Wednesday, January 10, 2024
9:00 A.M.

The Harrison County General Services Building 229 South Third St. 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: 26301

Appointments:
9:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Review – Discuss – Consider Organizational Matters for Calendar Year 2024**
   - **A. Election of President**
   - **B. Hours of Operation for Courthouse and General Services Building**
   - **C. Date & Time of Regular Meetings – Approved 11-15-2023**
   - **D. Agenda – Notice of Meeting – Meeting Management – Approved 11-15-2023**
   - **E. Holiday Schedule for 2024 – Approved 10-18-2023**
   - **F. Appointments to Boards and Committees**
     Exhibit A – Boards and Committees Commission Serve on
     Exhibit B – HCC Board Appointees for 2024
2. **Public Comment Period**
3. **Consent Agenda**
4. **Payroll Change Notices:**
   - **A. Elizabeth Runyon --- FMLA --- County Clerk**
   - **B. Braiden Klema --- 78 Hours Leave W/O Pay --- 911 --- Effective 12-24-2023**
5. **Minutes and /or Amended Minutes of Previous Meeting:**
   - **A. Regular Meeting Minutes --- 12-13-2023**
6. **Requisitions --- Purchase Orders --- Invoices**
   - **A. Greater Harrison PSD --- ARPA Funds (Requisition included in Payables)**
   - **B. Lake Floyd PSD --- ARPA Funds (Requisition included in Payables)**
   - **C. Vendor List of Payments**

7. Review – Discuss – Consider Matters with Steptoe & Johnson --- (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: Exhibit A
    - Letter from WV Economic Development Authority requesting information on Charles Pointe Bonds
    - Pending sale of Civic Multi Use Facility at Charles Pointe by City Of Bridgeport entity
    - Status of engagement of underwriters/placement agents for Charles Pointe bonds
    - Potential to extend property TIF Districts for Charles Pointe and White Oaks
    - Engagement by County Commission of legal services to address the referenced matters for Charles Pointe and White Oaks TIF Districts
8. Review – Discuss - Consider Proposed exhibit re: location of Harrison County Rail Trail in proximity to Lane property"
9. Review, Discuss, Consider Phase II Environmental Site Assessment (CSX Rail Trail Project) – Potential executive session 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
10. Review – Discuss – Consider Ordinance Prohibiting Motorized Vehicles from being operated on Rail to Trails in Harrison County, WV
11. 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. 32 --- MuniCap, Inc. --- $ 350.00
    B. Requisition for Payment No. 79 --- MuniCap, Inc. & UMB Bank --- $ 5,319.50
    C. Requisition for Payment No. (01/10/24) --- MuniCap, Inc. --- $ 8,336.25
12. 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
13. 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)

14. **Review - Discuss - Consider Orders and Election Orders as Presented by the Clerk: Exhibit A**
    - **Consolidation of 2 existing precincts (#82 Adamston into #74 United Methodist Temple) into one precinct #74**
    - **Creating 2 new precincts (#1A & #66B) to comply with Statewide redistricting**
    - **Permanent Polling place changes (#59 Reynoldsville New Hope Church to #59 Reynoldsville VFD) AND (#36A Oakmound Community Center to #36A H.C. Parks & Recreation Complex)**
15. **Review - Discuss - Consider A Resolution authorizing the applications for funds from the West Virginia Department of Agriculture for the WV Spay/Neuter Assistance Program**
16. **Review – Discuss – Consider Tax Exemption certificate for Fuelman and Affix signature of President**
17. **Review – Discuss – Consider declaring properties located at (1) 30 Downridge Road, Fairmont (2) 10 Glory Road, Shinnston (3) 429 Bristol, Salem (4) 2061 Owings Road, Shinnston (5) 389 New Quarters Road, Meadowbrook (6) 6124 Shinnston Pike, Meadowbrook as emergency nuisances within the frame work of the IPMC so that emergency measures/abatement can be commenced.**
18. **Review – Discuss – Consider Access and Remediation letter agreements:**
    (1)Mary Ann Ferrell --- 3080 Popular Street, Clarksburg, WV (Hepzibah, WV)
    (2)Virginia Rockwell --- 3980 Lucas Rd. Shinnston, WV
19. **Administrator's Report**
20. **Commissioner Comments – Questions**

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

A. **Weekly Fiduciary Report from the County Clerk**
    1. **12-13-2023 thru 12-19-2023**
    2. **12-20-2023 thru 12-26-2023**
    3. **12-27-2023 thru 01-02-2023**

B. **Monthly Fiduciary Commission Settlements:**
    1. **Joan Bernadette Rogers, Deceased**
    2. **Janice Arlene Mcmurdo, Deceased**
    3. **Neil Lynn Brake, Deceased**

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

1. **Final Report --- VFW Post 573 --- Special Funding**
2. **East View PSD --- Meeting Minutes --- 12-12-2023**
3. **Enlarged Hepzibah PSD --- Meeting Agenda --- 01-08-2024**
4. **Sun Valley PSD --- Meeting Agenda --- 01-09-2023**
5. **Hope Gas --- Letter of update --- Pipeline system**
6. **Extension Services --- Homespun News**
7. **Greater Harrison PSD --- Meeting Minutes --- 11-16-2023**
8. **Commerce District at Charles Pointe Association, Inc. --- Meeting Minutes 11-16-2023 (Sub Common Interest Community of the Commerce District)**
9. **Commerce District at Charles Pointe Association, Inc. --- Meeting Minutes 11-6-2023 (Charles Pointe Master Association, Inc.)**

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)

1-D

Harrison County Commission Meeting Schedule---2024

Date of Meeting	Meeting		Submission Deadline for:				Agenda, Documentation		
Wednesday	Time				Requisitions	Agenda Items	To Public & Email List		
January 10, 2024	9:00am		Friday	1/5/2024	11:00	2:30pm	Monday	1/8/2024	4:30pm
January 24, 2024	11:00am		Friday	1/19/2023	11:00	2:30pm	Monday	1/22/2024	4:30pm
January 31, 2024	9:00am		Friday	1/26/2023	11:00	2:30pm	Monday	1/29/2024	4:30pm
February 7, 2024	11:00am		Friday	2/2/2023	11:00	2:30pm	Monday	2/5/2024	4:30pm
February 14, 2024	9:00am		Friday	2/9/2023	11:00	2:30pm	Monday	2/12/2024	4:30pm
February 28, 2024	11:00am		Friday	2/23/2024	11:00	2:30pm	Monday	2/26/2024	4:30pm
March 6, 2024	9:00am		Friday	3/1/2024	11:00	2:30pm	Monday	3/4/2024	4:30pm
March 13, 2024	11:00am		Friday	3/8/2024	11:00	2:30pm	Monday	3/11/2024	4:30pm
March 20, 2024	9:00am		Friday	3/15/2024	11:00	2:30pm	Monday	3/18/2024	4:30pm
March 27, 2024	11:00am		Friday	3/22/2023	11:00	2:30pm	Monday	3/25/2024	4:30pm
April 10, 2024	9:00am		Friday	4/5/2024	11:00	2:30pm	Monday	4/8/2024	4:30pm
April 17, 2024	11:00am		Friday	4/12/2024	11:00	2:30pm	Monday	4/15/2024	4:30pm
April 24, 2024	9:00am		Friday	4/19/2023	11:00	2:30pm	Monday	4/22/2024	4:30pm
May 01, 2024	11:00am		Friday	4/26/2024	11:00	2:30pm	Monday	4/29/2024	4:30pm
May 8, 2024	9:00am		Friday	5/3/2024	11:00	2:30pm	Monday	5/6/2024	4:30pm
May 20, 2024	9:00am		CANVASS						
May 22, 2024	11:00am		Friday	5/17/2024	11:00	2:30pm	Monday	5/20/2024	4:30pm
June 5, 2024	9:00am		Friday	5/31/2024	11:00	2:30pm	Monday	6/3/2024	4:30pm
June 12, 2024	11:00am		Friday	6/7/2024	11:00	2:30pm	Monday	6/10/2024	4:30pm
June 26, 2024	9:00am		Friday	6/21/2024	11:00	2:30pm	Monday	6/24/2024	4:30pm
July 10, 2024	11:00am		Wednesday	7/3/2024	11:00	2:30pm	Monday	7/8/2024	4:30pm
July 17, 2024	9:00am		Friday	7/12/2024	11:00	2:30pm	Monday	7/15/2024	4:30pm
July 24 ,2024	11:00am		Friday	7/19/2024	11:00	2:30pm	Monday	7/22/2024	4:30pm
July 31, 2024	9:00am		Friday	7/26/2024	11:00	2:30pm	Monday	7/29/2024	4:30pm

Harrison County Commission Meeting Schedule---2024

August 7, 2024	11:00am		Friday	8/2/2024	11:00	2:30pm	Monday	8/5/2024	4:30pm
August 14, 2024	9:00am		Friday	8/9/2024	11:00	2:30pm	Monday	8/12/2024	4:30pm
August 21, 2024	11:00am		Friday	8/16/2024	11:00	2:30pm	Monday	8/19/2024	4:30pm
August 28, 2024	9:00am		Friday	8/23/2024	11:00	2:30pm	Monday	8/26/2024	4:30pm
September 11, 2024	11:00am		Friday	9/6/2024	11:00	2:30pm	Monday	9/9/2024	4:30pm
September 18, 2024	9:00am		Friday	9/13/2024	11:00	2:30pm	Monday	9/16/2024	4:30pm
September 25, 2024	11:00am		Friday	9/20/2024	11:00	2:30pm	Monday	9/23/2024	4:30pm
October 02, 2024	9:00am		Friday	9/27/2024	11:00	2:30pm	Monday	9/30/2024	4:30pm
October 9, 2024	11:00am		Friday	10/4/2023	11:00	2:30pm	Monday	10/7/2023	4:30pm
October 23, 2024	9:00am		Friday	10/18/2024	11:00	2:30pm	Monday	10/21/2024	4:30pm
October 30, 2024	11:00am		Friday	10/25/2024	11:00	2:30pm	Monday	10/28/2024	4:30pm
November 12, 2024	9:00am		**CANVASS**						
November 13, 2024	11:00am		Thursday	11/7/2024	11:00	2:30pm	Thursday	11/7/2024	4:30pm
November 20, 2024	9:00am		Friday	11/15/2024	11:00	2:30pm	Monday	11/18/2024	4:30pm
December 4, 2024	11:00am		Wednesday	11/27/2024	11:00	2:30pm	Monday	12/2/2024	4:30pm
December 11, 2024	9:00am		Friday	12/6/2024	11:00	2:30pm	Monday	12/9/2024	4:30pm
December 18, 2024	11:00am		Friday	12/13/2024	11:00	2:30pm	Monday	12/16/2024	4:30pm

1-E



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

2024

THE COURTHOUSE WILL BE CLOSED TO OBSERVE THE FOLLOWING HOLIDAYS

Monday, January 01	New Year's Day Holiday
Monday, January 15	Martin Luther King, Jr. Day
Monday, February 19	President's Day
Monday, March 29	Good Friday
Tuesday, May 14	Primary Election Day
Monday, May 27	Memorial Day
Wednesday, June 19	Observance of Juneteenth Day
Thursday, June 20	West Virginia Day
Thursday, July 4	Independence Day
Friday, August 30 (pending consideration at organizational meeting in January)	Close 12:30p.m.
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Tuesday, November 5	Election Day
Monday, November 11	Veteran's Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Observance of Lincoln Day
Tuesday, December 24	Close 12:30 pm
Wednesday, December 25	Christmas Day
Tuesday, December 31	Close 12:30 pm

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

APPROVED:

Susan J. Thomas

David L. Hinkle

Patsy S. Trecost II

Patsy S. Trecost, II

1-F
Exhibit A

Boards & Committees the County Commission Serve on

Area Council on Aging/ Region VI
Benedum Airport Authority
Farmland Protection Board of Harrison County
Harrison - Clarksburg Board of Health
Harrison County Ambulance Authority
Harrison County Community Corrections Advisory Board
Harrison County Development Authority
Harrison County E911 Advisory Board
Harrison County Economic Development Corporation
Harrison County Emergency Squad
Harrison County Juvenile Crime Enforcement Coalition
Harrison County Local Emergency Planning Committee
Harrison County Parks & Recreation
Harrison County Planning Commission
Harrison County Senior Citizens
Region VI Local Elected Officials (LEO) Board
Region VI Planning & Development Council
Region VI Workforce Investment Board
WVU Cooperative Extension Service

1-F
Exhibit B

Harrison County Commission Board Appointees for 2024

Susan J. Thomas

Area Council on Aging/ Region VI
Harrison County Community Corrections Advisory Board
Harrison County Development Authority
Harrison County E911 Advisory Board
Harrison County Emergency Squad
Harrison County Juvenile Crime Enforcement Coalition
Harrison County Local Emergency Planning Committee
Harrison County Senior Citizens
Region VI Local Elected Officials (LEO) Board

David Hinkle

Benedum Airport Authority
Harrison County Economic Development Corporation

Patsy Trecost II

Farmland Protection Board of Harrison County
Harrison - Clarksburg Board of Health
Harrison County Emergency Ambulance Authority
Harrison County Parks & Recreation
Harrison County Planning Commission
Region VI Planning & Development Council
Region VI Workforce Investment Board
WVU Cooperative Extension Service

PAYROLL CHANGE NOTICE 4-A

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

NAME	ADDRESS
Elizabeth Runyan	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		402	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE	1/7/2024	2/19/2024
☐ 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) FMLA

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 1/2/24
HUMAN RESOURCES MANAGER	DATE

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Amsterdam®

PAYROLL CHANGE NOTICE 4-B

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-24-23		| | |-| | |-| | | | |

NAME	ADDRESS
BRAIDEN KLEMA	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

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) _____

78 HOURS LWOP - EXTENDED MEDICAL

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrew D. Bailey	DATE 12-28-23
HUMAN RESOURCES MANAGER Laura Fyle	DATE 1-4-2024

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5-A

At the regular meeting of the County Commission of Harrison County held on Wednesday December 13, 2023, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II was present. Also present were John Spires, 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
2. Consent Agenda: Hinkle moved to approve. Commission concurred.
3. Payroll Change Notices: Trecost moved to approve A through D. Commission concurred.
   A. Pat Echard --- Retirement --- Maintenance Department --- Effective 12-31-2023
   B. Lydia Walker --- Resignation --- 911 --- Effective 12-21-2023
   C. Rebecca Jargensen --- Resignation --- 911 --- Effective 01-06-2024
   D. Emily Rebelo --- New Hire --- Community Corrections --- Effective 12-18-2023
4. Minutes and /or Amended Minutes of Previous Meeting: Hinkle moved to approve as presented. Commission concurred.
   A. Regular Meeting Minutes --- 11-29-2023
   B. Regular Meeting Minutes --- 12-6-2023
5. Requisitions --- Purchase Orders --- Invoices: Trecost moved to approve A and B. Commission concurred.
   A. ARAP Funds --- Lake Floyd PSD --- (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: Trecost moved to approve A and B. Commission concurred.
   A. Requisition for Payment No. 78 --- MuniCap, Inc. --- $ 9,473.75
   B. Requisition for Payment No. (12/13/2023) --- UMB Bank & Jackson Kelly --- $ 1,917.83
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: Laura Pysz-Laulis spoke of planned future meetings. Commissioner Hinkle spoke of issues and progress as well as the need for an extension to complete the fixes.

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 Orders and Election Orders as Presented by the Clerk: (NONE)
11. Review – Discuss – Consider accepting plat for 10 acres for the recreation barn project (potential executive session 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.) Commissioner Hinkle spoke of concerns with the placement of the ten acres within the plat map. Trecost moved to approve the ten acres and plat attached. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
12. Review – Discuss – Consider letter from Robert Greer concerning his attorney fee request (potential executive session to consider matters pursuant to the attorney-client and/or attorney work product privilege): Trey Simmerman, County Attorney, advised that the Risk Pool paid the bill.
13. Administrator's Report: Laura Pysz-Laulis spoke of future Commission meetings and the Christmas Decoration contest.
14. Commissioner Comments – Questions: NONE

Commissioner Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

6-A

Pay Requistion #4
GREATER HARRISON COUNTY PSD
Route 20 - Quiet Dell Sanitary Sewer Extension

	A. Cost of Project	Total	Previous	Current	Remaining
1.	**Total Estimated Construction Costs**				
	a. Quiet Dell Collection System	$ 9,561,250.00		$ -	$ 9,561,250.00
	b. Wastewater Treatment Plant	$ 8,470,000.00			$ 8,470,000.00
	c. Contingency	$ 2,658,750.00	$ -	$ -	$ 2,658,750.00
2.	**Technical Services**				
	a.Study and Report Phase	$ 60,000.00	$ 60,000.00	$ -	$ -
	b. Preliminary Design	$ 800,000.00	$ 130,000.00	$ 55,000.00	$ 615,000.00
	c. Final Design	$ 420,000.00			$ 420,000.00
	d. Bidding and Negotiation	$ 70,000.00			$ 70,000.00
	e. Resident Project Representative	$ 750,000.00			$ 750,000.00
	f. Construction (Engineering During Construction)	$ 500,000.00			$ 500,000.00
	g. Post Construction	$ 30,000.00			$ 30,000.00
	h. Special Services				$ -
	i. Preperation of Application/ Facility Plan Approval	$ 15,000.00		$ 5,000.00	$ 10,000.00
	ii. Environmental Coordination	$ 25,000.00		$ 2,500.00	$ 22,500.00
	iii. Engineering and Topographic Surveys	$ 50,000.00	$ 32,000.00		$ 18,000.00
	iv. Survey Lands and Rights-of-Way	$ 100,000.00	$ 20,000.00		$ 80,000.00
	v. Aerial Mapping	$ 30,000.00	$ 20,000.00		$ 10,000.00
	vi. Geotechnical Engineering	$ 50,000.00	$ 50,000.00		$ -
	vii. Asset Management Plan	$ 35,000.00			$ 35,000.00
	viii. O&M Manual	$ 75,000.00			$ 75,000.00
3.	**Lands and ROWS**				$ -
	a. Lands and Rights-of-Way Acquisitions	$ 500,000.00			$ 500,000.00
	b. Rights-of-Way Meeting Assistance	$ 70,000.00			$ 70,000.00
	c. Rights-of-Way Acquistion	$ 100,000.00			$ 100,000.00
	d. Fee Takes	$ 100,000.00			$ 100,000.00
4.	**Legal Fees**				$ -
	a. Legal (Right-of-Way Attorney)	$ 125,000.00			$ 125,000.00
	b. Legal (Land Acquistion Attorney)	$ 10,000.00			$ 10,000.00
	c. Legal (Project Attorney)	$ 50,000.00			$ 50,000.00
5.	**Administration Fees**				$ -
	a. Accounting	$ 40,000.00			$ 40,000.00
	b. Administration	$ 120,000.00	$ 4,211.00		$ 115,789.00
6.	**Financing**				$ -
	a. Bond Counsel	$ 50,000.00			$ 50,000.00
7.	**Permits**				$ -
	a. WVDOH	$ 60,000.00			$ 60,000.00
	b. NPDES Storm Water	$ 2,000.00			$ 2,000.00
8.	**Miscellaneous**				$ -
	a. Project Contingency	$ 98,100.00			$ 98,100.00
9.	**Total Project Cost (line 8 plus line 10)**	**$ 25,025,100.00**	**$ 316,211.00**	**$ 62,500.00**	**$ 24,646,389.00**
	B. Sources of Funds				
10	Harrison County Commission ARPA Funds	$ 7,825,100.00	$ 316,211.00	$ 62,500.00	$ 7,446,389.00
10	WDA EEG Funds	$ 8,000,000.00	$ -	$ -	$ 8,000,000.00
10	CWSRF Principal Forgivness	$ 1,000,000.00	$ -	$ -	$ 1,000,000.00
10	WVIJDC Grant	$ 1,000,000.00		$ -	$ 1,000,000.00
10	WVIJDC Loan 1% 40 Year	$ 7,200,000.00	$ -	$ -	$ 7,200,000.00

Signature of Authorized Representative
12/21/2023
Date

Signature of Consulting Engineer
12/21/2023
Date

WHEREAS, the Greater Harrison County Public Service District has reviewed the attached invoices in relation to its proposes water line extension 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 Greater Harrison County Public Service District that payment of the attached invoices as summarized above is hereby authorized and directed for payment.

