

    - Relieves Harrison County Commission of the $1.4M match obligation for the USEDA grant, with proof of such release being provided to the Harrison County Commission, in writing.

- All involved parties further agree to take the necessary steps to effectuate the foregoing and all involved parties agree not to challenge this MOU for lack or want of consideration.

[signature page follows]

HARRISON COUNTY COMMISSION, WEST VIRGINIA

_____

Its:_____

Dated:_____

HARRISON COUNTY DEVELOPMENT AUTHORITY

_____

Its:_____

Dated:_____

Approved in form:

HARRISON COUNTY ECONOMIC DEVELOPMENT CORPORATION

_____

Its:_____

Dated:_____

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Enviroclean LLC
dba M&M Septic Pumping
P.O. Box 550
Clarksburg WV 26302

304-623-6770

Janitorial Bid Contract Extension
10/1/2023



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

Enviroclean LLC
dba M&M Septic Pumping
P.O. Box 336
West Milford, WV 26451

304-623-6770

Enviroclean LLC dba M&M Septic Pumping
PO Box 336
West Milford WV 26451

Manager
Steve Junkins
304-623-6770

Office Point of Contact
Ray Thomas
304-623-6770

Emergency Point of Contact
304-677-5688
This phone is monitored 24 hours a day 7 days a week

Enviroclean LLC
dba M&M Septic Pumping
P.O. Box 336
West Milford, WV 26451



As defined in the contract between Enviroclean LLC., and Harrison County Commission for the Harrison County Courthouse cleaning contract, Enviroclean LLC., submits the following options for the renewal of the contract to clean Harrison County Courthouse.

Enviroclean LLC.'s proposed terms.

Proposed Monthly Billing Options

A. Option 1 - Enviroclean LLC dba M&M Septic Pumping will continue to perform the scope of work in 2023 for $13,160.00 per month.

B. Option 2 – Three Year Contract

   a. Oct 2023 - for $12,102.50 per month.
   b. Oct 2024 – for $12,465.58 per month.
   c. Oct 2025 – for $12,839.55 per month.

Harrison County Commission accepts option _____

Signature _____ Date _____

Print Name _____

Harrison County Commission

Approval to Travel

13

Travelers Name: Jessica Smith
Department: Harrison County Community Corrections, Day Report Center
Destination: Oglebay Resort 465 Lodge Dr. Wheeling, WV 26003-1967
Travel Dates: November 12-14, 2023
Reason: Peer Recovery Retreat CEU'S

Estimated Cost $464.84

Transportation $146.84

Air	$				
County Vehicle	$				
Private Vehicle	$	$146.84	225.9	miles @ $0.65	per mile
Rental Car	$			days @	per day

Lodging 2 nights @ $109.00 /night $218.00

Registration $0.00

Meals $100.00

Airport Parking

Approving Authority (Elected Official/Departmental Head) _____ Date _____

County Commission Action ( ) Approve ( ) Disapprove

Date _____

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Harrison County Commission

Request to Attend Meeting

Name: Paul Bump

Department: 9-1-1

Destination: Camp Dawson, Kingwood, WV

Travel Dates: 9/24/2023-9/29/2023

Reason: WV SIRN Conference (radio system)

Total Estimated Cost $ 0.00

Transportation			$ $0.00
Air		$	
Private Vehicle:			
Mileage	X .655	$ 0.00	
Rental Car		$	
Lodging			$
Registration			$
Meals (Estimated)			$
Incidentals			$

Employee Signature: [signature] Date: 9/17/2023

Approving Authority: [signature] Date: 9/15/2023
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

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Thomas.Aman@Steptoe-Johnson.com
304-933-8183 (direct facsimile)
304-933-8136 (direct dial)

September 18, 2023

Commissioner Susan Thomas
President
Harrison County Commission
Harrison County Courthouse
301 W. Main Street
Clarksburg, West Virginia 26301

Harrison County Development
Authority
Harrison County Courthouse
301 West Main Street
Clarksburg, West Virginia 26301
Attn: President

Wolf Summit Energy, LLC
c/o GE Energy Financial Services
901 Main Avenue
Norwalk, CT 06851
Attention: Legal Department- Counsel-
Wolf Summit

Engagement Letter – Real Estate Option Agreement Associated with PILOT Arrangements for Proposed Natural Gas Electric Generation Facility in Harrison County, WV

Dear Commissioner Thomas and Mr. Jenkins:

Thank you for selecting Steptoe & Johnson, PLLC, to represent The County Commission of Harrison County (the "County Commission") and the Harrison County Development Authority (the "Authority") in connection with the negotiation and documentation of amendments to and an extension of site option agreements (the "Site Option Agreements") by and among the County Commission, the Authority (the "Authority") and Wolf Summit Energy, LLC ("Wolf Summit") which is an affiliate of GE Energy Financial Services ("GE") with regard to the construction of a proposed natural gas combined power plant in Harrison County (the "Project"). The engagement of our firm for this matter involves the negotiation, documentation and facilitation of public approval of the Site Option Agreements. The Rules of Professional Conduct governing attorneys recommend that attorneys have written fee agreements with their clients. This letter ("Engagement Letter"), when returned to our office, will constitute, along with the Standard Terms of Engagement for Legal Services ("Standard Terms") and the Cost Information Sheet each enclosed herewith, your written fee agreement ("Agreement") with our firm for the matter addressed. To the extent that the Standard Terms or Cost Information Sheet

conflict with the payment terms contained in the Outside Counsel Policy (hereinafter defined) the terms of the Outside Counsel Policy shall control.