APPROVED by the Greater Harrison County Public Service District on this 21 day of December 2023

By: _____

6-B

Lake Floyd Public Service District
IJDC Project #2021S-2036
REQUISITION #12

Payee	Harrison County Commission ARPA Funds	West Virginia Economic Enhancement Grant	IJDC District 1 Grant	Total
	$1,168,312.00	*$500,000.00*	*$500,000.00*	*$2,168,312.00*
Construction				**$ 208,718.62**
Contract 1 *(Pay App #7)-(A.J. Burk)*	$ -	$ -	$ 208,718.62	
a. Construction Contingency	$ -	$ -	$ -	
Engineering-*(The Thrasher Group, Inc.)*				**$ 6,413.77**
RPR/Services *(Inv. #1031065)*	$ -	$ -	$ 6,413.77	
Post Construction *(Inv. #)*	$ -	$ -	$ -	
	$ -	$ -	$ -	
Special Services				
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
	$ -	$ -	$ -	
Administration-*(Region VI PDC)*				**$ 1,090.49**
Invoice #22	$ -	$ -	$ 1,090.49	
	$ -	$ -	$ -	
Micellaneous-Project Contingency				**$ 4,087.66**
M & M Septic Pumping-(Inv #28655)	$ 4,087.66	$ -	$ -	
	$ -	$ -	$ -	
Legal				**$ 10,000.00**
Glover Legal-(Inv. #9524)	$ -	$ -	$ 10,000.00	
TOTAL THIS REQUEST	**$ 4,087.66**	**$ -**	**$ 226,222.88**	**$ 230,310.54**
PRIOR REQUEST	$ 1,026,515.01	$ 500,000.00	$ 214,516.35	$ 1,741,031.36
TOTAL REQUESTED TO DATE	$ 1,030,602.67	$ 500,000.00	$ 440,739.23	$ 1,971,341.90
REMAINING FUNDS	**$ 137,709.33**	**$ -**	**$ 59,260.77**	**$ 196,970.10**

Submitted By: Seth DeVault, Project Administrator **Date:** 01/03/2024

RESOLUTION

WHEREAS, the Lake Floyd PSD has reviewed the attached invoices in relation to its sewer system improvements 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 Lake Floyd PSD that payment of the attached invoices as summarized above is hereby authorized and directed for payment.

APPROVED by the Lake Floyd Public Service District on the 3rd day of January 2024.

By: _____

Steve R. Turner, Chairman

Date of Meeting	10-Jan-24	Invoice - Quote								6-C
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Quotes	Other as Needed
Commission	H.C. Senior Center	2 Half Allotment			$95,000.00					
Commission	Susan Dew Hoff Clinic	2nd Quarter Allotment			$17,750.00					
Commission	Harrison Co. Dev. Corp	3rd Quarter Allotment								$7,500.00
Commission	Health Access	3rd Quarter Allotment			$17,750.00					
Commission	Clarksburg Harrison Health Depart	3rd Quarter Allotment			$48,449.00					
Commission	WVU Medicine	Medical Director Services			$7,152.00					
Commission	Greater Harrison PSD	ARPA Funds						$62,500.00		
Commission	Mon Power	Quiet Dell School	$105.41							
Commission	Lake Floyd PSD	ARPA Funds						$4,087.66		
Commission	Unifirst	Carpet Runner Rentals	$1,183.34							
Commission	Emcor	Monthly Agreemet	$371.67							
Commission	A-1 Exterminating	Pest Control	$563.25							
Commission	Mon Power	Courthouse & Annex	$25,803.82							
Commission	Hope Gas	Various Locations	$938.27							
Commission	Unifirst	Carpet Runner Rentals	$169.49							
Commission	Clarksburg Water Board	633 W. Pike Street	$102.66							
Commission	Liberty Distributors	Disinfectant Spray	$112.64							
Commission	Spruce Creek Enterprises	Removal of Dirt	$5,000.00							
Commission	Town of Nutter Fort	Public Service Building	$548.19							
Commission	Hope Gas	Extension Office	$303.00							
Commission	Unifirst	Carpet Runner Rentals	$169.49							
Commission	U S Bank	Quiet Dell School	$42.14							
Commission	Canon Financial Service	Various Copier Rentals	$1,962.11							
Commission	Visual Edge	Various Copier Rentals	$808.27							
Commission	Emcor	HVAC Repairs Quiet Dell School	$1,685.00							
Commission	Queen City	Move Copier	$350.00							
Commission	Matthew Bender	Code Books	$6,851.75							
Commission	Liberty Distributors	Waste Receptacles	$154.90							
Commission	The Water Shop	Water Service	$23.00							
Commission	Emcor	Broiler Repairs / Courthouse	$670.85							
Commission	Unifirst	Carpet Runner Rentals	$170.53							
Commission	Hart Office Solutions	Copier Rentals	$808.27							
Commission	U S Cellular	Cellular Service	$492.74							
Commission	Brenda Hinkle	Mental Health Services	$283.05							
Commission	FedEx	Postage	$26.26							
Commission	Xerox Corp	Copier Rentals	$362.05							
Commission	Frontier	Phone Service	$671.17							
Commission	Frontier	Statewide Computer	$57.43							
Commission	WV Labor Law Posters	Labor Law Posters	$1,339.50							
Commission	Mon Power	Extension Office	$195.02							
Commission	Truist Bank	Various Supplies	$423.84							
Commission	Centennial	Type Writer Repairs	$620.00							
Commission	Capitol Business Interiors	Various Furniture Pieces	$12,234.28						$12,234.28	
Commission	Fuelman	Fleet Fuel Service	$366.02							
Commission	Unline	Supplies	$92.48							
Commission	Advantage Techonoly	Monthly Agreemet	$3,810.00							
Commission	Emcor	Monthly Agreemet GSB	$3,120.00							
Commission	Emcor	Service Agreement	$1,433.34							
Commission	Chem-Aqua	Broiler Water Treatment	$300.00							
Commission	Mon Power	Various Locations	$1,297.53							
Commission	Nutter Fort Library	Yearly Allotment	$8,000.00							
Commission	Lowe Library	Yearly Allotment	$8,000.00							

Date of Meeting	10-Jan-24	Invoice - Quote								
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Quotes	Other as Needed
Commission	Southern Area Library	Yearly Allotment	$8,000.00							
Commission	Clarksburg Harrison Public Library	Yearly Allotment	$68,510.25							
Commission	Hope Gas	Courthouse	$231.35							
Commission	Mon Power	VA Rail Trail	$114.23							
Commission	Amazon.com	Phones	$280.00							
Commission	Waste Management	Waste Collection	$1,132.85							
Commission	FedEx	Postage	$4.86							
Commission	Exponent Telegram	Legal Ad	$53.88							
Commission	Visual Edge	Copier Rentals	$766.42							
Commission	Citynet	Internet Service	$11,403.01							
Commission	Motorola	New Cruiser Service Agreement	$18,630.36							
Extension Office	John Wickline	Reimbursement	$163.36							
Extension Office	Elizabeth Skidmore	Reimbursement	$293.23							
County Garage	Fisher Auto Parts	Automobile Parts	$50.16							
County Garage	Truist Bank	Various Supplies	$1,373.28							
County Garage	Amtower Auto Parts	Automobile Parts	$310.08							
County Garage	Fisher Auto Parts	Shop Supplies	$24.49							
County Garage	Advance Auto Parts	Automobile Parts	$247.98							
County Garage	Chenoweth Ford	Automobile Parts	$369.57							
County Garage	Appalachian Tire	Shop Stock	$2,941.12							
County Garage	Lowe's Home Center	Shop Supplies	$183.86							
County Garage	Whaley Distributing	Shop Supplies	$110.15							
County Garage	Collision Plus	Repairs	$1,657.97							
H.C. Senior Center	Chem-Aqua	Broiler Water Treatment			$250.00					
H.C. Senior Center	Emcor	Monthly Agreement			$371.66					
Maintenance	American Garage Door	Repairs to Courthouse Garage	$3,147.00							
Maintenance	R.D. Wilson	Supplies	$364.50							
Maintenance	Truist Bank	Toner	$168.99							
Maintenance	Liberty Distributors	Supplies	$987.60							
Maintenance	Lowe's Home Center	Supplies	$209.77							
Maintenance	Sandy's True Value	Supplies	$73.99							
Maintenance	Fisher Auto Parts	Supplies	$363.54							
Animal Control	Emcor	Monthly Agreement			$371.66					
Animal Control	City of Shinnston	Water Service			$59.59					
Animal Control	Hope Gas	Service			$911.30					
Animal Control	Mon Power	Service			$218.29					
Animal Control	Truist Bank	Various Charges			$131.91					
Animal Control	Frontier	Phone Service			$38.83					
Animal Control	A-1 Exterminating Co.	Pest Control			$50.00					
Animal Control	U S Cellular	Cellular Service			$304.00					
Animal Control	Lewis Mobile Vererinary	Professional Service			$661.30					
OEM	Canon Financial Service	Copier Rental			$218.01					
Circuit Clerk	WV Association of Circuit Clerk	Associaton Dues	$300.00							
Law Enforcement	Truist Bank	Supplies			$118.94					

Date of Meeting	10-Jan-24	Invoice - Quote								
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Quotes	Other as Needed
Law Enforcement	WV Signal & Light	Equipment for Cruiser								$1,407.07
Law Enforcement	10-42 Tactal	Supplies	$249.11							
Law Enforcement	TLG Printing	Supplies	$577.00							
Law Enforcement	Truist Bank	Travel	$145.02							
Law Enforcement	Ryan Harris	Reimbursement	$88.99							
Law Enforcement	Benny's Boot Hill	Safety Toe Shoes	$179.91							
Law Enforcement	Trapuzzano's	Supplies	$518.32							
Law Enforcement	Truist Bank	Bartlett	$119.89							
Law Enforcement	AT&T Mobility	LPR & Equipment	$120.72							
Law Enforcement	Continental Coffee	Supplies	$118.85							
Law Enforcement	Theodore A Glance	Employee Evaluations	$4,200.00							
Law Enforcement	Bridgeport Express Care	New Employee Labs	$460.00							
Law Enforcement	Trapuzzano's	Supplies	$536.00							
Law Enforcement	Auto Trim	Decals	$80.00							
Law Enforcement	Benny's Boot Hill	Safety Toe Shoes	$167.91							
Law Enforcement	Optimum	Internet Service	$156.02							
911 Center	WV Corredtional Industries	Road Signs		$600.00						
911 Center	Hart Office Solutions	Copier Rental		$195.29						
911 Center	Lowe's Home Center	Various Tools			$150.56					
911 Center	A-1 Exterminating	Pest Control			$75.00					
911 Center	Hart Office Solutions	Copier Rental			$102.89					
911 Center	Universal Engineering	PK Tower Generator Repair			$660.00					
911 Center	WV Division of Labor	Elevator Inspection			$90.00					
911 Center	Mon Power	Fire Fighters Training Building		$201.35						
911 Center	Commerce District	Monthly Dues		$429.70						
911 Center	Frontier	Harrison / Taylor 911		$762.22						
911 Center	Truist Bank	2023 WV APCO Training		$1,842.40						
911 Center	Mon Power	Grafton Tower		$695.63						
911 Center	Mon Power	Salem Tower		$610.32						
911 Center	Mon Power	Shinnston Tower		$637.82						
911 Center	Lowe's Home Center	Cleaning Supplies			$28.08					
911 Center	Waste Management	Waste Collection			$222.38					
911 Center	JBG Services LLC	Card Reader		$530.00						
911 Center	UniFirst	Carpet Runner Rental			$62.65					
911 Center	UniFirst	Carpet Runner Rental								
911 Center	Frontier	Voice / Data Circuit		$889.06						
911 Center	Frontier	Voice / Data Circuit		$1,643.06						
911 Center	APCO International	Student Manuals			$431.64					
911 Center	State Electric	Light Fixtures			$91.32					
911 Center	Wright Line	Yearly Maint. Agreement			$771.60					
911 Center	State Electric	LED Light Bulbs			$43.80					
911 Center	U S Cellular	Cellular Account			$322.02					
911 Center	Emcor Services	Repairs PK Tower			$594.00					
911 Center	Leedy Elevator Service	Elevator Inspection			$250.00					
911 Center	U S Cellular	Wirless Modem Service			$29.49					
911 Center	UniFirst	Carpet Runner Rental			$62.25					
Parks & Rec.	Jacob Hayhurst	Reimbursement			$180.34					
Parks & Rec.	Roto Rooter	Checked Regulator for Leak			$300.00					
Parks & Rec.	Mon Power	Spelter Park			$29.23					
Parks & Rec.	Mon Power	Summit Park			$5.00					

Date of Meeting	10-Jan-24	Invoice - Quote								
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Quotes	Other as Needed
Parks & Rec.	Emcor Services	Service Agreement			$716.66					
Parks & Rec.	Ace Aggregates	Gravel Wallace Park			$302.06					
Parks & Rec.	Frontier	Phone Service			$269.67					
Parks & Rec.	Mon Power	Spelter Park			$26.56					
Parks & Rec.	Mon Power	Rec. Center			$967.93					
Community Corrections	My Mother's Daughter	Luncheon/Board Meeting				$350.00				
Community Corrections	Alcohol Monitoring System	Supplies				$255.14				
Community Corrections	Unisafe	Supplies				$399.56				
Home Incarceration	Canon Financial Services	Copier Rental				$218.01				
Home Incarceration	Trac Solutions	Monitoring Fees				$3,698.00				
Gina Jones	Anmoore EMS	December 2023 Allotment			$7,365.12					
Gina Jones	Bridgeport Fire Department	December 2023 Allotment			$4,157.44					
Gina Jones	Harrison County EMS	December 2023 Allotment			$17,023.92					
Gina Jones	Nutter Fort VFD	December 2023 Allotment			$4,533.76					
Gina Jones	City of Salem	December 2023 Allotment			$2,813.44					
County Clerk	The Water Shop	Water Service	$36.75							
County Clerk	James & Law	Notary Stamps	$218.75							
County Clerk	Amazon.com	Supplies	$87.58							
County Clerk	The Exponent Telegram	Legal Ad	$225.87							
County Clerk	Amazon.com	Monitors	$248.00							
County Clerk	Dell	Dell Computer	$2,132.71							
Process	Truist Bank	Calendars	$118.94							
Staging	Truist Bank	Calendars	$28.99							
Staging	Benny's Boot Hill	Safety Toe Shoes	$139.50							
Assessor	Truist Bank	Various Supplies	$1,001.97							
Assessor	James & Law	Various Supplies	$4,939.00							
Courthouse Security	Trapuzzano's Uniform	Supplies			$134.87					
			$231,386.41	$9,036.85	$232,620.17	$4,920.71	$0.00	$66,587.66		$8,907.07
					Grand Total :	$553,458.87				

COMMISSIONER'S SIGNATURE _____ DATE _____

COMMISSIONER'S SIGNATURE _____ DATE _____

Date of Meeting	10-Jan-24	Invoice - Quote								
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	Quotes	Other as Needed

COMMISSIONER'S SIGNATURE

DATE

7 - Exhibit A

OPPENHEIMER

James Swan
Managing Director
263 Tresser Boulevard, Suite 500
Stamford, CT 06901

Transacts Business on All Principal Exchanges, Member SIPC

December 21, 2023

County Commission of Harrison County, West Virginia
229 S. Third St.
Clarksburg, West Virginia 26301
Attn: Susan Thomas, President

Charles Pointe Economic Opportunity Development District Board
229 S. Third St.
Clarksburg, West Virginia 26301
Attn: Michael J. Romano, Chairman

West Virginia Economic Development Authority
Northgate Business Park
180 Association Drive
Charleston, WV 25311
Attn: Kris E. Warner, Executive Director

Re: Disclosures by Sole Underwriter/Placement Agent
Pursuant to MSRB Rule G-17
Excise Tax and Tax Increment Revenue Bonds (Charles Pointe Project), Series 2024

Susan, Michael, and Kris:

We are writing to provide you, as President of the County Commission of Harrison County, West Virginia, Chairman of the Charles Pointe Economic Opportunity Development District Board, and Executive Director of the West Virginia Economic Development Authority (Issuers), and officials of the Issuer with the authority to bind the Issuer by contract, with certain disclosures relating to the captioned bond issue (Bonds) to:

i. Confirm and engage Oppenheimer & Co. Inc. (Oppenheimer), to serve as underwriter/placement agent, and not as a financial advisor or municipal advisor, pursuant to the Securities and Exchange Commission's Municipal Advisor Rule in connection with the issuance of the Bonds, and;
ii. Provide certain underwriting disclosures as required by Municipal Securities Rulemaking Board (MSRB) Rule G-17 as set forth in MSRB Notice 2019-20 (Nov. 8, 2019).[1]

[1] Revised Interpretive Notice Concerning the Application of MSRB Rule G-17 to Underwriters of Municipal Securities (effective Mar. 31, 2021).

As part of our services as underwriter/placement agent, we may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Bonds.

As the issuer of the Bonds, you will be a party to the bond purchase agreement and certain other legal documents to be entered into in connection with the issuance of the Bonds, but the material financial risks described in this letter will be borne by Charles Pointe Economic Opportunity Development District and Harrison County Development District No. 2 – Charles Pointe (Obligor), as set forth in those legal documents. A copy of this letter is also being sent to the Obligor.

The following G-17 conflict of interest disclosures are now broken down into three types, including: 1) dealer-specific conflicts of interest disclosures (if applicable); 2) transaction-specific disclosures (if applicable); and 3) standard disclosures.

I. Dealer-Specific Conflicts of Interest Disclosures

Oppenheimer has identified the following actual or potential[2] material conflicts of interest:

- In the ordinary course of its various business activities, Oppenheimer and its affiliates, officers, directors, and employees may purchase, sell or hold a broad array of investments and may actively trade securities, derivatives, loans, commodities, currencies, credit default swaps, and other financial instruments for their own account and for the accounts of customers. Such investment and trading activities may involve or relate to assets, securities, and/or instruments of the Issuer (whether directly, as collateral securing other obligations or otherwise) and/or persons and entities with relationships with the Issuer. Oppenheimer and its affiliates also may communicate independent investment recommendations, market advice or trading ideas and/or publish or express independent research views in respect of such assets, securities or instruments and at any time may hold, or recommend to clients that they should acquire, long and/or short positions in such assets, securities and instruments.

II. Transaction-Specific Disclosures

- Disclosures Concerning Complex Municipal Securities Financing:
  - Since we have not recommended a "complex municipal securities financing" to the Issuer or Obligor, additional disclosures regarding the financing structure for the Bonds are not required under MSRB Rule G-17.

III. Standard Disclosures

- Disclosures Concerning the Underwriter's Role:
  - MSRB Rule G-17 requires an underwriter/placement agent to deal fairly at all times with both issuers and investors.
  - The primary role of the underwriter is to purchase the Bonds with a view to distribution in an arm's-length commercial transaction with the Issuer or as a placement agent, on a

[2] When we refer to *potential* material conflicts throughout this letter, we refer to ones that are reasonably likely to mature into *actual* material conflicts during the course of the transaction, which is the standard required by MSRB Rule G-17.

best efforts basis, negotiate with investor/s to purchase the Bonds. The underwriter/placement agent has financial and other interests that differ from those of the Issuer.

- Unlike a municipal advisor, an underwriter/placement agent does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests.

- The Issuer may choose to engage the services of a municipal advisor with a fiduciary obligation to represent the Issuer's interest in this transaction.

- The underwriter has a duty to purchase the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the Bonds to investors at prices that are fair and reasonable, or on a best efforts basis, negotiate with investor/s to purchase the Bonds.

- The underwriter will review the official statement for the Bonds in accordance with, and a part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.[3]

- <u>Disclosures Concerning the Underwriter's Compensation:</u>

  - The underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriters may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

If you or any other Issuer officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. In addition, you should consult with the Issuer's own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

Please note that nothing is this letter should be viewed as a commitment by the underwriter to purchase or sell all the Bonds or as a placement agent, on a best efforts basis, negotiate with investor/s to purchase the Bonds, and any such commitment will only exist upon the execution of any bond purchase agreement or similar agreement and then only in accordance with the terms and conditions thereof.

[3] Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the official statement by the underwriters is solely for purposes of satisfying the underwriters' obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

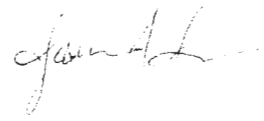
It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any disclosed conflict of interest relating to the subject transaction. If our understanding is incorrect, please notify the undersigned immediately.

Under SEC and MSRB Rules, we are required to confirm our role as underwriter/placement agent, and seek your acknowledgement that you have received this letter. Accordingly, please send me an email to that effect or sign and return the enclosed copy of this letter to me via email as a PDF attachment. Otherwise, an email read receipt from you or automatic response confirming that our email was opened by you will serve as an acknowledgment that you received these disclosures.

Depending on the structure of the transaction that the Obligor decides to pursue, or if additional actual or potential material conflicts are identified, we may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction and/or describing those conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures.
We look forward to working with you, the Issuer, and the Obligor in connection with the issuance of the Bonds.

Thank you.

Sincerely,



James Swan
Managing Director
Oppenheimer & Co. Inc.

December 21, 2023

Acknowledgement:

_____
Susan Thomas
President, The County Commission of Harrison County Harrison County

Date: _____

_____
Michael J. Romano
Chairman, Charles Pointe Economic Opportunity Development District Board

Date: _____

_____
Kris Warner
Executive Director, West Virginia Economic Development Authority

Date: _____

CC: Charles Pointe Economic Opportunity Development District – Obligor
Harrison County Development District No. 2 – Charles Pointe – Obligor

8

PERMANENT TRAIL EASEMENT

THIS PERMANENT TRAIL EASEMENT is made and entered into this _____ day of _____, 2024, by and between CHRISTOPHER LANE, (hereinafter referred to as "Grantor"), and THE HARRISON COUNTY COMMISSION, WEST VIRGINIA, a political subdivision of the State of West Virginia, (hereinafter referred to as "Grantee"). Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and their respective heirs, legal representatives, successors and assigns. Grantor is used for singular or plural, as the context requires.

Grantor, for and in consideration of TEN DOLLARS ($10.00) and other valuable consideration paid by the Grantee, the receipt and sufficiency of which is hereby acknowledged, hereby conveys, grants, bargains and sells unto the Grantee, a perpetual, non-exclusive easement for the purpose of construction and maintenance of a public pedestrian and bicycling trail upon and across the following described lands located in the Coal District of Harrison County, West Virginia, to wit:

See attached Exhibit "A" which is incorporated herein by reference.
Subject to easements, restrictions, and reservations of record.

The trail shall be constructed and maintained in conformance with generally accepted design standards, and may include paved and unpaved trail surfaces, at-grade shoulders, vegetative buffers (with irrigation), benches, and such improvements as necessary to comply with all lawful requirements. Grantor hereby declares and covenants that the general public shall have and be allowed regular access to the Trail Easement Area, for the purpose of walking, jogging, running, bicycling and like activities, but specifically excluding all motorized vehicles except as authorized by Grantee for maintenance, management, police and emergency purposes.

Grantee shall have the right to regulate public access to, and activities within, the Trail Easement Area, and shall further have the right to require Grantor to keep the Trail Easement Area free from obstructions which prevent reasonable public access to and along the Trail Easement Area, including but not limited to structures, fences and fallen trees.

The easement granted herein shall constitute an easement running with the land in perpetuity and shall burden the lands described above, and shall remain in force and effect until released and relinquished by the Grantee back to the Grantor, in writing.

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed the date and year first above written.

_____
Grantor, Christopher Lane

Dated:_____

The Harrison County Commission, West Virginia - Grantee

By: _____

Its: _____

Dated:_____

STATE OF WEST VIRGINIA,
COUNTY OF _____, TO-WIT:

I, _____, a Notary Public in and for the State and County aforesaid, do acknowledge that the foregoing instrument was acknowledged before me this _____ day of , 2024, by _____.

Given under my hand this _____ day of _____, 2024.

_____
NOTARY PUBLIC

My Commission Expires:

STATE OF WEST VIRGINIA,
COUNTY OF _____, TO-WIT:

I, _____, a Notary Public in and for the State and County aforesaid, do acknowledge that the foregoing instrument was acknowledged before me this _____ day of , 2024, by _____.

Given under my hand this _____ day of _____, 2024.

_____
NOTARY PUBLIC

My Commission Expires:

This instrument was prepared, without a title examination, by:

Frank E. Simmerman, III, Esquire
Simmerman Law Office, PLLC
254 East Main Street
Clarksburg, West Virginia 26301
(304) 623-4900

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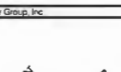
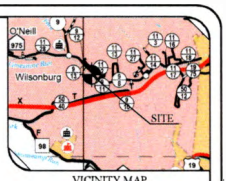
NOTE: THE EASEMENT SHOWN BEING OVER PART OF THE SAME LANDS CONVEYED TO CHRISTOPHER LANE FROM RONALD LANE AS RECORDED IN DEED BOOK 1724 PAGE 341 AT THE OFFICE OF THE CLERK, HARRISON COUNTY, WEST VIRGINIA.

NOTE: THE 15' PERMANENT EASEMENT AS SHOWN HEREON COVERS AN AREA OF 26,159 SQ. FT. +/- (0.60 AC +/-). THE EXACT LOCATION IS TO BE AGREED UPON ON SITE WHEN MAPPING IS COMPLETED. FOR INFORMATIONAL PURPOSES, IT IS CURRENTLY OFFSET 15' FROM THE NEAREST PROPERTY AND RIGHT-OF-WAY LINES, WHILE STILL TYING INTO THE EXISTING RAIL BED ON BOTH ENDS OF THE PROPERTY.



BASIS OF BEARING
WV STATE PLANE
NORTH ZONE NAD 83



VICINITY MAP
NOT TO SCALE



LEGEND/ABBREVIATIONS

———	= PROPERTY LINE
———	= ADJOINER LINE
— — —	= TIE LINE
	= PROPOSED 15' EASEMENT
	= STREAM
	= EDGE OF PAVEMENT
	= EDGE OF GRAVEL
•	= POINT
○	= MONUMENT FOUND (AS NOTED)
(T)	= TOTAL
R/W	= RIGHT-OF-WAY
P.O.B.	= POINT OF BEGINNING
TM	= TAX MAP NUMBER
PAR	= PARCEL NUMBER
P/O	= PART OF
N/F	= NOW OR FORMERLY
IRF	= REBAR FOUND (size as noted)
⊕	= 5/8" x 30" REBAR SET

0 60' 120' 240'
1 inch = 120 ft.

COAL DISTRICT HARRISON COUNTY WEST VIRGINIA DECEMBER 2023

THRASHER
THE THRASHER GROUP, INC.
600 WHITE OAKS BLVD.
BRIDGEPORT, WV 26330
PHONE 304-624-4108
www.thethrashergroup.com

SHOWING
TAX MAP 286 PARCEL 82 &
TAX MAP 286 PARCEL 98

EASEMENT EXHIBIT FOR
HARRISON COUNTY COMMISSION

CAD FILE: P:\080\080-10097-HARRISON COUNTY RAIL TRAIL ENGINEER OF RECORD-HARRISON COUNTY COMMISSION-\Survey\080-10097 Rail Trail Lane Easement Exhibit.dwg PLOT DATE/TIME: 12/28/2023

10

AN ORDINANCE PROHIBITING MOTORIZED VEHICLES FROM BEING OPERATED ON "RAIL TO TRAILS" LOCATED IN HARRISON COUNTY, WEST VIRGINIA

It shall be unlawful for any person to operate a motorized vehicle on the "Rails to Trails" sections located in Harrison County West Virginia, designated on the map attached hereto as **Exhibit 1**.

Motorized vehicle shall include, but not be limited to, automobiles, trucks, vans, motorcycles, buses, bicycles if any form of motor is used to propel said bicycles, all-terrain vehicles, motor-driven cycles, trailers, semi-trailers, road tractors, farm tractors, riding lawn mowers, sport utility vehicles, go-carts, motorized carts, and any other form of motor vehicle propelled by gas, electricity, and/or battery.

Authorized emergency vehicles and authorized maintenance vehicles are exempt from this Ordinance.

Residents who must access their primary residence by traveling across a section of a Rail Trail located in Harrison County, West Virginia are also exempt from this Ordinance.

A motorized wheelchair is permitted when occupied and operated by a person whose medical condition requires the use of the wheelchair.

Upon a finding by the Magistrate Court of Harrison Court, that the Ordinance has been violated, a fine in the amount of $100.00 for a first offense shall be imposed. Subsequent offenses shall result in fines of at least $100.00 but, not to exceed $300.00.

Appeals from a Magistrate Court finding shall be to the Circuit Court.

This Ordinance shall be effective thirty (30) days from final approval on second reading by the Harrison County Commission.

Ordinance considered for adoption and approval on first reading the _____ day of _____ _____, 2024.

Public Hearing _____.

Ordinance considered for adoption and approval on second reading the ___ day of _____ _____, 2024.

_____	_____	_____
President	Commissioner	Commissioner

11-A

REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 32

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

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

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

3. The total amount requested to be disbursed pursuant to this Requisition is **$ 350.00.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$350.00** is to be paid to a third party payee that is not affiliated with the issuer or on a joint basis to the Issuer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Officer this **10th day of January, 2024.**

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #122023-126	Dated: 12/28/2023	$ 350.00
		Total	**$ 350.00**

INVOICE

MuniCap, Inc.
Columbia, MD 21046
Suite 210

Invoice Date	Invoice #
12/28/2023	122023-126

Balance Due $350.00

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

or

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

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

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

Project: Harrison County-WhiteOak Admin 1676

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 12/28/2023
Invoice # 122023-126

MuniCap, Inc.
Columbia, MD 21046
Suite 210

Project: Harrison County-WhiteOak Admin

Terms	Client #
Net 30	1676

Item	DATE	Description	Hrs	Amount
Sr Assoc (MMM)	11/10/2023	Prepare incumbency form cover page/letter.	0.75	150.00
Sr Assoc (MMM)	11/21/2023	Provide incumbency form and cover letter to commission for signature.	0.25	50.00
Sr Assoc (MS)	11/22/2023	Prepare account statements for updating account reconciliation.	0.25	50.00
Sr Assoc (MS)	11/28/2023	Update account reconciliation for October activity. Review and verify account information.	0.5	100.00
		Subtotal Fees:		350.00

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

Total **$350.00**

MS/PK

Billing Inquiries? Call (443) 539-4104

E

11-B

REQUISITION FOR PAYMENT FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 79 (01/10/24)

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

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

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

3. The total amount requested to be disbursed pursuant to this Requisition is **$5,319.50**. As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

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

(b) **$5,319.50** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this **10th day of January, 2024.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #122023-292	Dated: 12/28/2023	$ 1,547.50
UMB Bank	Invoice# 965753	Dated: 12/20/2023	$ 2,046.00
UMB Bank	Invoice# 965814	Dated: 12/21/2023	$ 1,726.00
		Total	**$ 5,319.50**

INVOICE

MuniCap, Inc.
Columbia, MD 21046
Suite 210

Invoice Date	Invoice #
12/28/2023	122023-292

Balance Due $1,547.50

Remit check to: or Wire Instructions:

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

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

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

Bill To:

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

Project: Charles Pointe 2019 2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 12/28/2023

Invoice # 122023-292

MuniCap, Inc.
Columbia, MD 21046
Suite 210

Project: Charles Pointe 2019

Terms	Client #
Net 30	2024

Item	DATE	Description	Hrs	Amount
Director (JLA)	11/1/2023	Post annual financial statements to EMMA.	0.25	56.25
Proj Mgr (SAM)	11/1/2023	Provide annual statutory report to legal and provide audit report to be posted to EMMA.	0.5	107.50
Sr Assoc (MMM)	11/1/2023	Verify EMMA Posting.	0.25	50.00
Proj Mgr (SAM)	11/6/2023	Prepare collections report for review.	0.25	53.75
Exec VP (MD)	11/8/2023	Review September journal entries. Confirm September QuickBooks balances and approve final journal entries. Prepare and email September financial reports.	0.75	206.25
Sr Assoc (OO)	11/8/2023	Post September journal entries in QuickBooks.	0.25	50.00
Sr Assoc (MMM)	11/8/2023	Disseminate post issuance compliance audit summary and corresponding documents.	0.25	50.00
Sr Assoc (EA)	11/9/2023	Update excise tax database with October activity.	0.75	150.00
Director (JLA)	11/9/2023	Post quarterly statement to EMMA.	0.25	56.25
Sr Assoc (MMM)	11/10/2023	Verify EMMA postings.	0.25	50.00
Sr Assoc (MMM)	11/21/2023	Prepare incumbency for cover letter. Provide incumbency form and cover letter to commission for signature.	0.5	100.00
Sr Assoc (MS)	11/21/2023	Prepare account statements for updating account reconciliation.	0.25	50.00
Sr Assoc (OO)	11/27/2023	Prepare October journal entries.	0.5	100.00
Director (JLA)	11/28/2023	Assist with identification and provision of material information related to on-going compliance.	0.5	112.50
Assoc (AMS)	11/28/2023	Process November administrative invoices and certificates authorizing payment and forward for approval, as required by the Trust Indenture.	0.25	43.75
Sr Assoc (MMM)	11/29/2023	Provide follow up regarding management of project tasks and reports.	0.5	100.00
Proj Mgr (SAM)	11/30/2023	Update account reconciliation file with October transactions.	0.25	53.75
Proj Mgr (SAM)	11/30/2023	Correspond with associates related to required accounting source material.	0.5	107.50
Sr Assoc (OO)	11/30/2023	Email to trustee requesting outstanding backup.	0.25	50.00

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

Total **$1,547.50**

SAM/PK

Billing Inquiries? Call (443) 539-4104

E

UMB

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

Invoice 965753

Invoice Date:	**December 20, 2023**
Account Number:	**158735.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

Charles Pointe EODD 2019ABC
Attn: County Administrator
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

Billing Period: **September 1, 2023 through September 30, 2023**

Prior Balance:	$ 39,988.00
Payments Received as of December 20, 2023	$ 38,049.00
Adjustments	$ 0.00
Outstanding Balance:	$1,939.00
Current Billing Period:	
Current Period Fees	$2,046.00
Total Fees Due	$3,985.00

Remittance Stub
Billing Period 09/01/2023 - 09/30/2023

Account Number:	158735.1
Invoice Number:	965753
Remit Balance	$3,985.00

Payment Due Upon Receipt

Charles Pointe EODD 2019ABC
Attn: County Administrator
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

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

☐ Check Enclosed $_____

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	965753
Attention	Fee Processing

UMB

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

Invoice 965753

Account Detail
Charles Pointe EODD 2019ABC

Account Number: 158735.1

Administrative Fees

Administration Fee	$625.00
Administrative Fees Total	**$625.00**

Transaction Fees

Volume Based

Security Location	Transaction Type	Security Type	Volume	Rate	Fees	Adjustment to Min/Max	Location Total
	Default Specialist		1.10	710.00	781.00		
	Default Administration Fees		1.00	640.00	640.00		1,421.00
Volume Based Total:			**2.10**				**1,421.00**
Transaction Fees Total							**$1,421.00**

Account Total **$2,046.00**

UMB

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

Invoice 965753

Statement of Receivables

Reflects Only Those Payments Received And Applied As of December 20, 2023

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
960481	October 23, 2023	August 1, 2023 to August 31, 2023	1,939.00	58 days
	Total Balance Due		**1,939.00**	

UMB

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

Invoice 965630

Invoice Date:	**December 20, 2023**
Account Number:	**141961.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

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

Billing Period: **November 1, 2023 through November 30, 2023**

Prior Balance:	$5,119.32
Payments Received as of December 7, 2023	$3,154.66
Adjustments	$ 0.00
Outstanding Balance:	$1,964.66
Current Billing Period:	
Current Period Fees	$2,447.33
Total Fees Due	$4,411.99

Remittance Stub
Billing Period 11/01/2023 - 11/30/2023

Account Number:	141961.1
Invoice Number:	965630
Remit Balance	$4,411.99

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	965630
Attention	Fee Processing

UMB

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

Invoice 965630

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

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

Transaction Fees

Volume Based

Security Location	Transaction Type	Security Type	Volume	Rate	Fees	Adjustment to Min/Max	Location Total
	Default Specialist		1.90	710.00	1,349.00		
	Default Administration Fees		1.00	640.00	640.00		1,989.00
Volume Based Total:			**2.90**				**1,989.00**
Transaction Fees Total							**$1,989.00**

Account Total **$2,447.33**

UMB

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

Invoice 965630

Statement of Receivables

Reflects Only Those Payments Received And Applied As of December 7, 2023

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
~~945223~~	~~April 17, 2023~~	~~March 1, 2023 to March 31, 2023~~	~~902.33~~	~~234 days~~
962337	November 17, 2023	October 1, 2023 to October 31, 2023	1,062.33	20 days
	Total Balance Due		**1,964.66**	

UMB

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

Invoice 965814

Invoice Date:	**December 21, 2023**
Account Number:	**158735.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

Charles Pointe EODD 2019ABC
Attn: County Administrator
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

Billing Period: **October 1, 2023 through October 31, 2023**

Prior Balance:	$3,985.00
Payments Received as of December 20, 2023	$ 0.00
Adjustments	$ 0.00
Outstanding Balance:	$3,985.00
Current Billing Period:	
Current Period Fees	$1,726.00
Total Fees Due	$5,711.00

Remittance Stub
Billing Period 10/01/2023 - 10/31/2023

Account Number:	158735.1
Invoice Number:	965814
Remit Balance	$5,711.00

Payment Due Upon Receipt

Charles Pointe EODD 2019ABC
Attn: County Administrator
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	965814
Attention	Fee Processing

UMB

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

Invoice 965814

Account Detail
Charles Pointe EODD 2019ABC

Account Number: 158735.1

Administrative Fees

Administration Fee	$625.00
Administrative Fees Total	**$625.00**

Transaction Fees

Volume Based

Security Location	Transaction Type	Security Type	Volume	Rate	Fees	Adjustment to Min/Max	Location Total
	Default Specialist		1.10	710.00	781.00		
	Default Administration Fees		0.50	640.00	320.00		1,101.00
Volume Based Total:			**1.60**				**1,101.00**
Transaction Fees Total							**$1,101.00**

Account Total **$1,726.00**

UMB

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

Invoice 965814

Statement of Receivables

Reflects Only Those Payments Received And Applied As of December 20, 2023

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
960481	October 23, 2023	August 1, 2023 to August 31, 2023	1,939.00	58 days
965753	December 20, 2023	September 1, 2023 to September 30, 2023	2,046.00	0 days
	Total Balance Due		**3,985.00**	

11-C

FORM OF REQUISITION
FOR PAYMENT FROM SERIES A
ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. (01/10/24)

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

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

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

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

4. The total amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund pursuant to this Requisition is **$8,336.25**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$8,336.25** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$8,336.25** is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this **10th day of January, 2024.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #122023-074	Dated: 12/28/2023	$8,336.25
	Total		**$ 8,336.25**

INVOICE

MuniCap, Inc.
Columbia, MD 21046
Suite 210

Invoice Date	Invoice #
12/28/2023	122023-074

Balance Due $8,336.25

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

or

Wire Instructions:

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

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

Bill To:

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

Project	Charles Pointe Series 2008	1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
12/28/2023	122023-074