The Standard Terms address in general how our fees and charges are set; the handling of client deposits if required; billing and payment terms; the scope of the attorney-client privilege; the client's responsibilities; the termination of our firm's representation and the disposition of documents; and dispute resolution procedures. To the extent that an inconsistency may arise between the terms of this Engagement Letter and the Standard Terms, the Engagement Letter shall control.

1. IDENTITY OF CLIENTS

For the purpose of this representation, we understand that our clients are The County Commission of Harrison County, WV and the Harrison County Development Authority. However, although we will not be serving as legal counsel to Wolf Summit and consistent with the Rules of Professional Conduct, we understand that our fees and costs with respect to this matter will be paid by Wolf Summit or any of its affiliates or related parties. We have received a copy of the General Electric Outside Counsel Policy (January 1, 2022) and agree to the terms thereof (the "Outside Counsel Policy"). We are not representing Wolf Summit or any other entities or individuals whose interest may be affected by this matter and such individual persons or other entities are expressly excluded from the scope of our representation. References in this Agreement to "you" or "your" will mean the clients identified in this paragraph. Therefore, our ethical obligations flow to you, and any conversations we have are protected by the attorney-client privilege, among others.

2. SCOPE OF WORK

You are hiring us as your attorneys to represent you in the following matter:

The engagement of our firm for this matter involves the negotiation, documentation and facilitation of public approval of the Site Option Agreements.

We will provide those legal services necessary to you in the above matter and we will take reasonable steps to keep you informed of progress and to respond to your inquiries. Our representation of you in this matter will conclude upon the execution and delivery of the Site Option Agreements. If Steptoe & Johnson PLLC, is asked to perform additional work for you in the future, the terms of this letter will apply unless a different arrangement is agreed upon.

3. MINIMUM FEE/DEPOSIT

Because of our long-standing relationship with the County Commission, we are not requesting an initial deposit against fees and will bill Wolf Summit monthly for our fees and costs incurred in connection with this matter which invoices will be payable by Wolf Summit within one hundred twenty (120) days from the invoice date. We will copy the County

Commission and Authority on all submissions of invoices to Wolf Summit for informational purposes.

4. STAFFING, LEGAL FEES, BILLING PRACTICES

Tom Aman and Jason Turner will be the attorneys primarily responsible for the work we will perform for you. We will utilize the services of other attorneys, law clerks, and legal assistants to assist as necessary to efficiently handle your work and to meet time deadlines.

Wolf Summit agrees to pay by the hour for time spent on your matter by our legal personnel. Our billing rates vary with the experience and skill of the attorney or legal personnel rendering the service. Our hourly billing rates for this matter will be as follows: Tom Aman $365 per hour and Jason Turner $325 per hour; other members $325/hour; of counsel $295/hour and associates $275/hour. These rates represent a discount from our standard billing rates as a result of the longstanding relationship that our firm has with the County Commission. The maximum amount of fees (exclusive of costs) that we will bill toward this matter without seeking additional approval is $20,000.00 (the "Budget"). We will obtain the prior written consent (e-mail is satisfactory for this purpose) of Wolf Summit prior to submitting a bill for fees which brings the total amount billed for this matter in excess of the Budget. If Wolf Summit does not provide its consent for the payment of our legal fees in excess of the Budget, the County Commission agrees to pay for all such excess without the need to obtain any consents from Wolf Summit. If a substantial change in the scope of the work that we are engaged to perform in this matter should change we reserve the right to negotiate a modification of this fee arrangement with you.

Our billing practices will be in accordance with the Outside Counsel Policy.

5. BILLING STATEMENTS

Unless otherwise agreed to in writing, we will submit to you monthly statements for fees and costs incurred via the ONIT billing system maintained by GE, followed by a final bill at the end of the representation. These statements will be due within one hundred twenty (120) days.

6. DISCLAIMER OF GUARANTEE

Nothing in this Agreement and nothing in our reports or statements to you should be construed as a promise or guarantee about the outcome of your matter. We make no such promises or guarantees. Our comments about the expected outcome of your matter are expressions of our opinion only based on the presently known facts and circumstances.

7. EFFECTIVE DATE

The effective date for our representation of the Authority will be the dated date of this letter. The effective date of this Agreement with respect to our representation of the County

Commission will be retroactive to the date we first performed services. The date at the beginning of this Agreement is for reference only.

We look forward to working with you. If these terms are acceptable to you, please sign the enclosed copy of this letter and return it to us. If you have any questions about this letter or our representation, please call or write us.

Very truly yours,

STEPTOE & JOHNSON, PLLC

By: _____
Thomas L. Aman, Jr.

Agreed to on behalf of The County Commission of Harrison County this _____day of September, 2023.

_____
Susan Thomas, President

Agreed to on behalf of the Harrison County Development Authority this _____day of September, 2023.

_____
Michael Jenkins, President

Agreed solely with respect to payment terms on behalf of Wolf Summit Energy, LLC this ____ day of September, 2023.