MuniCap, Inc.
Columbia, MD 21046
Suite 210

Project	Charles Pointe Series 2008	Terms	Client #
		Net 30	1394

Item	DATE	Description	Hrs	Amount
Proj Mgr (SAM)	11/1/2023	Review information related to assessment collections in prior reports and trust statements. Prepare collections spreadsheet per request of the state auditor.	4	860.00
Proj Mgr (SAM)	11/3/2023	Update collections spreadsheet for each fiscal year related to assessments forborne and collect related legal and collections documents per request of the state auditor.	4.25	913.75
Proj Mgr (SAM)	11/6/2023	Gather collections information and legal documents related to fiscal years.	1.75	376.25
Proj Mgr (SAM)	11/7/2023	Update collections workbook with parcels forborne each year and confirm amount remaining to be collected prerequisite of the state auditor.	2.75	591.25
Proj Mgr (SAM)	11/8/2023	Update collections workbook with source information related to CED collections received by the trustee per request of the state auditor.	5	1,075.00
Proj Mgr (SAM)	11/9/2023	Review and provide developer's quarterly reports to be posted to EMMA.	1.5	322.50
Director (PSK)	11/10/2023	Discuss audit information with associate.	0.5	112.50
Proj Mgr (SAM)	11/10/2023	Reconcile remaining CED collections confirmed by the trustee and discuss source information with associate per request of the state auditor.	4	860.00
Proj Mgr (SAM)	11/15/2023	Reconcile CED lot sale collections confirmed by the trustee related to state auditor's request.	4	860.00
Proj Mgr (SAM)	11/16/2023	Reconcile CED lot sale collections confirmed by the trustee related to state auditor's request.	3.25	698.75
Proj Mgr (SAM)	11/17/2023	Reconcile CED lot sale collections confirmed by the trustee related to state auditor's request.	3	645.00
Proj Mgr (SAM)	11/20/2023	Reconcile CED lot collections and review collections versus source material. Correspond with the county related to collections.	4	860.00
Proj Mgr (SAM)	11/28/2023	Provide collections report requested by the state auditor to associate for review.	0.25	53.75
Proj Mgr (SAM)	11/30/2023	Update account reconciliation file with October transactions.	0.5	107.50
		Subtotal Fees:		8,336.25

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

Total **$8,336.25**

SAM/PK

Billing Inquiries? Call (443) 539-4104

E

14
Exhibit A

Exhibit A

Summary plan:

Notify Commission of intent to Consolidate #82 Adamston Elementary into #74 United Methodist, Create 2 New Precincts #1A and #66B - request to be placed on next month's meeting agenda
Notify the Exponent to run a Class II-0 legal ad giving notice of "New Precinct 1A (66B) Harrison County Rec. Complex pursuant to § 3-1-5 (a) & § 3-1-7 (a)" AND "Precinct polling place Change #36A Oakmound changed to #36A Harrison Co. Parks and Rec. for all future elections, "Precinct polling place Change #59 Reynoldsville New Hope Church changed to #59 Reynoldsville VFD for all future elections Consolidate #82 Adamston Elementary bldg. into #74 United Methodist Temple..."

Appear on the agenda for review, discuss, consider precinct consolidation and creation of new precincts. Commission approves and signs the Order. Notify the Exponenet to publish a public notice of said approved changes within 15 days of Comm. signing the order. Then we get to work mailing cards and letters to all affected voters.

Detailed Summary:

1. **Consolidate Precinct #82 into #74**
   § 3-1-5 Voting precincts code section
   § 3-1-5(a) no more than 3k in urban center, can consolidate if located within 1 mile of one another (#82 has 1064 voters; #74 has 490)

2. **Create 2 New Precincts**
   # 1A – HC Rec. Complex for approximately 40 voters (Inside city limits of Clarksburg and 69th Delegate District) –
   # 66B – Summit Park VFD for approximately 130 voters (Inside city limits of Clarksburg and 71st Delegate District)
   This is a result of the legislature redistricting House districts from 1 to 4; they failed to follow current Clarksburg city boundaries, which has created an instance with streets that are inside the city limits of Clarksburg but in a different delegate district than the rest of the neighborhood, hence a new precinct must be created. I wish there was another option but there is not.
   § 3-1-5 Voting precincts code section
   § 3-1-7 (a)(b) Precinct change section that states required timelines, Order cannot be within 90 days of election and must give at least 1 month notice as Class II-0 legal ad before proceeding. Publish Order within 15 days (public notice) of passage.

3. **Permanent polling place change #36A** from Oakmound Community Center to #36A Harrison County Parks and Rec. Bldg – We have done this on an emergency basis but now need to make it official, Oakmound has been denying use of their facility since Covid began, they still denied in 2022 and folks complained regularly about that facility.
4. **Permanent polling place change #59** from Reynoldsville New Hope Baptist Church to #59 Reynoldsville VFD – The current precinct location will no longer let us use the church.
   § 3-1-5 Voting precincts code section

§ 3-1-7 (a)(b) Precinct change section that states required timelines, Order cannot be within 90 days of election and must give at least 1 month notice as Class II-0 legal ad before proceeding. Publish Order within 15 days (public notice) of passage.

Q: What are ALL the notice requirements for Magisterial District and Precinct Boundary changes?

A: For Magisterial District changes, your notice requirements are:

- Notice the meeting that the Commission will consider entering an Order changing the Magisterial District(s) "no less than 14 days prior" to the meeting (W. Va. Code § 1-2-2b(b) as passed in SB 3034 (2021); all other references to § 1-2-2b below pertain to SB 3034, not § 1-2-2b that's currently online [W. Va. Code online hasn't been updated yet, so refer to the link above]).
- This notice shall be "posted on the front door of the courthouse of the county" AND "at some public place in each district affected" (W. Va. Code § 7-2-2.)
- The deadline to change Magisterial District boundaries due to the Legislature's redistricting is January 22, 2022. (W. Va. Code § 1-2-2b(b).)
- That 14-day notice requirement only applies to this year—over the next 10 years before the next redistricting, you have to follow the regular notice requirements for changing Magisterial Districts. (W. Va. Code § 7-2-2.)
- After the Order is entered, no additional notice is required by law.

For Precinct Boundary changes, your notice requirements are:

- Notice the meeting that the Commission will consider entering an Order changing the Precinct Boundary(ies) "via Class II-0 legal advertisement[.]" (W. Va. Code § 1-2-2b(a) as passed in SB 3034 (2021).). The number of days a notice must be published for Precinct Changes is not in law; simply publish the notice one time for two consecutive weeks (*i.e.* Class II-0).
- After the Commission changes the Precinct Boundary(ies), the Commission shall send an additional notice "within fifteen days after the date of the order" via Class II-0 legal ad. (W. Va. Code § 3-1-7(b).)
- Additionally, "before the next succeeding election" the Commission "shall mail written notification to all registered voters affected by the change." (W. Va. Code § 3-1-7(c).) A new voter registration three-part wallet card will satisfy this requirement; some counties also voluntarily include a nice letter explaining why the changes were necessary (*e.g.* Legislative redistricting, census population changes, etc.).

15

A RESOLUTION AUTHORIZING THE APPLICATION FOR FUNDS FROM THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE FOR THE WV SPAY/NEUTER ASSISTANCE PROGRAM, ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID GRANT; APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID GRANT

WHEREAS, the Harrison County Commission wishes to participate by applying for the WV Spay Neuter Assistance Program grant through the West Virginia Department of Agriculture, on behalf of the Harrison County Animal Control, and

WHEREAS, if awarded, the Harrison County Animal Control, through an application process, will have the ability to provide assistance to successful applicants to spay/neuter their animals, while controlling the pet overpopulation, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the participation in the West Virginia Department of Agriculture Spay and Neuter Assistance Program, and

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

The Harrison County Commission authorizes the application for the WV Spay Neuter Assistance Program grant through the West Virginia Department of Agriculture, for the Harrison County Animal Control for Ten Thousand Dollars, ($10,000) and not more than Fifteen Thousand ($15,000) and commits to the match if required.

PASSED by the Harrison County Commission on this the 10th day of January 2024.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

FleetCor Technologies Operating Company, LLC
109 Northpark Blvd, Ste 500
Covington, LA 70433
FEIN: 20-2008209 Tax Exempt Fax: 866-224-3835
Tax Exempt email: Taxdeptqueuecs@fleetcor.com

MARKETER_____ ATS# 126

BG ACCT# 2804610 DATE_____

2024

Federal Excise Tax Exemption Certificate Request for Credit/Refund

For use by States, Territories or political subdivisions thereof, the District of Columbia and Non-Profit Education Organizations to support vendor/credit card issuers claim for a credit, refund or payment under Section 6416(a)(4)(B) (gas) AND/OR 6427(l)(5)(D) (diesel) of the Internal Revenue Code

The undersigned ultimate purchaser ("Buyer") hereby certifies under penalties of perjury that he/she is:

Susan J. Thomas, President
(Name & Title of officer or agent)

of the Harrison County Commission of Clarksburg, West Virginia
(Department, Bureau or Commission or Organization – Legal Name) (City) (State)

and that he/she is authorized to execute this certificate and that the article or articles specified below or for the period indicated below were purchased and Buyer is eligible for a tax credit or refund by virtue of being (classification must be checked and applicable information furnished):

Buyer to which this certificate relates is (**check one**):

__X__ 1. A state, any political subdivision thereof, or the District of Columbia

_____ 2. A non-profit educational organization, in section 170(b)(1)(A)(ii) of the IRS code, which normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on
(IF YOU CHECKED #2, PLEASE PROVIDE COPY OF IRS DETERMINATION LETTER)

Date of Internal Revenue Service Ruling Letter if #2 above checked _____.

The Buyer will provide a new certificate to the vendor/credit card issuer if any information in this certificate changes. The undersigned understands that the credit or refund of tax in the case of sales of articles covered under this exemption certificate is limited to the sale of articles purchased for its exclusive use, and it is agreed that if articles purchased on which credit or refund has been issued under this exemption certificate are used otherwise or are sold to employees or others, such fact will be reported to the vendor/credit card issuer covered by this certificate. It is understood that the fraudulent use of this certificate may subject the guilty parties to a maximum fine of $10,000 and imprisonment for not more than 5 years. If the articles sold hereunder are subjected to Federal excise taxes, the Buyer agrees that it shall pay all tax, penalties and interest or reimburse the credit card issuer for such amounts assessed by the Federal Government. Buyer understands that by signing this certificate, Buyer gives up its right to claim a credit or refund for the articles for which this certificate relates. The buyer further certifies that buyer has not and will not file for credit or refund for the articles for which this certificate relates. The buyer consents to the allowance of a credit or refund of any taxes paid.

Blanks must be filled in:
Purchases made during the period of 01/10/2024 through 12/31/2024 (period not to exceed one year)
(Date form is signed)

OR Purchaser's Order No. _____

_____ _____
(Signature of Officer or Agent) (Date Signed)

___ ___ - ___ ___ ___ ___ ___ ___ ___
(FEDERAL EMPLOYER IDENTIFICATION NUMBER/FEIN/EIN)

Not to be confused with your State ID number

Business phone number 304-624-8500

Business fax number 304-624-8723

229 South 3rd Street, Clarksburg, WV 26301
(Address of Buyer)

Email Address of person completing form:

Sthomas@harrisoncountywv.gov

NOTES: *IF YOU ARE SALES TAX EXEMPT, PLEASE SUBMIT A COPY OF YOUR SALES TAX EXEMPT CERTIFICATE FOR REVIEW
* NO EXEMPTION FOR $.007/GALLON FEDERAL UNDERGROUND STORAGE (LUST), SUPERFUND, & OIL SPILL FEES

17-1

WEST VIRGINIA REAP PROGRAM
West Virginia SHPO Information Sheet for Section 106/State Review Projects

The following information is needed for SHPO staff to be able to complete a review of a federal or state funded or permitted project (undertaking). Please ensure that all information is provided; missing information may delay the completion of review.

It is our office's understanding that this funding was provided directly to the State from the U.S. Treasury; therefore, as directed by the Advisory Council on Historic Preservation, the project is not considered a federal review. This review is therefore completed according to WV Code 29-1-8.

General Information
a. Community Name: Harrison County
Community Contact: Harrison County Commission / Planning Director
Name: Charlotte Shaffer Street
Address: 301 West Main Street
Phone Number: 304-624-8692
Email address: cshaffer@harrisoncountywv.gov

- Project Information
  Street Address to be Demolished: 30 Downridge Road
  City Fairmont
  County Harrison
  Zip Code 26568

- Age of Building/Date Built: 1900 / 123 years

- Included on WVGIS website: yes or no No

  https://mapwv.gov/shpo/ Please consult the provided website to determine if the building is included in an existing National Register historic district or has a previously completed Historic Property Inventory Form. Please contact WV SHPO staff for assistance with this website if needed.

  If the submitted building is determined eligible by WV SHPO staff or is listed in the National Register of Historic Places, we may request justification that the building must be demolished. The completion of a WV Historic Property Inventory Form will be required prior to demolition in order to mitigate the loss of the historic resource. Forms and instructions can be found at https://wvculture.org/research/national-register-of-historical-places/ Photos to document the building for mitigation will follow the

National Register photo guidelines. Please contact WV SHPO staff for assistance if needed.

- Original owner and use of building (if known):

- WV Dept. of Environmental Protection
  Contact Information: REAP RADPP Program
  Name: Sandy Rogers
  Street Address: 601 57th St. S.E. Charleston WV 25304
  Phone Number: 304-926-0499 ext. 49762
  Email address: sandra.d.rogers@wv.gov

ATTACHMENTS

- Street Map: Please attach a street map from Google or other source that clearly identifies the location of the building scheduled for demolition.

- Copies of recent building inspection or engineering reports if available (or notices of building code violations or other local permitting actions):

- Project Photographs: Photographs of buildings should incorporate the entire building. These may include photographs of the front, back and sides of the building. It is important that you provide photographs that show the entire building to determine if there are alterations to the building that impact its original condition.

- Please provide photos of adjacent buildings unless included in other demolition requests. All photographs should be clear, concise, clearly labeled and keyed to a project map.

Please ensure that all information is provided; missing information may delay the completion of review. We will provide additional comments upon receipt of the requested information; however, we reserve the right to request additional information, including the completion of Historic Property Inventory forms. Completed review requests can be emailed to John Adamik at john.d.adamik@wv.gov. Please copy Ben Riggle at benjamin.m.riggle@wv.gov

Any questions, please contact our office at (304) 558-0240.


16, 2023 3:27:54 PM
18 Downridge Drive
Fairmont
Harrison County
West Virginia

17-2

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Name: Charlotte Shaffer Street
Address: 301 West Main Street
Phone Number: 304-624-8692
Email address: cshaffer@harrisoncountywv.gov

- Project Information
  Street Address to be Demolished: 10 Glory Road
  CityShinnston
  County Harrison
  Zip Code 26431

- Age of Building/Date Built: 1900 / 123 years old

- Included on WVGIS website: yes or no No

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17-3

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Community Contact: Harrison County Commission / Planning Director
Name: Charlotte Shaffer Street
Address: 301 West Main Street
Phone Number: 304-624-8692
Email address: cshaffer@harrisoncountywv.gov

- Project Information
  Street Address to be Demolished: 429 Bristol Road
  City Salem
  County Harrison
  Zip Code 26426

- Age of Building/Date Built: 1900 / 123 years

- Included on WVGIS website: yes or no No

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Jun 26,202

17-4

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Address: 301 West Main Street
Phone Number: 304-624-8692
Email address: cshaffer@harrisoncountywv.gov

- Project Information
  Street Address to be Demolished: 2061 Owings Road
  City Shinnston
  County Harrison
  Zip Code 26431

- Age of Building/Date Built: 1900 / 123 years

- Included on WVGIS website: yes or no No

  https://mapwv.gov/shpo/ Please consult the provided website to determine if the building is included in an existing National Register historic district or has a previously completed Historic Property Inventory Form. Please contact WV SHPO staff for assistance with this website if needed.

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Apr 26, 2023 2:13:30 PM
2062 Miners Way
Shinnston
Harrison County
West Virginia

17-5

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Name: Charlotte Shaffer Street
Address: 301 West Main Street
Phone Number: 304-624-8692
Email address: cshaffer@harrisoncountywv.gov

- Project Information
  Street Address to be Demolished: 389 New Quarters Road
  City Meadowbrook
  County Harrison
  Zip Code 26404

- Age of Building/Date Built: 1995 / 28 years old

- Included on WVGIS website: yes or no No

  https://mapwv.gov/shpo/ Please consult the provided website to determine if the building is included in an existing National Register historic district or has a previously completed Historic Property Inventory Form. Please contact WV SHPO staff for assistance with this website if needed.

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Apr 26, 2023 1:20:00 PM
122 2nd Street
Meadowbrook
Harrison County
West Virginia

17-6

WEST VIRGINIA REAP PROGRAM
West Virginia SHPO Information Sheet for Section 106/State Review Projects

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Community Contact: Harrison County Commission / Planning Director
Name: Charlotte Shaffer Street
Address: 301 West Main Street
Phone Number: 304-624-8692
Email address: cshaffer@harrisoncountywv.gov

- Project Information
  Street Address to be Demolished: 6124 Shinnston Pike
  City Meadowbrook
  County Harrison
  Zip Code 26404

- Age of Building/Date Built: 1900 / 123 years

- Included on WVGIS website: yes or no No

  https://mapwv.gov/shpo/ Please consult the provided website to determine if the building is included in an existing National Register historic district or has a previously completed Historic Property Inventory Form. Please contact WV SHPO staff for assistance with this website if needed.

  If the submitted building is determined eligible by WV SHPO staff or is listed in the National Register of Historic Places, we may request justification that the building must be demolished. The completion of a WV Historic Property Inventory Form will be required prior to demolition in order to mitigate the loss of the historic resource. Forms and instructions can be found at https://wvculture.org/research/national-register-of-historical-places/ Photos to document the building for mitigation will follow the

National Register photo guidelines. Please contact WV SHPO staff for assistance if needed.

- Original owner and use of building (if known):

- WV Dept. of Environmental Protection
  Contact Information: REAP RADPP Program
  Name: Sandy Rogers
  Street Address: 601 57th St. S.E. Charleston WV 25304
  Phone Number: 304-926-0499 ext. 49762
  Email address: sandra.d.rogers@wv.gov

ATTACHMENTS

- Street Map: Please attach a street map from Google or other source that clearly identifies the location of the building scheduled for demolition.

- Copies of recent building inspection or engineering reports if available (or notices of building code violations or other local permitting actions):

- Project Photographs: Photographs of buildings should incorporate the entire building. These may include photographs of the front, back and sides of the building. It is important that you provide photographs that show the entire building to determine if there are alterations to the building that impact its original condition.

- Please provide photos of adjacent buildings unless included in other demolition requests. All photographs should be clear, concise, clearly labeled and keyed to a project map.

Please ensure that all information is provided; missing information may delay the completion of review. We will provide additional comments upon receipt of the requested information; however, we reserve the right to request additional information, including the completion of Historic Property Inventory forms. Completed review requests can be emailed to John Adamik at john.d.adamik@wv.gov. Please copy Ben Riggle at benjamin.m.riggle@wv.gov

Any questions, please contact our office at (304) 558-0240.


Apr 26, 2023 1:27:17 PM
6071 Shinnston Pike
Meadowbrook
Harrison County
West Virginia

18-1

ACCESS AND REMEDIATION LETTER AGREEMENT

This **ACCESS AND REMEDIATION LETTER AGREEMENT** ["Agreement"] is made and entered into to be effective as of the 30th day of October, 2023, by and among the Harrison County Commission, West Virginia, ("the Commission"), and Mary Ann Ferrell, Individuals (collectively "the Parties").