GE Energy Financial Services, Inc.
On behalf of Wolf Summit Energy, LLC

By_____
Name: Elizabeth Garrett
Title: Managing Director and Counsel

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ABCA – 192A

Revised 05/19

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION

APPLICATION FOR RETAIL LICENSE

CONSUMPTION "OFF PREMISES"

CLASS B

FOR FISCAL YEAR 2023 **TO** 2024

COUNTY: Harrison

PLEASE CHECK ALL APPROPRIATE BOXES BELOW. BE SURE TO CHECK THE BOX(ES) BESIDE EACH (ALL) OF THE LICENSES FOR WHICH YOU ARE APPLYING.

A. WINE APPLICATION

- ○ Wine Retail.....$150
- ○ Wine Specialty.....$250
- ○ Wine Specialty/ Tasting.....$400
- ○ Wine Specialty Gift Basket Delivery*.....$250
- ○ Wine Sampling*.....$150
- ○ Wine Tasting "Farm Winery" $150
- ○ Wine Specialty Curbside Service..... $250

*** Wine sampling only available to Wine Specialty license holders.**

***Wine with a gift basket Specialty Delivery (must also obtain transportation permit).**
***Wine Curbside Service (must have at least $100,000 in groceries)**

B. BEER APPLICATION

- ● Carry-out.....$150
- ○ Beer Curb Side Service.....$250

***Beer Curbside Service (must have at least $100,000 in groceries)**

Operational Fee

Operational Fee..... $100

***This is a non-refundable and non-prorated fee to be paid with the filing of the application.**

C. APPLYING AS: (CHECK ONE)

- ○ Individual
- ○ Partnership
- ○ Limited Partnership
- ○ Corporation
- ○ Association
- ● Limited Liability Corporation

1. Email (Required): Good Hope Hawks Nest@gmail.com Fax Number: _____ WV TAXI.D./FEIN: 82-5237402

2. Applicant/Entity Name: Good Hope Hawks Nest, LLC

3. Doing Business As (DBA) Name: _____

4. Business Address: 9347 Good Hope Pike
(STREET)

Lost Creek WV 26385 304-745-3310
(CITY) (STATE) (ZIP CODE) (TELEPHONE)

5. Mailing Address (required): 9347 Good Hope Pike
(STREET)

Lost Creek WV 26385 304-745-3310
(CITY) (STATE) (ZIP CODE) (TELEPHONE)

Zoning Form

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

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

To: Municipal Clerk or Recorder

Under the requirements set forth in W.Va. Code § 11-16-8(a)(5), a person intending to apply for a license to operate a WVABCA licensed Class B establishment at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the WVABCA. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Class B licensed establishment issued pursuant to the provisions of § Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: Good Hope Hawks Nest, LLC

DBA (Doing Business As): _____

Address of Establishment: 9347 Good Hope Pike (Street/Route) Lost Creek (City) WV (State) 26385 (Zip Code)

Applicant's Name(s):

Bruce (Last) Alex (First) Russell (Middle)

Bruce (Last) Jennifer (First) Elaine (Middle)

_____ (Last) _____ (First) _____ (Middle)

_____ (Last) _____ (First) _____ (Middle)

_____ (Last) _____ (First) _____ (Middle)

General Description of Premises: 6 miles South of Clarksburg + Apx. 6 Miles North of Jane Lew on Rt 19.

This Notice has been filed with the Clerk or Recorder of the City/Town of _____ on this _____ day of _____, _____.

Applicant's Signature(s): Alex R. Bruce Date: 9/7/23

Jennifer E. Bruce Date: 9/7/23

_____ Date: _____

_____ Date: _____

(Municipality to fill out reverse side of form) ABCA-Lic.Z.2

A-1

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, September 6, 2023, through Tuesday, September 12, 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, September 6, 2023, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **SARA ELLA MUSCARI BURDEN**, deceased, late a resident of HARFORD, MARYLAND, was admitted to record.

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

CLAIRE WALLS, who was named in the last will and testament of **ELIZABETH ELEANOR MERRELLS MEYER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

DONALD EUGENE LYNCH, who was named in the last will and testament of **ARDEN LYNCH JR**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **WILLARD JACKSON DENNISON**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

GLORIA A DENNISON, who was named in the last will and testament of **WILLARD JACKSON DENNISON**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **LINDA SUE SMITH** was appointed and qualified as ADMINISTRATRIX of the estate of **GLENN EVERETT WILSON**, deceased. Bond was 3,000.00.

On, Thursday, September 7, 2023, the following matters were disposed of in the presence of the Clerk:

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

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **THOMAS CHARLES WESTBROOK** was appointed and qualified as ADMINISTRATOR of the estate of **DONNA KAY WESTBROOK**, deceased. No bond was required.

On, Friday, September 8, 2023, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **SHAWN ALAN BENNETT** was appointed and qualified as ADMINISTRATOR of the estate of **GREGORY FLOYD BENNETT**, deceased. Bond was 50,000.00.

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

TIA MARIE DAVIS, who was named in the last will and testament of **JOHN E OLIVERIO**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **ROGER D STALNAKER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ROBERT JAMES STALNAKER, who was named in the last will and testament of **ROGER D STALNAKER**, deceased, as ADMINISTRATOR thereof, qualified as such. No bond was required.

On, Monday, September 11, 2023, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **JUDITH A CARLISLE** was appointed and qualified as ADMINISTRATRIX of the estate of **JAMES THOMAS LAZENBY**, deceased. Bond was 300,000.00.

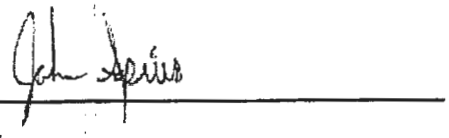
On, Tuesday, September 12, 2023, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BRANDI MOORE** was appointed and qualified as ADMINISTRATRIX of the estate of **ERIC ANTHONY MCIE**, deceased. Bond was 5,000.00.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **TERRY RUSSELL LAYFIELD** was appointed and qualified as ADMINISTRATOR of the estate of **TERRY RUSSELL LAYFIELD II**, deceased. Bond was 100,000.00.

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

A duly certified copy of the last will and testament of **MICHAEL ALAN PELLEY**, deceased, late a resident of MARSHALL, WEST VIRGINIA, was admitted to record.



John R Spires
Clerk of the Harrison County Commission

Wednesday, September 20, 2023

Confirmed

C-1

FirstEnergy Corp.
5001 Nasa Blvd.
Fairmont, WV 26554
www.firstenergycorp.com

For Release: September 11, 2023

News Media Contact:
Hannah Catlett
(440) 554-5346

Investor Contact:
Irene Prezelj
(330) 384-3859

Mon Power and Potomac Edison Improve Wastewater Treatment Process at West Virginia Power Plants

Video and soundbites explaining the environmental upgrades are available for download

FAIRMONT, West Virginia – As a part of their commitment to minimizing the environmental impact of operations, FirstEnergy (NYSE: FE) subsidiaries Mon Power and Potomac Edison have begun construction on two projects that will improve the wastewater treatment process at the companies' regulated power plants in West Virginia.

The environmental upgrades at Fort Martin Power Station in Maidsville, Monongalia County, and Harrison Power Station in Haywood, Harrison County, will help Mon Power and Potomac Edison continue to support clean drinking water, agriculture and recreation in local communities while also meeting the U.S. Environmental Protection Agency's updated effluent limitation guideline requirements.

Currently, water from nearby streams is used to wash coal ash from the bottom of the plants' furnaces for disposal. When the projects are complete, the ash will instead be ground into smaller pieces and fall onto conveyor belts for removal. The new process will create less wastewater, which must undergo careful treatment before it can be safely discharged back into the river to ensure the protection of aquatic ecosystems.

"Moving the ash in a mechanical manner will reduce the amount of water that touches ash and then therefore needs to be processed at each plant," said Adam Hoalcraft, a consulting engineer at Harrison Power Station. "The project aligns with FirstEnergy's mission to protect

and preserve the natural environment and to promote a sustainable future for the customers and communities we serve."

The upgrades include construction of conveyor belts that will transport coal ash to a new three-sided concrete structure on each plant's grounds. From there, the dry ash will be loaded into trucks to be taken to the companies' existing licensed disposal site nearby. The companies plan to finish the projects by the end of 2025.

The Public Service Commission of West Virginia approved the projects in 2022 as part of a $142 million, multi-year environmental compliance program. The cost of the improvements is to be funded through a customer surcharge that will begin next year when the first project is completed.

The upgrades support the continued operation of Fort Martin and Harrison until their anticipated retirement dates of 2035 and 2040, respectively. The two plants generate 3,080 megawatts of power combined.

Mon Power serves about 395,000 customers in 34 West Virginia counties. Follow Mon Power at mon-power.com, on Twitter @MonPowerWV, and on Facebook at facebook.com/MonPowerWV.

Potomac Edison serves about 275,000 customers in seven counties in Maryland and 155,000 customers in the Eastern Panhandle of West Virginia. Follow Potomac Edison at potomacedison.com, on Twitter @PotomacEdison, and on Facebook at facebook.com/PotomacEdison.

FirstEnergy is dedicated to integrity, safety, reliability and operational excellence. Its 10 electric distribution companies form one of the nation's largest investor-owned electric systems, serving customers in Ohio, Pennsylvania, New Jersey, West Virginia, Maryland and

New York. The company's transmission subsidiaries operate approximately 24,000 miles of transmission lines that connect the Midwest and Mid-Atlantic regions. Follow FirstEnergy online at www.firstenergycorp.com and on Twitter @FirstEnergyCorp.

Editor's Note: *Video and soundbites explaining the environmental upgrades are available for download on Flickr.*

(091123)

C-2

ACE
AGGREGATES
70 Columbia Boulevard Clarksburg, WV 26301
Phone: 304-842-9050

IMPORTANT CREDIT ACCOUNT UPDATES

Effective October 1st, 2023, any credit account balance that is outside of their normal account terms of net 30 days, unless otherwise agreed upon will be charged 1.5% per month for all outstanding balances. This will apply to all invoices past and present. Also, we will no longer be mailing invoices or account statements, all accounts will be required to have an email address on file. If you need a copy of an invoice or statement, feel free to reach out to ar@aceaggregatesllc.com or nwilson@aceaggregatesllc.com.