RECITALS

WHEREAS, nuisance conditions exists on the Parties property in Harrison County, West Virginia and thereby requiring specific timeframes for remediation of stipulated, admitted and conceded nuisance conditions; and

WHEREAS, the Parties believe it is in their best interests to reach a full and final agreement resolving the collection matters; and

WHEREAS, the Parties successfully resolved this matter via private negotiation.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals, mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

TERMS OF THE AGREEMENT

1.1 In consideration of the execution of this Agreement, the Parties agree as follows:

- That the Parties property located at District 7, Map 1116, Parcel 73 is a nuisance in Harrison County, West Virginia – and the provisions herein apply as to this parcel, and the materials situate thereon.

- That the Parties shall refrain from allowing construction materials, tires or material/car/rubbish parts to be deposited on his/her properties within Harrison County, or to accumulate on their properties within Harrison County.

- The Parties shall allow the Commission to remove all such materials, construction materials, tires, car parts/rubbish/trailers and other unsightly and offensive materials on Ferrell's property situate within the County, no sooner than fifteen (15) days of the execution of Agreement, at a time convenient to the Commission or its contractors. **THIS FIFTEEN (15) DAY TIMEFRAME IS INSERTED HEREIN SO THAT** MARY ANN FERRELL **HAS TIME TO REMOVE PERSONAL ITEMS.**

- The Parties hereby authorizes the Commission, and its authorized agents, representatives and contractors to enter upon the Parties property situate in Harrison County, West Virginia for the purpose of satisfying the terms and conditions, and intent, of this Agreement. Stated differently, the Parties expressly vests in the Commission, and its authorized agents, representatives and contractors, a temporary, unrestricted construction easement to complete the work and remediation contemplated by this Agreement – said easement terminating upon the completion of remediation work to the sole and lone satisfaction of the Commission – consistent with this Agreement.

- The Parties unconditionally waives, releases, acquits and forever discharges the Commission, and its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors or and from any and all claims, actions, causes of actions, demands, rights, damages, costs, expenses, right of contribution or compensation whatsoever, direct or indirect, known or unknown, foreseen or unforeseen, on account of or in any way related to the remediation of their parcel in Harrison County, West Virginia, and the presence of the Commission, and/or its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors on the Parties property/the Parcel.

- The Commission states that it shall attempt to schedule and coordinate all remediation work with the Parties, and shall attempt to utilize cost-effective contractors.

- The Parties also specifically grants a construction/remediation lien for the full amount of the actual, paid expense necessary to remediate the nuisance conditions located on their parcel in Harrison County, West Virginia, to the benefit of the Harrison County Commission; and consents to the recordation of said lien in any and all relevant county offices and indexes by the Harrison County Commission.

- The Parties covenants that they shall refrain prospectively from maintaining a nuisance on their parcel located in Harrison County, West Virginia. Among others, The Parties will not cause, directly or indirectly, vehicles, trailers, or garbage (abandoned or otherwise) to accumulate on their property.

- The Parties tenders one dollar (1.00) unto the Commission as consideration for this Agreement and specifically agrees that the Parties shall not challenge this Agreement for lack of consideration.

- It is expressly understood that should the Parties breach any provision of this Agreement the Commission preserves its right to seek full relief, and all remedies available under West Virginia law. Further, in the event of breach, the Parties shall be immediately obligated to reimburse the Commission for all remediation costs incurred, as well as for all reasonable attorney's fees, court costs, and finance or interest charges relating to the remediation of the Parties parcel situate in Harrison County, West Virginia.

REPRESENTATIONS AND WARRANTIES

2.1 All parties represent and warrant as follows: (a) that they have the absolute right, power, authority and capacity to enter into and perform this Agreement without any other or further authorization, action or proceeding whatsoever; (b) that they knowingly and voluntarily execute and deliver this Agreement, and in doing so, that they are fully aware of the contents of this Agreement; (c) that the execution and delivery of this Agreement is not the result of any fraud, duress, mistake or undue influence of any nature whatsoever; (d) that they have been advised to and have had the opportunity to consult with counsel prior to executing this Agreement; (e) that no promise, inducement or agreement not herein expressed has been made to or relied upon by it prior to executing this Agreement; (f) that this Agreement has been duly executed by a person with appropriate authority and the performance of this Agreement by it shall not violate, result in a breach of, or constitute a default under any agreement, instrument judgment, or decree to which it is a party or to which it may be subject; and (g) that this Agreement constitutes a valid and binding Agreement.

GOVERNING LAW

3.1 This Agreement shall be governed, construed and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Harrison County, West Virginia.

COUNTERPARTS

4.1 This Agreement may be executed in multiple counterparts, each which shall be deemed an original, and all of which shall constitute one Agreement. The signature of a Party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart. Telecopy, facsimile, PDF and other electronically transmitted copies of signatures shall be deemed effective as originals.

FURTHER ASSURANCES

5.1 The Parties shall execute such further document(s) and do any and all such further things as may be reasonably necessary to implement and carry out this Agreement.

UNKNOWN AND UNANTICIPATED DAMAGES

6.1 It is expressly understood and agreed by the Parties that the releases set forth in this Agreement as to property damage are full and final releases, and that such releases are intended to and do embrace not only known and anticipated damages and expenses alleged, but also unknown and unanticipated damages and expenses that may later be alleged to develop or be discovered, including all effects and consequences thereof, whether foreseen or unforeseen.

HEADINGS

7.1 The headings or the sections of this Agreement are inserted for convenience of reference only and shall not be deemed to constitute a part of the Agreement.

MUTUAL DRAFTING

8.1 The Parties agree that this Agreement, in its final form, is the product of mutual efforts by the Parties following review and consideration by each, and this Agreement shall not be construed or interpreted against any Party based presumably upon that Party drafting this Agreement.

ENTIRE AGREEMENT; AMENDMENT

9.1 This Agreement contains the entire understanding of all the Parties to this Agreement with respect to the subject matter hereof, superseding all prior oral or written understandings relating thereto. No amendments, modification, or termination of this Agreement or any waiver of any provision hereof shall be valid or effective unless in writing and signed by all the Parties.

SEVERABILITY

10.1 In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the day and dates set forth below.

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

By:_____

Its:_____

Dated:_____

Mary Ann Ferrell

Its Owner

Dated: 10/30/2023

The foregoing Agreement was acknowledged before me this 30th day of October, 2023, by MARY ANN Ferrell.

My commission expires June 29, 2026

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, 2026

NOTARY PUBLIC

[SEAL]

[insert Exhibit 1 – Nuisance Packet]

18-2

ACCESS AND REMEDIATION LETTER AGREEMENT

This **ACCESS AND REMEDIATION LETTER AGREEMENT** ["Agreement"] is made and entered into to be effective as of the 25th day of October, 2023, by and among the Harrison County Commission, West Virginia, ("the Commission"), and Virginia Rockwell, Individuals (collectively "the Parties").

RECITALS

WHEREAS, nuisance conditions exists on the Parties property in Harrison County, West Virginia and thereby requiring specific timeframes for remediation of stipulated, admitted and conceded nuisance conditions; and

WHEREAS, the Parties believe it is in their best interests to reach a full and final agreement resolving the collection matters; and

WHEREAS, the Parties successfully resolved this matter via private negotiation.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals, mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

TERMS OF THE AGREEMENT

1.1 In consideration of the execution of this Agreement, the Parties agree as follows:

- That the Parties property located at District 5, Tax Map 167, Parcel 44 is a nuisance in Harrison County, West Virginia – and the provisions herein apply as to this parcel, and the materials situate thereon.

- That the Parties shall refrain from allowing construction materials, tires or material/car/rubbish parts to be deposited on her properties within Harrison County, or to accumulate on their properties within Harrison County.

- The Parties shall allow the Commission to remove all such materials, construction materials, tires, car parts/rubbish/trailers and other unsightly and offensive materials on Rockwells' property situate within the County, no sooner than fifteen (15) days of the execution of Agreement, at a time convenient to the Commission or its contractors. **THIS FIFTEEN (15) DAY TIMEFRAME IS INSERTED HEREIN SO THAT MS. ROCKWELL HAS TIME TO REMOVE PERSONAL ITEMS.**

- The Parties hereby authorizes the Commission, and its authorized agents, representatives and contractors to enter upon the Parties property situate in Harrison County, West Virginia for the purpose of satisfying the terms and conditions, and intent, of this Agreement. Stated differently, the Parties expressly vests in the Commission, and its authorized agents, representatives and contractors, a temporary, unrestricted construction easement to complete the work and remediation contemplated by this Agreement – said easement terminating upon the completion of remediation work to the sole and lone satisfaction of the Commission – consistent with this Agreement.

- The Parties unconditionally waives, releases, acquits and forever discharges the Commission, and its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors or and from any and all claims, actions, causes of actions, demands, rights, damages, costs, expenses, right of contribution or compensation whatsoever, direct or indirect, known or unknown, foreseen or unforeseen, on account of or in any way related to the remediation of their parcel in Harrison County, West Virginia, and the presence of the Commission, and/or its authorized employees, officers, directors, partners, shareholders, affiliates agents, representatives and contractors on the Parties property/the Parcel.

- The Commission states that it shall attempt to schedule and coordinate all remediation work with the Parties, and shall attempt to utilize cost-effective contractors.

- The Parties also specifically grants a construction/remediation lien for the full amount of the actual, paid expense necessary to remediate the nuisance conditions located on their parcel in Harrison County, West Virginia, to the benefit of the Harrison County Commission; and consents to the recordation of said lien in any and all relevant county offices and indexes by the Harrison County Commission.

- The Parties covenants that they shall refrain prospectively from maintaining a nuisance on their parcel located in Harrison County, West Virginia. Among others, The Parties will not cause, directly or indirectly, vehicles, trailers, or garbage (abandoned or otherwise) to accumulate on their property.

- The Parties tenders one dollar (1.00) unto the Commission as consideration for this Agreement and specifically agrees that the Parties shall not challenge this Agreement for lack of consideration.

- It is expressly understood that should the Parties breach any provision of this Agreement the Commission preserves its right to seek full relief, and all remedies available under West Virginia law. Further, in the event of breach, the Parties shall be immediately obligated to reimburse the Commission for all remediation costs incurred, as well as for all reasonable attorney's fees, court costs, and finance or interest charges relating to the remediation of the Parties parcel situate in Harrison County, West Virginia.

REPRESENTATIONS AND WARRANTIES

2.1 All parties represent and warrant as follows: (a) that they have the absolute right, power, authority and capacity to enter into and perform this Agreement without any other or further authorization, action or proceeding whatsoever; (b) that they knowingly and voluntarily execute and deliver this Agreement, and in doing so, that they are fully aware of the contents of this Agreement; (c) that the execution and delivery of this Agreement is not the result of any fraud, duress, mistake or undue influence of any nature whatsoever; (d) that they have been advised to and have had the opportunity to consult with counsel prior to executing this Agreement; (e) that no promise, inducement or agreement not herein expressed has been made to or relied upon by it prior to executing this Agreement; (f) that this Agreement has been duly executed by a person with appropriate authority and the performance of this Agreement by it shall not violate, result in a breach of, or constitute a default under any agreement, instrument judgment, or decree to which it is a party or to which it may be subject; and (g) that this Agreement constitutes a valid and binding Agreement.

GOVERNING LAW

3.1 This Agreement shall be governed, construed and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Harrison County, West Virginia.

COUNTERPARTS

4.1 This Agreement may be executed in multiple counterparts, each which shall be deemed an original, and all of which shall constitute one Agreement. The signature of a Party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart. Telecopy, facsimile, PDF and other electronically transmitted copies of signatures shall be deemed effective as originals.

FURTHER ASSURANCES

5.1 The Parties shall execute such further document(s) and do any and all such further things as may be reasonably necessary to implement and carry out this Agreement.

UNKNOWN AND UNANTICIPATED DAMAGES

6.1 It is expressly understood and agreed by the Parties that the releases set forth in this Agreement as to property damage are full and final releases, and that such releases are intended to and do embrace not only known and anticipated damages and expenses alleged, but also unknown and unanticipated damages and expenses that may later be alleged to develop or be discovered, including all effects and consequences thereof, whether foreseen or unforeseen.

HEADINGS

7.1 The headings or the sections of this Agreement are inserted for convenience of reference only and shall not be deemed to constitute a part of the Agreement.

MUTUAL DRAFTING

8.1 The Parties agree that this Agreement, in its final form, is the product of mutual efforts by the Parties following review and consideration by each, and this Agreement shall not be construed or interpreted against any Party based presumably upon that Party drafting this Agreement.

ENTIRE AGREEMENT; AMENDMENT

9.1 This Agreement contains the entire understanding of all the Parties to this Agreement with respect to the subject matter hereof, superseding all prior oral or written understandings relating thereto. No amendments, modification, or termination of this Agreement or any waiver of any provision hereof shall be valid or effective unless in writing and signed by all the Parties.

SEVERABILITY

10.1 In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the day and dates set forth below.

_____

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

By:_____

Its:_____

Dated:_____

Dated: 10/25/2023

The foregoing Agreement was acknowledged before me this 25 day of October, 2023, by Virginia Rockwell.

My commission expires June 29, 2026

NOTARY PUBLIC

[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, 2026

[insert Exhibit 1 – Nuisance Packet]

United States of America

A-1

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, December 13, 2023, through Tuesday, December 19, 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, December 13, 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, **MARY JUANITA VICKERS** was appointed and qualified as ADMINISTRATRIX of the estate of **JOHN WAYNE EDWARDS**, deceased. Bond was 40,000.00.

A duly copy of the last will and testament of **CATHY JEAN MARPLE**, deceased, late a resident of LEWIS, WEST VIRGINIA, was admitted to record.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BOBBI JO HARBERT** was appointed and qualified as ADMINISTRATOR of the estate of **ROBERT RUSSELL PARRISH**, deceased. Bond was 500.00.

On, Thursday, December 14, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **DOROTHY BLANCHE POWELSON**, deceased was referred to **ROBERT L GREER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

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

On, Friday, December 15, 2023, the following matters were disposed of in the presence of the Clerk:

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

On, Monday, December 18, 2023, the following matters were disposed of in the presence of the Clerk:

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

ANITA L COTTRILL, who was named in the last will and testament of **ELIZABETH VIRGINIA LORETTA**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **BILLIE AGNES MAUL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ERNEST EUGENE MAUL JR, who was named in the last will and testament of **BILLIE AGNES MAUL**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, January 10, 2024

Confirmed

A-2

United States of America

State of West Virginia **County of Harrison, ss:**

Clerk's Fiduciary Report

Estate from Wednesday, December 20, 2023, through Tuesday, December 26, 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, December 20, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **ROBERT EURIS HARRIS**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

A-3

United States of America

State of West Virginia **County of Harrison, ss:**

Clerk's Fiduciary Report

Estate from Wednesday, December 27, 2023, through Tuesday, January 2, 2024

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, December 27, 2023, the following matters were disposed of in the presence of the Clerk:

A duly certified copy of the last will and testament of **DONALD ARLIN PAUGH**, deceased, late a resident of BARBOUR, WEST VIRGINIA, was admitted to record.

A duly certified copy of the last will and testament of **LUDIE MAE QUEEN**, deceased, late a resident of UPSHUR, WEST VIRGINIA, was admitted to record.

On, Tuesday, January 2, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of **STEPHEN ARDELL ROLLINS**, deceased was referred to **JAMES A VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

John R Spires
Clerk of the Harrison County Commission

Wednesday, January 10, 2024

Confirmed

B-1

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

JUSTIN ROGERS, ADMINISTRATOR
OF THE ESTATE

OF REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

JOAN BERNADETTE ROGERS, DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

In compliance with *West Virginia Code §44-2-29*, as amended, a **Waiver of Final Settlement** was filed by the Administrator of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 9th day of February, 2023, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 5th day of March, 2023, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereof to the creditors and beneficiaries of this estate by publication in The Exponent-Telegram on the 4th and 11th days of January, 2023, the time so fixed being according to law; and that at the end of business hours on the 5th day of March, 2023, the claims period was formally closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Your Commissioner certifies that the name of Justin Rogers, Administrator of the estate of Joan Bernadette Rogers, deceased, was included in a list of fiduciaries, whose accounts were before your Commissioner for settlement, and said list was published once a week on the 13th day

of December, 2023, in *The Exponent-Telegram* as required by *West Virginia Code §44-4-9,* as amended.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the findings of your Commissioner and the Report of Claims and Waiver of Final Settlement, in lieu of a settlement of the accounts of said Administrator. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorneys, and the Report was held in his office for ten (10) days for the examination of any persons interested and the filing of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 14th day of December, 2023.

Robert L. Greer
Fiduciary Commissioner

United States of America

State of West Virginia

County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I,JUSTIN ROGERS, personal representative(s) in the estate of JOAN BERNADETTE ROGERS after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

JUSTIN ROGERS _____ _____ (L.S.)
ADMINISTRATOR

STATE OF Virginia COUNTY OF Fairfax

The foregoing instrument was acknowledged before me this 24th day of November, 2023.

My Commission expires: 11/30/2026 _____
Notary Public

Endre Kevin Osborne Jr.
NOTARY PUBLIC
REGISTRATION # 8004966
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES Nov. 30, 2026

JUSTIN ROGERS _____ _____ (L.S.)
SON

STATE OF Virginia COUNTY OF Fairfax

The foregoing instrument was acknowledged before me this 24th day of November, 2023.

My Commission expires: 11/30/2026 _____
Notary Public

Endre Kevin Osborne Jr.
NOTARY PUBLIC
REGISTRATION # 8004966
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES Nov. 30, 2026

MARK ROGERS JR _____ _____ (L.S.)
SON

STATE OF Virginia COUNTY OF Fairfax

The foregoing instrument was acknowledged before me this 24th day of November, 2023.

My Commission expires: 11/30/2026 _____
Notary Public

Endre Kevin Osborne Jr.
NOTARY PUBLIC
REGISTRATION # 8004966
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES Nov. 30, 2026

Please note for dates of death July 13, 2001 or after, any heirs who are to received a bequest of cash or personal property are <u>not</u> required to sign.

State of West Virginia, County of Harrison, to-wit:

I, John R Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Byrd
Deputy Clerk

B-2

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

VERNON UNDERWOOD, ADMINISTRATOR
OF THE ESTATE

OF REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

JANICE ARLENE MCMURDO, DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

In compliance with *West Virginia Code §44-2-29,* as amended, a **Waiver of Final Settlement** was filed by the Administrator of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 31st day of August, 2023, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 3rd day of December, 2023, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereof to the creditors and beneficiaries of this estate by publication in The Exponent-Telegram on the 4th and 11th days of October, 2023, the time so fixed being according to law; and that at the end of business hours on the 3rd day of December, 2023, the claims period was formally closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Your Commissioner certifies that the name of Vernon Underwood, Administrator of the estate of Janice Arlene McMurdo, deceased, was included in a list of fiduciaries, whose accounts were before your Commissioner for settlement, and said list was published once on the 12th day of

December, 2023, in *The Exponent-Telegram* as required by *West Virginia Code §44-4-9,* as amended.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the findings of your Commissioner and the Report of Claims and Waiver of Final Settlement, in lieu of a settlement of the accounts of said Administrator. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorneys, and the Report was held in his office for ten (10) days for the examination of any persons interested and the filing of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 14th day of December, 2023.