Regards,

Alex E. Wolfe

Sun Valley Public Service District

Regular Board Meeting

Tuesday, August 15, 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		
Sandra Patterson		

Note: The August meeting was changed from August 8, 2023 to August 15, 2023.

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

2. **Signing of Checks**
   Sandra Patterson made a motion to approve the Check Signed Document dated 7/12/23 through 8/15/23. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

3. **Phase III Sewer Project**
   Cody informed the Board that he talked to Clay Riley about Phase III "A" and Phase III "B" Projects and have decided to go with the 10 inch force main which is going to run from the pump station on the rails to trails and go all the way to Clarksburg and then tie in. Cody said this does a few things, it will keep you on the rails to trails all the way in to Clarksburg and it also relieves the area on the straight where there have been so many back-ups before. Kevin informed Cody that we need an updated cost on Phase III "A" the force main and after Clay reviews it, Kevin would like to have a set of plans. Cody, Kevin and the Board discussed this further.

4. **Lake Floyd Sewer Project**
   A. Cody informed the Board that all of the lines are done and are in and have passed inspection. All of the main line is tied into Sun Valley's main lift station at Wolf Summit. Cody said they are on a shut down right now and are supposed to come back next Monday, August 21, 2023. Kevin said some of the panels are coming from out west, so they are estimating in 3 or 4 weeks (about the middle of September), they should have the pump stations finished and be pumping from Lake Floyd to Wolf Summit. Kevin said that AJ has been a good contractor and there have been no problems at all.
   B. Kevin informed the Board there was an ad in the paper for the DEP permit modification for when we take over Lake Floyd and the comment period was through September 8, 2023. So, basically Thrasher has already done an amendment to our existing DEP permit and modified it and when that plan is ready, we should be good. Kevin said that he hasn't received a response back or heard any comments. Kevin, Cody and the Board discussed further.

5. **Manager's Report**

A. 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.

B. 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 July 27, 2023 and discussed.

C. 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 July, 2023 and the total outstanding when the disconnects are mailed each month. Kevin and the Board discussed this in detail.

D. Kevin provided the Board with copies of the Vendor Invoice Report for Water & Sewer that is outstanding as of 7/31/23 and discussed.

E. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water to Water Working Capital Reserve Savings Account for FY 2022-2023 and FY 2023-2024 to date. Kevin and the Board discussed in detail.

F. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer to Sewer Working Capital Reserve Savings Account for FY 2022-2023 and FY 2023-2024 to date. Kevin and the Board discussed in detail.

I. Kevin provided the Board with copies of the Water Loss Report for July, 2022 through June, 2023, with a water loss of 27.02% for the month of June 2023, and with a year to date adjusted water loss of 28.58%. Also, Kevin gave the Board copies of the Water Loss Report for July, 2023 with a water loss of 27.55%, and with a year to date adjusted water loss of 27.55%. Kevin and the Board discussed this in detail.

J. Kevin discussed with the Board adding Rhonda Beezel as a signer on Sun Valley's Combined Revenue, Water Security and Sewer Security bank accounts at Huntington Bank. After discussion, **Connor Thompson made a motion to add Rhonda Beezel's name to the Sun Valley Public Service District's Combined Revenue, Water Security and Sewer Security bank accounts at Huntington Bank. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

K. Kevin provided the Board with a copy of the agreement with Bennett & Dobbins PLLC for Water and Sewer for the year ended June 30, 2023. They will prepare the annual report of SVPSD – Water and Sewer, which comprise the annual Balance Sheet, Income Statement, Cash Flows, and related schedules for the year ended June 30, 2023, and perform a compilation engagement with respect to those financial statements. Kevin said the cost for this will be $4,200.00. After discussion, **Connor Thompson made a motion to accept the agreement with Bennett & Dobbins, PLLC to do Sun Valley Public Service District's Water & Sewer financial statements for year ended June 30, 2023, with the price being $4,200.00, plus travel. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

L. Kevin provided the Board with a copy of the Agreement with Bennett & Dobbins, PLLC to prepare the financial statements for SVPSD, which comprise the annual combined and combining statements of net position, revenues, expenses and changes in net position for the year ended June 30, 2023, related notes to the financial statements, supplementary information and perform a compilation engagement with respect to those financial statements. Kevin said the cost for this will also be $4,200.00. **Connor Thompson made a motion to accept the agreement with Bennett & Dobbins, PLLC to do Sun Valley Public Service District's annual combined and combining statements of net position, revenues, expenses and changes in net position for the year ended June 30, 2023, with**

the price being $4,200.00, plus travel. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

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

6. **Employee Issues**

Sandra Patterson made a motion to go into Executive Session to discuss Employee Issues. Connor Thompson seconded the motion. All in favor, none opposed and none abstained. Gregg Dale announced the meeting was back in session.

Sandra Patterson made a motion to give Kevin Short the authority to hire a part time employee for the office at SVPSD with a starting rate of $13.00/hr. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

Connor Thompson made a motion to give Zachary Barnett a raise of $2.00/hr., for stepping up and taking on a lot more responsibility. His current hourly rate is $21.00 an hour and with the raise it will be $23.00 an hour and will be back dated to 8/13/23. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

7. **Next Board Meeting**

Sandra Patterson announced that the next Board meeting would be September 12, 2023.

8. **Adjournment**

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

Chairman

Treasurer

Secretary

aja

C-4

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

** OPEN INVOICES ** DUE DATE: 8/31/23 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 8/31/23 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 641 000 00	OPERATION SUPPLIES & EXPENSE	2	426.26	2	426.26
B	80 651 000 00	MAINTENANCE OF MAINS	1	894.00	1	894.00
B	80 905 000 00	SUPPLIES AND EXPENSES	1	263.55	1	263.55
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	4	19,390.00	4	19,390.00
B	80 933 000 00	TRANSPORTATION	1	221.12	1	221.12
	FUND# 80	WATER FUND	9	21,194.93	9	21,194.93
B	81 703 000 00	SUPPLIES & EXPENSES	1	116.45	1	116.45
B	81 781 000 00	BILLING & COLLECTING	1	112.95	1	112.95
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	22	26,317.90	22	26,317.90
B	81 811 000 00	TRANSPORTATION EXPENSE	1	94.76	1	94.76
	FUND# 81	SEWER FUND	25	26,642.06	25	26,642.06
		ALL FUNDS	34	47,836.99	34	47,836.99

C-5

HARRISON-TAYLOR 911 ADVISORY BOARD
MEETING MINUTES
08/15/2023

Call to Order: Meeting called to order at 14:02

Previous Minutes: Motion to approve previous minutes made by Marcus Shaw, seconded by Ryan Robets.

Treasurers Report:

Introduction/Special Guests: Dallas Matt from Central Square came to answer any questions that anyone may have had with the platform. He will be making a mockup of the contract for review and start a discussion. He stated updates to the system, at no additional fee, will occur every 5 years. Chris Cutright inquired about the Atlas Mapping component integration; Dallas advised it is included with the system. Paul was unaware of the Mapping portion, he will investigate.

OLD BUSINESS:
***CAD:** Central Square will be updated every 5 years at no additional fee. Chris Cutright inquired about the Atlas Mapping component integration; Dallas advised it is included with the system. Paul was unaware of the Mapping portion, he will investigate.

***TRAINING:** One trainee is at completion and will be leaving to go to a Shift.

***STAFFING:** One new hire should be ready to start, she had some pre-scheduled medical appointments and when finished, will start.

***MAPPING:** we will be completing installation on the new server for mapping. Paul will be working on mapping to them. It is a ESRI Platform.

NEW BUSINESS:
CJIS (Federal Cyber Security) has tightened security on all users. There will be extra hoops to log in to the system.

Topic on Banquet was addressed. Maybe a picnic type event.

Signal-4 overview.

GOOD OF THE ORDER:

911 Communication Room Managers were added to the meetings to add overview and comments to the day-to-day of dispatch. To expand on any issues and how they affect dispatch. Welcome Chris Cutright and Andy Bailey to the group.

Had a minor issue at PK Tower with generator during a State update, it sent the Radios into site-trunking. The group was overview of what Site trunking is

NEXT MEETING:
09/19/2023

ADJOURN: Motion to adjourn meeting was made by Marcus Shaw, seconded by Ryan Roberts.
Meeting Adjourned 14:42

C-6

HARRISON/TAYLOR 911 ADVISORY BOARD
AGENDA
09/19/2023
14:00

Call to order:
Previous Minutes: Review and Approve minutes from August Meeting
Treasurers report:
Introduction/ special guests:

OLD BUSINESS:

NEW BUSINESS:
Tower Status
Frontier Communication issues
Frontier 911 Issues and position repair
Motorola Service Contract
Phone System Status
Server Replacement Project
Nextcloud Project
Blue on Blue Staff Meeting with Member Agencies
Active and Retired Officers on Central Square

GOOD OF THE ORDER:

NEXT MEETING
10/17/2023

ADJOURN

C-7

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, August 14, 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	Shelby Johnson
Fred Martin	Rhonda Beezel	Cody Turner
Sharon Hamilton		

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

2. **Signing of Checks**
   Fred Martin made a motion to approve the Checks Signed Document dated 07/01/2023 through 07/31/2023. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

3. **Hepzibah Water Project**
   Cody Turner was present to update the Board on the water project, and the upcoming change order for the check valve and excavator. Kevin and Cody discussed the next steps for Virco and the warranty work, also discussed final requisitions and pay app. They discussed the need to close out bank accounts in January 2024. Kevin and Cody discussed in detail with the Board.

   Shelby Johnson discussed with the Board the pay request for requisition #8 which includes, payout for Engineering, Administration, and the attorney for a total amount of $394,776.00. Shelby, Kevin, and the Board discussed.
   Fred Martin made a motion to approve requisition #8 in the total amount of $394,776.00 for Engineering, Administration, and the Attorney. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained

4. **Manager's Report**
   A. Kevin discussed with the Board the need for a motion for Bennett & Dobbins to prepare the financial statements for Enlarged Hepzibah P.S.D for year ending June 30, 2023 in the amount of $5,985.00, which includes travel. They will also do the annual reports in the amount of $1,365.00. Kevin and the Board discussed in detail.
   Fred Martin made a motion to approve both financial statements for Bennett & Dobbins, year ending 2023 for the total amount of $7,350.00. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.
   B. Kevin discussed with the Board that he and Rhonda have been working on an

updated water service termination agreement with the City of Shinnston. Kevin informed the Board he needed a motion for Rhonda to be able to sign for Enlarged Hepzibah P.S.D on the service agreement. Kevin and the Board discussed.