Robert L. Greer
Fiduciary Commissioner

United States of America

State of West Virginia *County of Harrison, ss:*

Affidavit and Waiver of Final Settlement

I, VERNON UNDERWOOD, personal representative(s) in the estate of JANICE ARLENE MCMURDO after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

VERNON UNDERWOOD _____ (L.S.)
ADMINISTRATOR

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 29th day of November, 2023

My Commission expires: 1/26/2026 _____
Notary Public

OFFICIAL SEAL
LATRICIA D CARDER
NOTARY PUBLIC
STATE OF WEST VIRGINIA
230 W Pike Street
Clarksburg, WV 26301
My Commission Expires January 26, 2026

VERNON UNDERWOOD _____ (L.S.)
BROTHER

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 29th day of November, 2023

My Commission expires: 1/26/2026 _____
Notary Public

OFFICIAL SEAL
LATRICIA D CARDER
NOTARY PUBLIC
STATE OF WEST VIRGINIA
230 W Pike Street
Clarksburg, WV 26301
My Commission Expires January 26, 2026

LINDA CARDER _____ (L.S.)
SISTER

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 29th day of November, 2023

My Commission expires: 1/26/2026 _____
Notary Public

OFFICIAL SEAL
LATRICIA D CARDER
NOTARY PUBLIC
STATE OF WEST VIRGINIA
230 W Pike Street
Clarksburg, WV 26301
My Commission Expires January 26, 2026

BILLIE HUTSON Billie M. Hutson (L.S.)
NIECE

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 29th day of November, 2023

My Commission expires: 1/26/2026 Latricia D Carder

OFFICIAL SEAL
LATRICIA D CARDER
NOTARY PUBLIC
STATE OF WEST VIRGINIA
230 W Pike Street
Clarksburg, WV 26301
My Commission Expires January 26, 2026

Notary Public

Please note for dates of death July 13, 2001 or after, any heirs who are to received a bequest of cash or personal property are not required to sign.

State of West Virginia, County of Harrison, to-wit:

I, John R Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____day of _____, _____.

John R Spires
Clerk of the Harrison County Commission

By _____
Betty Byrd
Deputy Clerk

B-3

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

ALICE LYNN OSBOURN, EXECUTOR/ADMINSTRATOR OF THE ESTATE OF NEIL LYNN BRAKE	REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

Pursuant to Chapter 44, Article 2, Section 29, of the Code of West Virginia, the following is a Waiver of Final Settlement of Alice Lynn Osbourn, Executor/Administrator, and all known heirs and distributes of the estate of Neil Lynn Brake, deceased, as presented to and received and approved by James A. Varner, Sr., Fiduciary Commissioner of Harrison County, West Virginia to whom this case was referred, as in such cases made and provided by law:

GIVEN under my hand this _____ day of _____ 2023.

_____
Fiduciary Commissioner

United States of America

State of West Virginia **County of Harrison, ss:**

Affidavit and Waiver of Final Settlement

I,ALICE LYNN OSBOURN, personal representative(s) in the estate of NEIL LYNN BRAKE after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

ALICE LYNN OSBOURN Alice Lynn Osbourn (L.S.)
EXECUTRIX

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 13th day of October, 2023.

My Commission expires: Jan 26th, 2028 _____

Notary Public
RILEY BARINGER
Notary Public Official Seal
State of West Virginia
My Comm. Expires Jan 26, 2028
JPMorgan Chase
1507 Johnson Ave Bridgeport WV 26330

ALICE LYNN OSBOURN Alice Lynn Osbourn (L.S.)
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 13th day of October, 2023.

My Commission expires: Jan 26th, 2028 _____

Notary Public
RILEY BARINGER
Notary Public Official Seal
State of West Virginia
My Comm. Expires Jan 26, 2028
JPMorgan Chase
1507 Johnson Ave Bridgeport WV 26330

NICOLE ZAHRADNIK Nicole Zahradnik (L.S.)
STEP GRAND DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 5 day of December, 23.

My Commission expires: 07/23/26 Heather J Paugh

Notary Public
HEATHER PAUGH
Notary Public Official Seal
State of West Virginia
My Comm. Expires Jul 23, 2026
Chase Bank
1507 Johnson Ave Bridgeport WV 26330

NEIL ZAHRADNIK _____ _____ (L.S.)
GRANDSON

STATE OF West Virginia COUNTY OF Jefferson

The foregoing instrument was acknowledged before me this 7th day of November 2023.

My Commission expires: December 7, 2026 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Autumn Ulsh
Office of the Prosecuting Attorney
120 South George Street
Post Office Box 729
Charles Town, WV 25414
My Commission Expires December 7, 2026

ADAM ZAHRADNIK _____ _____ (L.S.)
GRANDSON

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 14th day of November, 2023.

My Commission Expires 11/30/2026 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Leslie LeAnn Cummings
Town of Nutter Fort
1415 Buckhannon Pike, Nutter Fort, WV 26301
My Commission Expires November 30, 2026

NEIL LYNN BRAKE FAMILY TRUST _____ _____ (L.S.)
BENEFICIARY

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____
Notary Public

Please note for dates of death July 13, 2001 or after, any beneficiaries who are to received a bequest of cash or personal property are not required to sign.

State of West Virginia, County of Harrison, to-wit:

I, John R Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____ day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Casey Blake
Deputy Clerk

RECEIVED
DEC 19 2023
HARRISON COUNTY COMMISSION

Name of Organization/Applicant

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ 2,500

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

4 Hero's Parade Pins	$ 1,161.00
Aldi Ham, Beans, Cornbread	$ 215.08
USA Flags Flags for Parade Route	$ 692.65
United Sound Dahight Sound @ Jackson Square	$ 300.00
	$ 2,348.73

NAME OF PROJECT/EVENT: Veteran's Day @ Jackson Square + Parade

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

INCOME SOURCE:	County Commission	$ 2,500.00
	Blue Knights	$ 500.00
		$
	TOTAL	$ 3,000.00
EXPENSE ITEM:	See Above	
		$
		$
	TOTAL	$ 2,368.73

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

County Commission	$ 2,500
Blue Knights	$ 500
Lion's Club Volunteers	$ —
VFW 573 Volunteers	$ —
TOTAL	$ 3,000.00

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

Applicant Faith Dixon, Office Manager

Date 12-15-23

C-2

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 Tuesday, December 12, 2023, at noon.

Those in attendance: Michael Blake (VIA Phone), James Harbert, Thomas Bryant (VIA Phone), Dave Layton, Dawn Hogue, Laura Guzzi, Clarence Eagle and Rick Kooken.

FINANCIAL:

WV Municipal Bond - $2838
USDA Rural Development Loan - $1081
Clarksburg Water Board - $2577.13
Clarksburg Sanitary Board - $4925.77
Payroll – $3480
CWCR Account - $579.92
HNB 2.5 % - $459
CWCR-S Account - $296.32
WV State Auditor - $345
Advantage Computer - $775
R and J Flooring - $673.29
First Data - $24.42
PSC - $464.16
Frontier - $81
Tetrick and Bartlett - $800
Hope Gas - $284
Unifirst - $66.88
Bennett & Dobbin - $450
Mon Power - $156.98
HNB - $76.60
Enterprise Sanitation - $43.38
Federal Deposit - $875.87 (Withholdings)
State of WV Deposit - $172 Withholdings)
The Town of Anmoore - $35.08
Miss Utility of WV - $16.80
USPS - $234.30
Unemployment - $200.64
Misc - $235.84

New Business:

1. West Virginia State Auditor has approved Tetrick and Bartlett to conduct our audit's for 2024, 2025, 2026.

2. As per advice from our accounts Bennett and Dobbins, we are in the process for a Rate Increase for the water and sewer through the Public Service Commission.

Old Business:

Reviewed Annual Report from Bennett and Dobbins.

C-3

Enlarged Hepzibah Public Service District
Regular Board Meeting

Monday
January 8, 2024
5:00PM

AGENDA

1. Call meeting to order
2. Elect Officers
3. Reading of the Minutes and Approval of Check Signing Document
4. Manager's Report
5. Old Business
6. New Business
   A. Discuss Employees' available vacation & personal time at end of calendar year 2023 (if any over 40 hours)
6. Public Comments
7. Adjournment

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

C-4

Sun Valley Public Service District
Regular Board Meeting

Tuesday
January 9, 2024
5:00PM

AGENDA

1. Call meeting to order
2. Elect Officers
3. Reading of the Minutes and Approval of Check Signing Document
4. Manager's Report
5. Old Business
6. New Business
   A. Discuss Employees' available vacation & personal time at end of calendar year 2023 (if any over 40 hours)
6. Public Comments
7. Adjournment

781 Chestnut Ridge Road
Morgantown, WV 26505
hopegas.com

Hope Gas

December 2023

Every day, Americans use nearly 88.5 billion cubic feet of natural gas – safely transported to homes and businesses via an underground network of pipes. Hope Gas operates and manages over 7000 miles of natural gas pipelines throughout 37 counties in West Virginia. This elaborate pipeline system is buried underground not only for safety reasons, but also to protect it from the weather and ensure uninterrupted reliable service.

Hope Gas works hard to keep our natural gas pipeline system safe for everyone. Our Pipeline Replacement and Expansion Program (PREP) is an ongoing project to replace current pipeline throughout West Virginia with a more modern, safe, reliable and environmentally responsible pipeline that ensures service long into the future. The new pipeline will be more durable and resistant to corrosion, which allows Hope Gas the ability to continue to deliver a commitment to safe, reliable service. Alongside this, we also sponsor natural gas safety education programs, meet regularly with public and emergency officials, conduct frequent operations and maintenance inspections, and have sophisticated leak detection equipment in place. At Hope, we do everything we can to operate and maintain safe pipeline systems.

Despite our efforts to maintain a safe and reliable system, third-party damage is one of the greatest obstacles we face. Excavation damage is the leading cause of significant pipeline incidents causing injury or fatality. Even minor contact with a pipeline, such as a small dent, chip or scratch, can cause major damage down the road if not professionally inspected and/or repaired as needed. Ironically, this safety threat is also the most preventable.

WEST VIRGINIA 811

We're asking public and emergency officials to partner with us in this important safety initiative by promoting safe digging throughout your community. Having your underground utility lines marked is the best way to know what's under your feet before you start digging. In West Virginia, contacting 811 before you dig is required by law. West Virginia law requires that anyone digging must contact West Virginia 811 by dialing 811 or (800) 245-4848, at least two business days prior to any digging, ditching, drilling, leveling or plowing activity. Representatives of Hope Gas will then come to the location and identify nearby underground natural gas pipelines in the work area with highly visible yellow paint and/or yellow flag markers, **FREE** of charge. We encourage you to keep this information in mind when speaking with residents in your jurisdiction and approving new building projects – even minor ones like home additions and decks.

While rare, natural gas line leaks can be extremely dangerous with the potential hazards of fire or explosions. Everyone should know the signs of a natural gas leak:



Trust your SMELL - To help you SMELL a leak from a natural gas line or appliance, a familiar odor similar to sulfur or rotten eggs is added to natural gas.



Trust your SIGHT - Near a gas leak, you might SEE blowing dirt, bubbling water or an unusual area of dead vegetation.



Trust your HEARING - A leaking pipeline might make a hissing sound you can HEAR.

If you notice any of these signs, do not try to stop or repair the leak yourself or use anything that might create a spark, such as smoking or a cell phone. Instead, leave the area immediately and then call **Hope Gas's 24-Hour Emergency number at** (800) 934-3187 and 911 for emergency response. Wait from a safe distance for the emergency crew to investigate the situation and follow their instructions before returning to the area.



Since natural gas pipelines are underground, line markers are used to indicate their approximate location. They are typically located throughout pipeline right of ways, road crossings, fence lines and street intersections. Markers are general and not exact locators and do not tell how deep a pipeline is buried, nor do they necessarily indicate the number of underground lines. Pipelines do not always follow a straight course between two markers, so never rely solely on the presence or absence of pipeline markers. It is a federal crime to willfully deface, damage, remove or destroy a pipeline maker.

Safety and compliance have always been a high priority for Hope Gas, so we embrace the USDOT Pipeline and Hazardous Safety Administration's (PHMSA) goals of improving pipeline safety and raising the public confidence in the natural gas industry. We continually evaluate our operations and maintenance procedures for effectiveness and for process improvement. Our employees maintain a commitment and dedication to ensure we operate our facilities according to the highest safety standards.

To learn more about preparation, what to do in case of a gas leak, and how to dig responsibly please do not hesitate to contact Stephen Thompson, Hope Gas Pipeline Integrity (stephen.m.thompson@hopegas.com). Additional information is also available at www.hopegas.com; select the "Safety" tab at the top of the page.

Thank you for supporting Hope's efforts in communicating important natural gas safety information to your constituents.

Sincerely,

Chris Hendrick
Director, Gas Operations

EXTENSION
FAMILY AND COMMUNITY DEVELOPMENT

Homespun News

Harrison County

Family & Community Development Newsletter

January
February
2024

Inside this issue:

Important Events	1
Ongoing Community Service Projects, Officers Training, Pop Up Block Card Instructions	2
Calendar of Events, Inclement Weather Policy	3
Lesson Leader Trainings, CEOS Labels	4
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Contact Information, Homespun Humor	7

VETERANS BENEFITING FROM CEOS' HANDIWORK

When veterans wrap a scarf around their necks this winter to ward off the chill, they will be receiving a hug of sorts to thank them for their service to America from the Harrison County Community Educational Outreach Service.

The "Hero Scarf Project," spearheaded by Anmoore CEOS members Sue Wolfkill and Theresa Noble, is in its third year and has been growing rapidly since its beginning. About 400 scarves, shawls, and blankets were dropped off to the Louis A. Johnson VA Medical Center in December.

A special tip of the cap goes out to Quiet Dell CEOS president Elwanda Dennison, who alone crafted about four dozen scarves for the project. Her fellow Quiet Dell club members also should receive a pat on the back, as they combined to do another 40-plus scarves.

CEOS from clubs scattered across Harrison County also contributed to the pile of handmade items that will help veterans keep a little bit warmer this winter.



HC CEOS Executive Board Meets Jan. 8, Feb. 26

The Harrison County CEOS Executive Board will meet at 9:30 a.m., Monday, January 8 and again at 9:30 a.m., Monday, February 26.

The agendas for the upcoming County Council meetings will be discussed.

Yearbooks and the 2024 lessons will be available for pick-up at the Executive Board meetings.

County officers and committee chairs are asked to attend the meeting at the 4-H Center.

Those interested in being a County Belle should submit their names to the board.

County Council To Meet January 22

Join us for the first County Council meeting of 2024 at 9:30 a.m., Monday, January 22 at the Harrison County 4-H Center. Club leaders will be able to pick up the 2024 blue yearbook, along with the lessons. Health Motivator calendars will again be included in the Yearbook. Because of the size, the yearbooks will not be mailed. The yearbooks may also be picked up at the Extension Office between 8 a.m. and 4 p.m., Monday through Friday.

ON-GOING PROJECTS

Brown Bags for Vets Program Needs 225 Bags Every Week



There is a constant need for items for this project at the Louis A. Johnson VA Medical Center that aims to help veterans traveling to Pittsburgh for medical appointments which often require fasting. Because the trip is on a strict time schedule, many of those traveling to Pittsburgh do not have time to grab a meal before having to board the bus for the return trip to Clarksburg.

Items needed include tuna salad packets, chicken salad packets, applesauce (lunch size), fruit cups or squeezables in a tube, snack crackers with peanut butter or cheese, and bottled water. Please remember to check the expiration dates.

Items can be dropped off at the WVU Extension Office, or if the club chooses, can be taken to the Volunteer Services Department at the VA.

We ask that you weigh the items and report the total to the Extension Office. All items collected at the office will be donated to the VA and other agencies that serve veterans through North Central WV Joining Community Forces agency.

Officers Training, Leadership Workshop To Be Held January 12

Learn how you can use your talents and gifts to help the CEOS organization and the community at-large during this Officer Training and Leadership workshop that will be held at 9:30 a.m., Friday, January 12 at the 4-H Center.

Additionally that day, a presentation titled "Don't Be the Best Thing Nobody Has Ever Heard Of" will be offered. It will give tips on how best to promote your club to the public through newspaper, television, and through word of mouth.. The CEOS organization does a lot of good things in the community, and it's time to let everyone know what you do.



Fill out the reservation slip on page 5 or call the Extension Office at 304-624-8650 to let us know you are coming.

Instructions for the Pop Up Block Card

BASE

- Real Red: 4 1/4 x 9 1/2, score at 2 & 4
- Designer series paper (layer): 4 x 5 1/4
- Basic white (left panel): 1 7/8 x 4 1/8
- Designer series paper (left panel): 1 3/4 x 4
- Basic white (greeting): scrap
- Candy canes: Designer series paper

Block 1

- Real Red: 3 1/4 x 5, score at 1 1/2 & 3 & 4 1/2
- Basic white: 1 3/8 x 3 1/8
- Designer series paper: 1 1/4 x 3

Block 2

- Real Red: 2 1/2 x 4, score at 1 & 2 1/2 & 3 1/2
- Basic white: 1 3/8 x 2 3/8
- Designer series paper: 1 1/4 x 2 1/4

Block 3

- Real Red: 1 1/2 x 3, score at 1/2 & 2 & 2 1/2
- Basic white: 1 3/8 x 1 3/8
- Designer series paper

White cardstock on back: 5 1/4 x 4

Mark Your Calendar



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

January 2024
- 5 Lesson Leader Training
- 8 Executive Board Meeting
- 12 Officer & Leadership Training
- 22 County Council Meeting

February
- 2 Lesson Leader Training
- 26 Executive Board Meeting

March
- 1 Lesson Leader Training
- 4 County Council Meeting

April
- 5 Lesson Leader Training
- 12 Painting Landscapes Workshop
- 22 Executive Board Meeting

May
- 10 Lesson Leader Training
- 17 Building A Terrarium Workshop
- 20 County Council Meeting
  Cultural Arts Show
  Collect Items for Energy Express
- 21 Collection for VA Hospital

June
- 7 Lesson Leader Training
- 14 Workshop TBA
- 28 Photo Contest Entries Due

July
- 1 Executive Board Meeting
- 8 County Council and Picnic
  Collect Cleaning Supplies
- 12 Workshop TBA
- 16-18 NVON Conference, Asheville, NC

August
- 1 CVH Forms Due
- 2 Wreath Making Workshop
- 2 Poetry, Short Stories Entries Due
- 26 Executive Board Meeting

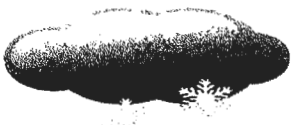
September
- 9 County Council Meeting
- 13 Scarf Workshop

October
- 8-10 WVCEOS Fall Conference
- 18 Christmas Card Workshop
- 28 Executive Board Meeting
- 30 CEOS of the Year Forms Due
- 30 Deadline to submit Club Dues, Rosters, Committee Reports, Reorganization Forms *(new this year)*

November
- 1 Workshop TBA
- 4 County Council Meeting
- 15 Achievement Day

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 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.

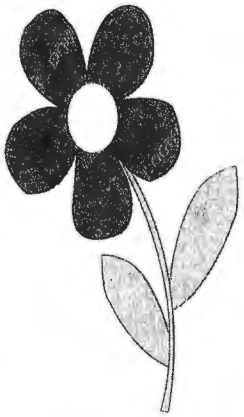
Inclement Weather Cancellation Policy



If school is cancelled because of inclement weather on a day that a county meeting or activity is scheduled, the event will automatically be cancelled.
If the buses are not running, but school is instead being held virtually, the event will be cancelled.
A school delay has no influence on CEOS events.

Upcoming Lesson Leader Trainings

Floral Design, Photography at January Lesson Leader Training



WVU Extension Agent Jennifer Friend will lead some hands-on training for the first Lesson Leader event of the new year when she teaches the "Bloom Room: Floral Design Basics" lesson at 9:30 a.m., Friday, Jan. 5 at the 4-H Center.
In addition to the lesson training, participants will be able to create their own floral arrangement.
Following the training, you will learn some basic techniques for photographing flowers.
Please fill out the reservation slip on page 5 or call the Extension Office so that there will be enough materials for the floral arranging portion of the class. There is no charge for the class, and the deadline to sign up is Jan 1.

Lesson Leader Training Schedule

March 1	Appalachian Crafts Appalachian Heritage Cooking
April 5	Take Me Home Country Roads
May 10	Suicide Prevention Dancing for the Health of It
June 7	The Art of the Afternoon Tea Restoring Furniture

All of the Lesson Leader Trainings will begin at 9:30 a.m. at the 4-H Center, and each lesson will last for about 1 hour. See the inclement weather policy on page 3, which could result in changes to the schedule.
Please watch the Harrison County CEOS Facebook page for any changes.