Sharon Hamilton made a motion to allow Rhonda to sign on behalf of Enlarged Hepzibah P.S.D for an updated water service agreement with the City of Shinnston. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

C. Kevin discussed the merge and how things will progress, including the pay schedule changes. Kevin and the Board discussed.

D. Kevin informed the board that the water tap and sewer line extension and tap at the Jewel City has been completed. Kevin discussed with Mike Hill, that the 6" line going to the church for fire suppression needs to be in compliance with the I.S.O. Kevin and the Board discussed in detail.

E. Kevin discussed with the Board the need for a motion to have our attorney write an Operations and Maintenance Agreement for Rick Hursey, Gypsy L.L.C. Kevin and the Board discussed.

Fred Martin made a motion for Enlarged Hepzibah to have an Operations and Maintenance Agreement, written for Gypsy L.L.C. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

F. Kevin provided the Board with a copy of the Accounts Payable by Aging as of July 31, 2023. He also provided a copy of the A/P Aging Summary as of July 31, 2023. the Income and Expense by month statement for July 2023 and the Profit & loss for July 2023, Kevin also provided the Statement of Cash Flows for July, 2023. Kevin and the Board discussed in detail.

G. Kevin provided the Board with a copy of the Hepzibah Water Loss Report for July, 2023 through June, 2024 per CWB read dates. Kevin said the Water Loss YTD is 31.83%. Kevin and the Board discussed.

H. Kevin informed the Board that on September 1, 2023 the office will close at 11:00 am. Kevin and the Board discussed.

I. Kevin provided the Board with the August 2023 calendar, and discussed.

J. Kevin discussed with the Board to go into executive session to discuss employee raises. **Sharon Hamilton made a motion to go into executive session to discuss personnel Matters. Fred Martin Seconded the motion. All in favor, none opposed and none abstained.**

5. **Employee issues**

Fred Martin made a motion to approve employee raises at 3 ½ percent for a yearly total of $6,302.40. Sharon Hamilton seconded the motion. All in favor none opposed and none abstained.

6. **Next Board Meeting**

Sharon Hamilton announced the next Board meeting will be September 11, 2023.

7. **Adjournment**

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

Chairman

Treasurer

Secretary

jd

C-8

9:03 AM
09/06/23
Accrual Basis

Enlarged Hepzibah PSD
Profit & Loss
July through August 2023

	Jul - Aug 23	
Income		
1500 · Late Fees		2,313.44
1501 · Metered Sales		62,327.58
1505 · Misc Income		8,767.59
4610 · Metered Water Sales		145,616.03
4700 · Water Late Fees		2,416.77
4741 · Reconnect Fees		367.91
4742 · Water Taps		700.00
4744 · Misc Water Income		200.00
Total Income		222,709.32
Gross Profit		222,709.32
Expense		
ENLARGED HEPZIBAH PSD		327.28
1704 · Utilities - Sewer Plant		26.70
1726 · Maint of Sewer Plant		171.63
1743 · Transportation Expense		3,160.37
1781 · Accounting & Legal		1,080.00
1789 · Petty Cash		200.00
1790 · Postage		1,316.22
1793 · Supplies		21,083.45
1794 · Uniforms		459.44
1795 · Telephone		1,224.56
1796 · Outside Services		25,635.33
1797 · Misc Expense		319.60
1799 · Advertising		224.65
1800 · Bank Charges		30.00
1804 · Regulatory		279.00
1805 · Sludge Disposal		650.00
6020 · Purchased Water		48,709.08
66000 · Payroll Expenses		40,682.12
6661 · Water Testing		538.10
6662 · Power & Fuel		
6662.1 · HREA	2,569.35	
6662.2 · Mon Power	2,049.00	
6662.3 · Cardinal Gas	22.76	
Total 6662 · Power & Fuel		4,641.11
6790 · - Water Line Project		599,922.25
9210 · Office Supplies		1,468.19
9260 · Pensions & Benefits		12,732.87
Total Expense		764,881.95
Net Income		-542,172.63

Enlarged Hepzibah PSD
Statement of Cash Flows
July through August 2023

	Jul - Aug 23
OPERATING ACTIVITIES	
Net Income	-542,172.63
Adjustments to reconcile Net Income to net cash provided by operations:	
Account Payable	-98,722.40
1200 · Other Liabilties - Sewer:1227 · Customer Deposits	-223.84
1201 · Other Current Liabilities - Wat:2350 · Customer Deposits	336.44
2378 · WV Municipal Bond	-11,308.88
24000 · Payroll Liabilities	2,346.32
Net cash provided by Operating Activities	-649,744.99
FINANCING ACTIVITIES	
1300 · Long Term Liabilities - Sewer	-1,023.00
1300 · Long Term Liabilities - Sewer:1236 · 05 USDA Bond Payable	-23,688.84
1300 · Long Term Liabilities - Sewer:1237 · Truist - Truck Loan	-1,121.22
1300.1 · Long Term Liabilites Water:2376 · Truist Truck Loan	-1,121.24
1300.1 · Long Term Liabilites Water:2377 · Truist Meter Loan	69,056.32
2001 · Water Net Assets:2710 · Contributed Capital	591,153.78
Net cash provided by Financing Activities	633,255.80
Net cash increase for period	-16,489.19
Cash at beginning of period	306,614.19
Cash at end of period	**290,125.00**