History of Beverly, WV and Involving Younger Generations Topics at February's Lesson Leader Training

Did you know that the small town of Beverly was once the county seat of Randolph County? Well, you can hear about that and lots of other interesting facts about the town during the Lesson Leader Training at 9:30 a.m., Friday, Feb. 2 at the 4-H Center.
We will also be discussing "Bridging the Gap: Involving the Younger Generation" during the morning. The lesson offers tips on how to get youth interested in community service projects, and how the different generations have viewed this type of service throughout history.
Fill out the reservation slip on page 5 or call the Extension Office at 304-624-8650 so we can ensure there will be adequate seating for everyone.

Many thanks for all that you do!

Sincerely,

John Wickline
Program Assistant



Look for the CEOS Label

To let the community know that your items were crafted with quality and care, please remember to add the Harrison County CEOS label to all your community service projects before donating them. The iron-on labels are available at the WVU Extension office.

To participate in any upcoming program, simply fill out the reservation slip (and please include your email address, if you have one). Please follow any protocols or program changes on the Harrison County CEOS Facebook page. Please pay attention to the deadlines listed for each event so that we can properly prepare the needed materials in order to make sure no one is left out.
Any questions or concerns can be addressed to John Wickline at the Extension Office by calling 304-624-8650 or by email at the address provided on page 7 of this newsletter.

Officers and Leadership Training
Friday, January 12, 2024 at the 4-H Center at 9:30 a.m.

NAME:_____ **CLUB:** _____

EMAIL ADDRESS: _____

PHONE: _____

Mail to : John Wickline
1117 Good Hope Pike
Clarksburg, WV 26301

Call 304-624-8650

Register by January 5, 2024

Lesson Leader Training
Bloom Room: Floral Design Basics and Photographing Flowers
Friday, January 5, 2024 at the 4-H Center at 9:30 a.m.

NAME:_____ **CLUB:** _____

EMAIL ADDRESS: _____

PHONE: _____

Mail to : John Wickline
1117 Good Hope Pike
Clarksburg, WV 26301

Call 304-624-8650

Register by January 1, 2024

Lesson Leader Training
Beverly, WV and Involving the Younger Generation
February 2, 2024 at the 4-H Center at 9:30 a.m.

NAME:_____ **CLUB:** _____

EMAIL ADDRESS: _____

PHONE: _____

Mail to : John Wickline
1117 Good Hope Pike
Clarksburg, WV 26301

Call 304-624-8650

Register by January 28, 2024

EXTENSION
FAMILY AND COMMUNITY DEVELOPMENT

WEST VIRGINIA COMMUNITY EDUCATIONAL OUTREACH SERVICE — VOLUNTEER LEADERSHIP HOME

Dear CEOS Members:

Early in 2023 we postal mailed a survey to every WV CEOS member. We compiled and analyzed the results which we shared at the WV CEOS Annual Fall Conference at Jackson's Mill. State President Clinedda Austin has asked that each member receive a copy of the results. They are included with this letter.

Clinedda would also like to receive feedback from every member. Therefore, *on the back of this letter* is a chart that we would like each of you to complete. **After you read the results**, we would like for you to provide three or four comments answering each of the following questions:

1. We do NOT HAVE it but we WANT it (Achieve)
2. We do NOT HAVE and do NOT WANT it (Avoid)
3. We HAVE it and we WANT TO KEEP it (Preserve)
4. We HAVE it and DO NOT WANT it (Eliminate)

We did this exercise with all those that attended the annual conference. Once we receive your response, we will combine all the suggestions and report the results at the January 2025 state board meeting.

PLEASE RETURN YOUR RESPONSE **BY DECEMBER 22**!

Mail to: **WVU Extension Family & Community Development**
Attention: Patricia Smyth
P.O. Box 6031
Morgantown, WV

If you have any questions do not hesitate to reach out to Clinedda or myself. We really appreciate all you do for the CEOS and look forward to hearing your responses.

Sincerely,

Kerri Carte

Kerri Carte
CEOS State Advisor

We Want Your Feedback!

We would like for you to make at least 3 or 4 comments in each square.

Achieve We do NOT HAVE it but we WANT it	**Avoid** We do NOT HAVE and do NOT WANT it
● ● ● ●	● ● ● ●
Preserve We HAVE it and we WANT TO KEEP it	**Eliminate-** We HAVE it and DO NOT WANT it
● ● ● ●	● ● ● ●

Results of Membership Survey

We postal mailed the survey to all 1,809 members. We received 713 responses which is about a 40% return rate. This is a very good return rate and I thank all those that completed and returned the survey.

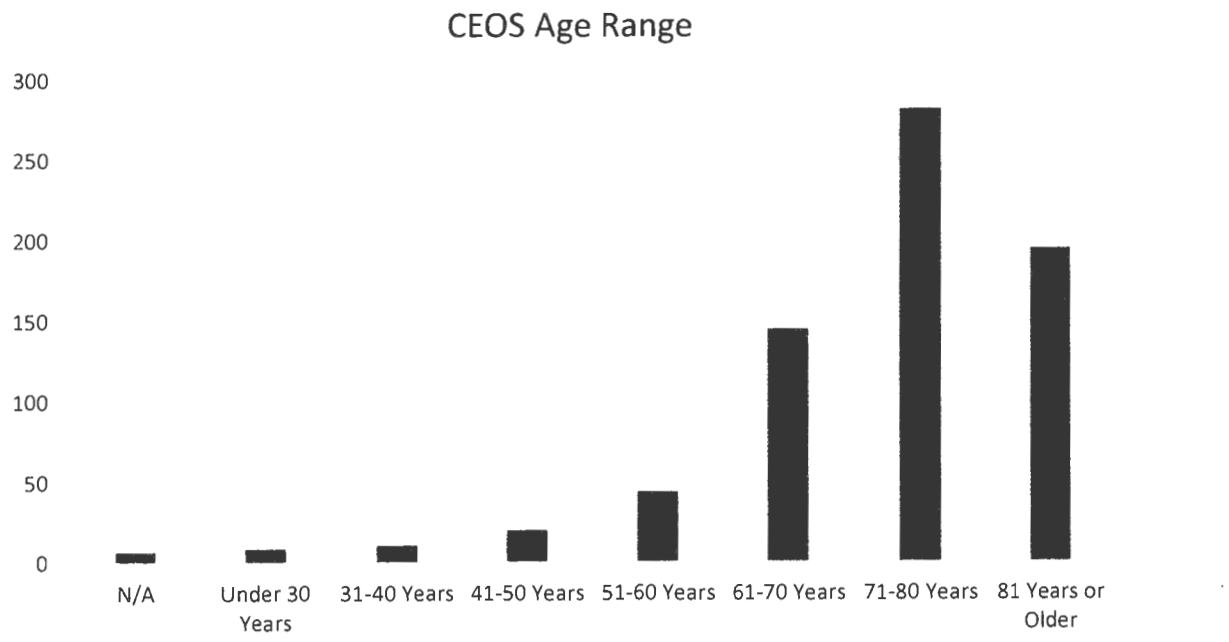
We wanted to share some of the highlights of the results similar to what we shared at the annual conference.

We asked why folks are members and the top three responses were:

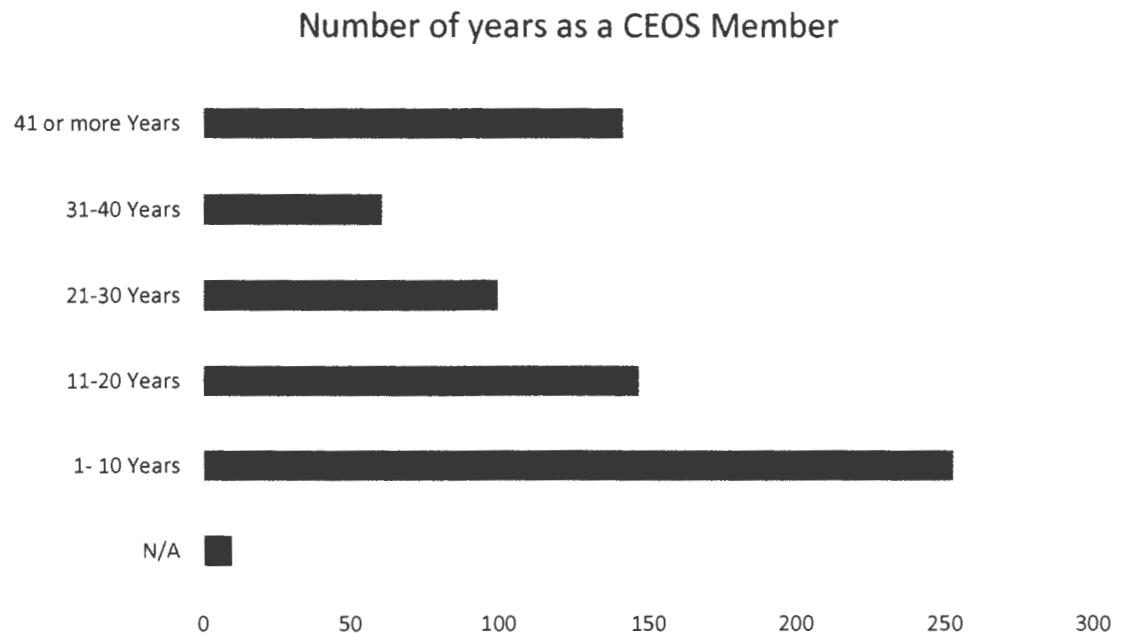
- Socialization – 66.1%
- Community Service / Volunteerism – 59.6%
- Education/Lessons – 43.3%

Surprisingly only 7.7% stated family tradition – as in their mothers were members.

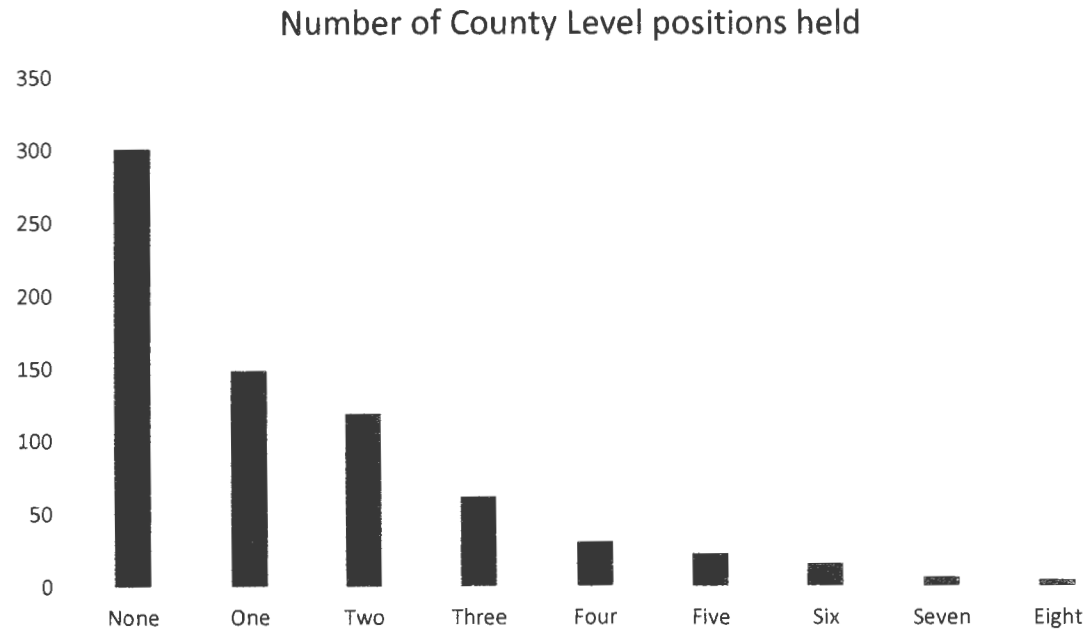
Not surprising, 87% of the membership is over the age of 61 years - 67% are over 71 years old – and 27% are over age 81. Only 4% are under the age of 50 years.



The next chart shows that most (35.5%) have been members for 1-10 years. This is good because it means that new members are being recruited. The next largest category is 21% with 11-20 years, followed by 20% having been members for 41 or more years.

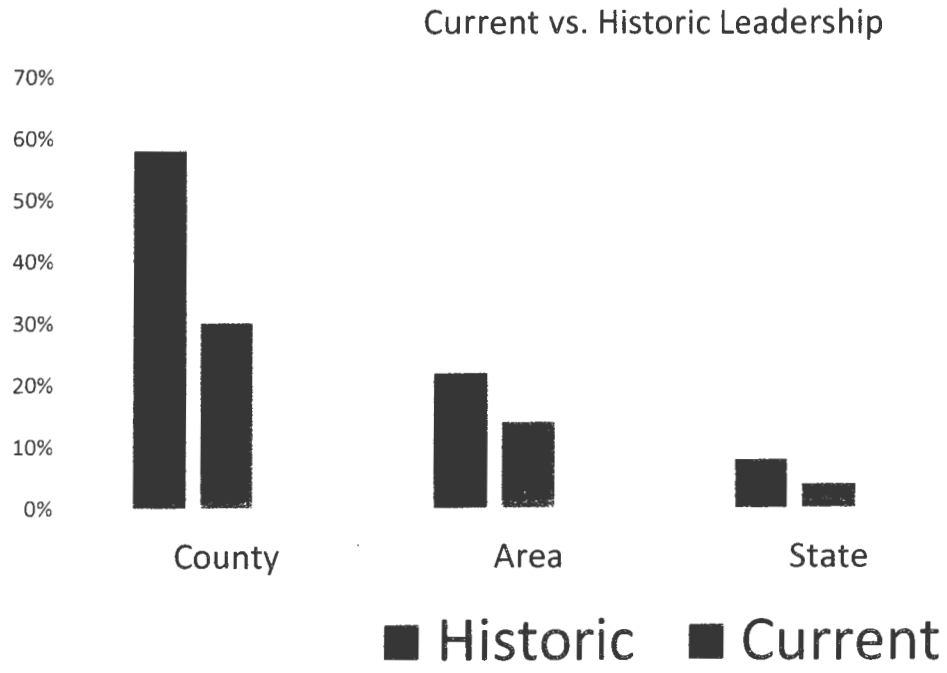


We asked questions about the county, area, and state leadership roles that members have served OVER THE YEARS. Understandably, more members have served on the county level versus the area or state level. At the county level, 263 or 40% of the membership have served in two or more positions.

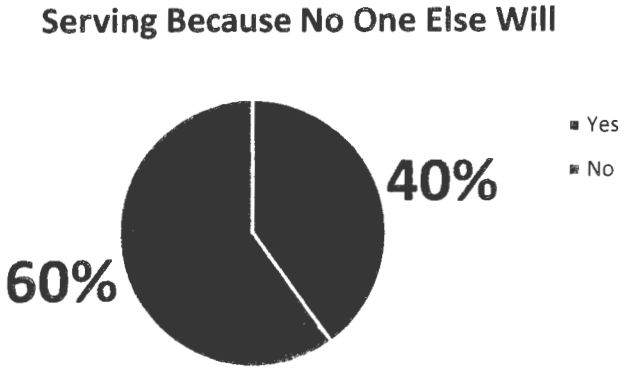


A total of 22% have served on the area level over the years and of that percentage, almost half (40%) have served in two or more roles. At the state level, 22% have served and again, of those who have served 40% served in two or more roles. This is true for CURRENT leadership as well. On the county level 30% are currently serving (down 10% from the past) and 8% are serving two, three or four roles. The data is similar for current leadership at the area and state level. It should be noted that two of the areas (Beckley and Charleston) are inoperative and have been for a couple years.

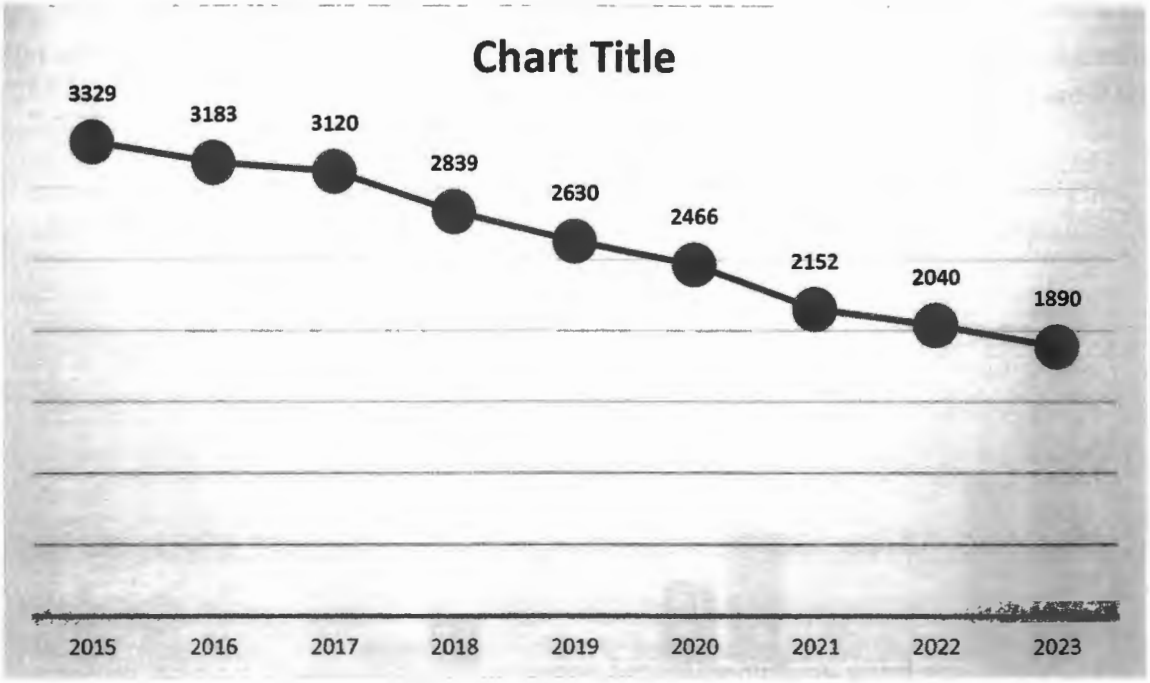
The conclusion of this is that there are a smaller number of members willing to serve in leadership roles now and those that do agree to serve have multiple roles.



We asked if members were serving in leadership roles because no one else was willing to serve. Almost half responded Not Applicable because they do not have leadership roles. Of the approximate 300 that are serving, almost half at 40% are doing so because no one else will serve.



Finally, we looked at membership enrollment over the last 8 years. It has declined 54.3% from 3,329 members to the current 1,890.



<u>The Key Takeaways from this Survey are:</u>

- Declining Membership (50% in 8 years)
- 40% of Leadership is because no one else will serve
- 40% of county leaders serving 2 or more roles
- 3 Reasons for Membership
    - Volunteerism – Socialization – Education
- Last 10 years have recruited 253 members
- 2 of the 6 Areas are defunct

Seasonal Affective Disorder

Feeling down? Is this bluesy feeling something that you experience every winter? Like many Americans, you may be suffering from Seasonal Affective Disorder, appropriately known as SAD.
Seasonal affective disorder (seasonal depression) is a mood disorder that happens every year at the same time, usually in winter. Some people with SAD experience very mild symptoms and feel "out of sorts" or irritable. Others have debilitating symptoms that interfere with relationships and productivity.

Criteria to diagnose SAD

- There is a regular relationship between the onset of depressive episodes and the time of year.
- This is a repeating pattern for at least the past two years.
- The cause of the depression is not related to an obvious seasonal psychosocial stressor, such as being unemployed every winter.
- Depression disappears in the spring.
- No non-seasonal episodes of depression have occurred during the same time period.

Source: Diagnostic and Statistical Manual of Mental Disorders (DSM IV-R) American Psychiatric Association, 2000.