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ace Hardware	561.52	0.00	0.00	0.00	0.00	561.52
Advance Auto Parts	56.91	0.00	0.00	0.00	0.00	56.91
AMERICAN LEAK DETECTION	375.00	0.00	0.00	0 00	0.00	375 00
B&M Environmental LLC	2,999.00	0.00	0.00	0.00	0.00	2,999.00
Bennett & Dobbins PLLC	1,080.00	0.00	0.00	2,400.00	39,020.67	42,500 67
City of Clarksburg	455.00	0.00	0.00	0.00	0.00	455.00
Clarksburg Water Board	138.00	0.00	0.00	0.00	16,947.07	17,085.07
Core & Main LP	3,959.16	0.00	0.00	0.00	0.00	3,959 16
Cummins Sales and Service	1,524.08	0.00	0.00	0.00	0.00	1,524 08
Enlarged Hepzibah PSD	269.86	0.00	0.00	0.00	0.00	269.86
Hart Office Solutions	30.00	0.00	0.00	0.00	0.00	30.00
Miss Utility of WV, Inc.	31 35	0.00	0.00	0 00	0.00	31.35
Mon Power	11.32	0.00	0.00	0.00	0.00	11.32
PACE ANALYTICAL	308 10	0.00	0.00	0.00	0.00	308 10
Sun Valley Public Service District	3,839.12	2,044.44	3,748.00	0.00	14,017.46	23,649.02
Tepco	1,904 57	0.00	0.00	0.00	0.00	1,904 57
The Designer's Landscaping & Lawncare	540.00	0.00	0.00	0.00	0.00	540.00
TROJAN TECHNOLOGIES	7,096.60	0.00	0.00	0.00	0.00	7,096.60
TUCK'S WELDING	700.00	0.00	0.00	0.00	0.00	700.00
Vincent Lumber Company	13.50	0.00	0.00	0.00	0.00	13.50
Virco Contracting INC.	2,660.23	0.00	0.00	0.00	0.00	2,660.23
TOTAL	**28,553.32**	**2,044.44**	**3,748.00**	**2,400.00**	**69,985.20**	**106,730.96**

Enlarged Hepzibah PSD
Profit & Loss
August 2023

		Aug 23
Income		
1500 · Late Fees		1,402.19
1501 · Metered Sales		29,920.15
4610 · Metered Water Sales		70,394.75
4700 · Water Late Fees		1,305.53
4741 · Reconnect Fees		168.20
4742 · Water Taps		700.00
4744 · Misc Water Income		200.00
Total Income		104,090.82
Gross Profit		104,090.82
Expense		
ENLARGED HEPZIBAH PSD		77.87
1743 · Transportation Expense		2,198.68
1781 · Accounting & Legal		1,080.00
1790 · Postage		416.47
1793 · Supplies		11,940.91
1794 · Uniforms		239.27
1795 · Telephone		470.97
1796 · Outside Services		10,702.88
1797 · Misc Expense		151.40
1799 · Advertising		224.65
1800 · Bank Charges		15.00
1804 · Regulatory		62.00
1805 · Sludge Disposal		455.00
66000 · Payroll Expenses		23,273.91
6661 · Water Testing		446.10
6662 · Power & Fuel		
6662.1 · HREA	1,376.84	
6662.2 · Mon Power	518.04	
Total 6662 · Power & Fuel		1,894.88
6790 · - Water Line Project		395,551.49
9210 · Office Supplies		751.39
9260 · Pensions & Benefits		6,351.32
Total Expense		456,304.19
Net Income		-352,213.37

Enlarged Hepzibah PSD
Statement of Cash Flows
August 2023

	Aug 23
OPERATING ACTIVITIES	
Net Income	-352,213.37
Adjustments to reconcile Net Income to net cash provided by operations:	
Account Payable	-103,184.66
1200 · Other Liabilties - Sewer:1227 · Customer Deposits	200.00
1201 · Other Current Liabilities - Wat:2350 · Customer Deposits	312.60
24000 · Payroll Liabilities	2,749.63
Net cash provided by Operating Activities	-452,135.80
FINANCING ACTIVITIES	
1300 · Long Term Liabilities - Sewer:1236 · 05 USDA Bond Payable	-18,020.36
1300 · Long Term Liabilities - Sewer:1237 · Truist - Truck Loan	-560.62
1300.1 · Long Term Liabilites Water:2376 · Truist Truck Loan	-560.62
1300.1 · Long Term Liabilites Water:2377 · Truist Meter Loan	-2,287.84
2001 · Water Net Assets:2710 · Contributed Capital	388,391.09
Net cash provided by Financing Activities	366,961.65
Net cash increase for period	-85,174.15
Cash at beginning of period	375,299.15
Cash at end of period	**290,125.00**