What causes SAD?
Although the exact cause is unknown, researchers believe that changes in the amount of daily sunlight cause changes in the body's internal biological clock, known as our circadian rhythm, and in turn, mood altering brain chemicals.
Circadian rhythm is a 24-hour cycle that affects our eating and sleeping patterns, brain wave activity, hormone production, and other biological activities. In susceptible people, less daily sunlight and the seasonal changes in circadian rhythm can bring on depression and negative thinking.
Experts also believe that reduced sunlight during fall and winter leads to lower production levels of the "feel good" chemical serotonin in the brain. When you are "a quart low in serotonin," you can feel tired, depressed, and crave carbohydrates.

How can I recognize SAD in myself or a family member?
Here's a quick checklist to help you determine if you or your loved one should talk to a mental health professional or your doctor. Answer the following questions with a check mark if it is typically true for you. In the darker months, do you:

- feel more tired (have a lower energy level)?
- become irritable?
- have trouble waking up in the morning?
- require more sleep?
- crave carbohydrates more than in the spring and summer?
- typically gain weight?
- visit your physician more often than at other times of the year?
- drink more alcohol when the days are shorter?
- have a lowered sex drive?
- become socially withdrawn?

If several of the points above apply to you, it is important for you to see your doctor so you can feel better. Remember, the key to whether this is SAD or another kind of depression is that these problems show up for you during the winter months and disappear in the spring.

— Courtesy of West Virginia University Extension

Homespun Humor

Things You Never Knew You Never Knew



- The space between your eyebrows is called a *glabella*.
- The way it smells after the rain is called *petrichor*.
- The rumbling of the stomach is called a *wamble*.
- The light you see when you close your eyes and press your hands on them is called *phosphenes*.
- The wired cage that hold the cork in a bottle of champagne is called an *agraffe*.
- Illegible handwriting is called *griffonage*.
- The metallic device used to measure your feet at the shoe store is called a *Brannock device*.
- When you combine an exclamation mark with a question mark (?!), it's in called an *interrobang*.
- The condition of finding difficult it to get out of bed in the morning is called *dysania*.

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Fax 304-624-0017

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"You bring the one next to you. I'll bring the one next to me."

http://extension.wvu.edu/harrison
http://www.facebook.com/pages/Harrison-County-CEOS

extension.wvu.edu

2024 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

C-7

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 Thursday November 16, 2023, Chairman James Scudere, Treasurer Ruth Ann Messenger, Secretary Mark Leonard, Member Thomas Michael and Gary Auvil were present. Also present were Bill Hoover, General Manager, Matt Evans, Assistant 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 Glaser of Edward Jones.

1. Minutes and/or Amended Minutes of Previous Meeting: Ruth Ann Messenger moved to approve minutes. Board concurred.
2. Public Comment Period: No one present
3. Jason Glaser – Edward Jones
   3.1 Motion/resolution made to reinvest for six months made by James Scudere. Board concurred.
4. Patrick Lesmann – P&B Services provided by Bill Hoover
   General update –All operating well. Replaced a small blower at Pheasant Ridge. Boothsville have had a lot of problems with power cables.
5. Zack Dobbins – Bennett and Dobbins
   5.1 Resolution #42 for Phase II/Rt. 73 project presented. A motion to approve made by Leonard to approve as presented. Board concurred. Resolution #32 for Enterprise project presented. A motion made by Leonard to approve as presented. Board concurred. Discussed Enterprise contingency funds, provided listing of purchases. A motion was made by to approve the IJDC funds list by Scudere. Board concurred.
   5.2 Water minimum bill adjustments. Bill discussed with Harrison County Commission to lower minimum and thus increasing others, was advised not recommended at this time.
6. Finance Report provided by Ruth Ann Messenger
   Leonard moved to approve financial transactions. Board concurred. Zack Dobbins provided detail on expenses.
7. Thrasher Group, Inc.
   7.1 Sewer
   7.1.a Phase II
   - Working through vendor bid with sludge press.

   7.1.b Enterprise Project
   - Working through the construction close out.

   7.1.c Quiet Dell
   - All environmental information has been submitted back to SHIPO. Currently working on right of ways, submitted to Morgan Haymond. Another right of way meeting will be held in the future.

   7.1.d Woodstock Heights Sanitary Sewer Extension Project
   - All comments have been received back from the DEP. No designs changes needed. Returned for final approval.

   7.1.e 10-year plan Sewer
   - Nothing new presented. Will review around mid-year.

   7.1.f River Crossings
   - Received correspondence from the Governor's office, provided a match to a project that received CDS grant at 20% of the project costs. Will need to start conference calls with EPA. The Engineering Amendment will need to be tabled till next month.

7.2 Water

7.2.a Steven's Run

- Did walk through with contractor and DOH and noted 4 issues. All issues are fixed.

7.2.b Overall Water Project

- After meeting with Bill, we worked on scope. We reprioritized the McWhorter area. Will include Coon's Replacement section, Valley of Good Hope Tank and booster pump station, Zacks Run upgrade line and add booster pump station, Jacks Run replace booster station, Brushy Fork upgrade line for capacity issues and add tank, Duck Creek extension, Chub Run/Suds Run an upgrading of the line, McWhorter – replacement Coal Road, replacement on Florence Road, replace and upgrade on Start Hollow, leak detection vault on Alpha Hill, Turtle Hill replacements, Hutchinson Hollow replacement and insert leak detection valve at Interstate Hollow.

7.2.c Buffalo Lake Road Water Line Extension

- Still waiting on reply from AML

7.2.d 10-year Plan Water

- Need to add the small spur lines in Mount Clare area.

8. Bill Hoover – General Manager

8.1 Water

8.1.a Water loss overall 23%, VGH 28%, LCMC 25% and QD 13%. Coon's Run water loss was at 30%.

8.1.b . Water Leak Report – Lost Creek/Mount Clare repaired 1 main and 2 service lines. Valley of Good Hope repaired 1 main and 4 service lines.

8.1.c. Was a slow month for taps.

8.2 Sewer

8.2.a. General Update – Making repairs on station lids, four have been completed and working on last one at Hampton Meadows.

8.3 Good of the District

8.3.a. Nate Lough is doing our inhouse fence repair now.

9. Sam Harold – Mountain State Law

9.1 Requested executive session

10. Executive Session

Michael motioned to move into Executive session to discuss outstanding Legal Issues. Board concurred.

Michael motioned to leave Executive session. Board concurred.

Michael moved to adjourn meeting. Board concurred.

Chairman James Scudere
James Scudere

Treasurer Ruth Ann Messenger
Ruth Ann Messenger

Secretary _____
Mark Leonard

Member Thomas Michael
Thomas Michael

Member Gary Auvil
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 (TDO).

Annual Meeting of the Charles Pointe Master Association, Inc.

C-8

November 6, 2023

The annual meeting of the Charles Pointe Master Association, Inc. was held at 600 Marketplace, Suite 350, Bridgeport, WV 26330, on November 6, 2023, at 4:00 p.m. pursuant to Notice of Annual Meeting the form of which Notice constitutes the page preceding this page in the minute book.

The meeting was called to order at 4:00 p.m. Present were Mark S. Dellana - President, Todd Satterfield - Vice President, and Lorraine A. McCleery - Secretary/Treasurer. A decision was made to delay the start of the meeting by 5 minutes to give members time to arrive. No members were present.

The President recognized the officers of the Association. Mark presented the:

- Executive Board approved annual 2024 budget
- Monthly 2024 budget
- Profit & Loss – Actual vs. Budget as of November 1
- Year-to-date expenditures as of November 1.

The reserve fund has a balance of $97,833.38.

There is an increase in the 2024 budget for Grounds Maintenance; Henry's Home Lawn & Garden for the first time in over 2 years increased their rates. Their labor, fuel, and machinery costs had increased over the past few years but they had not passed that cost on to us. With the increase we are in a better position to bid out Charles Pointe's landscape needs to other companies.

There being no further business, the meeting was adjourned at 4:21 p.m.

Mark S. Dellana
President

Lorraine A. McCleery
Secretary

Charles Pointe Master Association
2024 Annual Budget

Income	
Association Dues - Non-Residential Dues	114,907.92
Association Dues	116,650.74
Total Income	231,558.66
Expense	
Management and Administrative	
Accounting	575.00
Management Fees	36,000.00
Dues and subscriptions	5,302.92
Filing Fees/Business Reg Fees	15.00
Licenses and Permits	25.00
Office Supplies	3,243.12
Total Management and Administrative	45,161.04
Wildlife Management	7,907.71
Insurance	14,010.32
Grounds Maintenance	105,987.72
Snow Removal	2,942.51
Repairs and Maintenance	180.00
Taxes	
Federal Income Taxes	212.00
State Income Taxes	58.00
B&O Tax	1,253.32
Total Taxes	1,523.32
Utilities	
Electric	684.00
Water	367.20
Total Utilities	1,051.20
Reserve	52,800.00
Total Expense	231,563.82
Net Income/(Net Loss)	(5.16)

Charles Pointe Master Association
2024 Budget
Monthly

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	TOTAL
Income													
Association Dues - Non-Residential Dues	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	9,575.66	114,907.92
Association Dues	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.89	9,720.95	116,650.74
Total Income	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.55	19,296.61	231,558.66
Expense													
Management and Administrative													
Accounting	-		-	575.00	-	-	-	-	-	-	-	-	575.00
Management Fees	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Dues and subscriptions	441.91	441.91	441.91	441.91	441.91	441.91	441.91	441.91	441.91	441.91	441.91	441.91	5,302.92
Filing Fees/Business Reg Fees	-	-	-	-	-	15.00	-	-	-	-	-	-	15.00
Licenses and Permits	-	-	-	25.00	-	-	-	-	-	-	-	-	25.00
Office Supplies	270.26	270.26	270.26	270.26	270.26	270.26	270.26	270.26	270.26	270.26	270.26	270.26	3,243.12
Total Management and Administrative	3,712.17	3,712.17	3,712.17	4,312.17	3,712.17	3,727.17	3,712.17	3,712.17	3,712.17	3,712.17	3,712.17	3,712.17	45,161.04
Wildlife Management	1,976.93	-	-	1,976.93	-	-	1,976.93	-	-	1,976.92	-	-	7,907.71
Insurance	-	10,319.89	-	3,690.43	-	-	-	-	-	-	-	-	14,010.32
Grounds Maintenance	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	8,832.31	105,987.72
Snow Removal	735.62	735.63		-	-	-	-	-	-	-	735.63	735.63	2,942.51
Repairs and Maintenance	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Taxes													
Federal Income Taxes	-	-	-	212.00	-	-	-	-	-	-	-	-	212.00
State Income Taxes	-	-	-	58.00	-	-	-	-	-	-	-	-	58.00
B&O Tax	313.33	-	-	313.33	-	-	313.33	-	-	313.33	-	-	1,253.32
Total Taxes	313.33	-	-	583.33	-	-	313.33	-	-	313.33	-	-	1,523.32
Utilities													
Electric	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	684.00
Water	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	367.20
Total Utilities	87.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60	1,051.20
Reserve	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	52,800.00
Total Expense	20,072.96	28,102.60	17,047.08	23,897.77	17,047.08	17,062.08	19,337.34	17,047.08	17,047.08	19,337.33	17,782.71	17,782.71	231,563.82
Net Income/(Net Loss)	(776.41)	(8,806.05)	2,249.47	(4,601.22)	2,249.47	2,234.47	(40.79)	2,249.47	2,249.47	(40.78)	1,513.84	1,513.90	(5.16)

General Ledger

Property: Charles Pointe Master Assn.
Detail 01/01/23 - 11/01/23 (accrual basis)

Date	Description	Total
2208 Wild Life Management		
01/10/23	U.S. Department of Agriculture	853.86
04/13/23	U.S. Department of Agriculture	1,855.36
07/20/23	U.S. Department of Agriculture	2,086.63
10/12/23	U.S. Department of Agriculture	2,084.68
		6,880.53
5001 Accounting		
10/26/23	Baker Tilly US, LLP 2022 Business Returns (1120-H)	575.00
		575.00
5003 Dues & Subscriptions		
01/03/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
02/01/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
03/01/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
03/31/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
05/02/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
06/01/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
07/03/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
08/01/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
08/29/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
10/02/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
11/01/23	Truist Bank (Credit Card) Rent Manager subscription	441.91
		4,861.01
5004 Filing Fees/Business Reg Fees		
08/01/23	Truist Bank (Credit Card) Annual Report	25.00
		25.00
5007 Licenses and Permits		
05/22/23	City of Bridgeport, App for Municipal Registration Certificate	15.00
		15.00
5008 Management Fee		
01/28/23	Five-J Energy	3,000.00
02/28/23	Five-J Energy	3,000.00
03/28/23	Five-J Energy	3,000.00
04/28/23	Five-J Energy	3,000.00
05/28/23	Five-J Energy	3,000.00
06/28/23	Five-J Energy	3,000.00
07/28/23	Five-J Energy	3,000.00
08/28/23	Five-J Energy	3,000.00
09/28/23	Five-J Energy	3,000.00
10/28/23	Five-J Energy	3,000.00
		30,000.00
5010 Office Supplies		
01/03/23	Truist Bank (Credit Card) Postage	537.84
02/01/23	Truist Bank (Credit Card) Postage	264.80
02/20/23	Smart Connections, LLC: Purchase of Checks (February, 2022)	21.95
03/01/23	Truist Bank (Credit Card) Postage	252.00
03/31/23	Truist Bank (Credit Card) Postage	33.00
03/31/23	Truist Bank (Credit Card) Checks & Deposit slips	183.18

05/02/23	Truist Bank (Credit Card) Postage	252.00
06/01/23	Truist Bank (Credit Card) Postage	252.00
07/03/23	Truist Bank (Credit Card) Postage & Statement paper	235.70
08/01/23	Truist Bank (Credit Card) Postage	264.00
10/02/23	Truist Bank (Credit Card) Postage	264.00
11/01/23	Truist Bank (Credit Card) Postage	264.00
		2,824.47
5011 Insurance (Expense)		
02/08/23	Travelers	9,644.76
04/27/23	TravelersCommercial Package Renewal 5/12/23-5/12/24	3,449.00
		13,093.76
5012 Grounds Maintenance		
01/09/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
02/01/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
03/06/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
03/24/23	Wood Waste Recycling, LLC, Mulch, 2 loads	3,988.75
03/31/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
04/20/23	Wood Waste Recycling, LLC, Mulch, 1 load	1,994.37
05/04/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
06/01/23	Wood Waste Recycling, LLC, Mulch, 1 load	1,994.37
06/01/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
07/05/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
07/28/23	Henry's Home Lawn & Garden - Kingston Roadside (4/11, 5/24)	214.00
07/28/23	Henry's Home Lawn & Garden - CP Crossing/new roadsides (4/25, 5/17)	1,070.00
08/01/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
08/02/23	Henry's Home Lawn & Garden - Kingston Roadside (6/13)	107.00
08/02/23	Henry's Home Lawn & Garden - CP Crossing (6/7)	535.00
08/02/23	Henry's Home Lawn & Garden, Watered Flowers 18 hrs (June)	385.20
09/05/23	Henry's Home Lawn & Garden - Kingston Roadside (7/7)	107.00
09/05/23	Henry's Home Lawn & Garden - CP Crossing (7/26)	535.00
09/05/23	Henry's Home Lawn & Garden - Kingston Roadside (8/8, 22)	214.00
09/05/23	Henry's Home Lawn & Garden - Remove and disposed of fallen tree	588.50
09/05/23	Henry's Home Lawn & Garden - CP Crossing (8/8, 22)	1,070.00
09/05/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
10/04/23	Henry's Home Lawn & Garden Monthly Contract	4,249.68
10/10/23	Henry's Home Lawn & Garden - Kingston Roadside (9/5, 19)	214.00
10/10/23	Henry's Home Lawn & Garden - CP Crossing (9/12)	535.00
10/17/23	Henry's Home Lawn & Garden - Mulch application in park area (10/12)	481.50
		56,530.49
5017 Repairs and Maintenance		
05/02/23	Truist Bank (Credit Card) Brackets for railings, glue	59.35
08/29/23	Truist Bank (Credit Card) Cleaner for signs	100.54
10/02/23	Truist Bank (Credit Card) Wasp & Hornet Spray	14.92
		174.81
5018 Electric		
01/03/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	29.14
01/03/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	29.05
02/07/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	29.58
02/07/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	29.05
03/06/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.66
03/06/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	29.11
04/13/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.63

04/13/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	28.63
05/04/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.08
05/04/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	28.00
06/06/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.17
06/06/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	27.92
07/06/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	29.15
07/06/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	27.78
08/07/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.88
08/07/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	27.72
09/05/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.06
09/05/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	27.89
10/04/23	Harrison Rural Electric : 5000978300 - Main Monument Lights	28.12
10/04/23	Harrison Rural Electric : 5001023201 - Lights for Main Monument	28.04
		569.66
5020 Water		
01/03/23	City of Bridgeport	27.91
02/01/23	City of Bridgeport	27.91
03/02/23	City of Bridgeport	27.91
04/13/23	City of Bridgeport	30.60
05/01/23	City of Bridgeport	30.60
06/01/23	City of Bridgeport	30.60
07/03/23	City of Bridgeport	30.60
08/01/23	City of Bridgeport	30.60
09/01/23	City of Bridgeport	30.60
10/03/23	City of Bridgeport	30.60
11/01/23	City of Bridgeport	30.60
		328.53
5023 Federal Income Taxes		
05/03/23	United States Treasury : 2022 Federal Income Taxes	211.98
		211.98
5021 B&O Tax		
01/07/23	City of Bridgeport 4th Quarter 2022 B&O	278.04
04/24/23	City of Bridgeport 1st Quarter 2023 B&O	264.74
07/20/23	City of Bridgeport 2nd Quarter 2023 B&O	315.67
10/13/23	City of Bridgeport 3rd Quarter 2023 B&O	313.33
		1,171.78
5024 State Income Taxes		
03/08/23	WV State Tax Dept. Period 12/31/2022	58.00
		58.00
		117,320.02

Budget Comparison

Charles Pointe Master Assn.

	ACTUAL 1/1/23-11/1/23	BUDGET 1/1/23-11/1/23	$ CHANGE
INCOME			
4000 Assocation Dues - Non-Residential Dues	62,081.76	83,550.94	(21,469.18)
4001 Association Dues	69,016.10	76,435.59	(7,419.49)
	$ 131,097.86	**$ 159,986.53**	**$ (28,888.67)**
EXPENSE			
2208 Wildlife Management	6,880.53	7,530.00	(649.47)
5001 Accounting	575.00	500.00	75.00
5003 Dues & Subscriptions	4,861.01	4,861.01	-
5004 Filing Fees/Business Reg Fees	25.00	15.00	10.00
5007 Licenses and Permits	15.00	-	15.00
5008 Management Fee	30,000.00	33,000.00	(3,000.00)
5010 Office Supplies	2,824.47	3,850.00	(1,025.53)
5011 Insurance	13,093.76	12,500.00	593.76
5012 Grounds Maintenance	56,530.49	58,746.48	(2,215.99)
5014 Snow Removal	-	6,000.00	(6,000.00)
5017 Repairs and Maintenance	174.81	550.00	(375.19)
5018 Electric	569.66	660.00	(90.34)
5020 Water	328.53	330.00	(1.47)
5023 Federal Income Taxes	211.98	-	211.98
5021 B&O Tax	1,171.78	678.11	493.67
5024 State Income Taxes	58.00	-	58.00
	$ 117,320.02	**$ 129,220.60**	**$ (11,900.58)**
OTHER INCOME			
8000 Interest Income	619.95	-	619.95
	$ 619.95	**$ -**	**$ 619.95**
NET INCOME	$ 14,397.79	$ 30,765.93	$ (16,368.14)

C-9

Annual Meeting of the Sub Common Interest Community of the
Commerce District at Charles Pointe Association, Inc.

November 6, 2023

The annual meeting of The Sub Common Interest Community Of The Commerce District At Charles Pointe Association, Inc. was held at 600 Marketplace, Suite 350, Bridgeport, WV 26330, on November 6, 2023, at 2:30 p.m. pursuant to Notice of Annual Meeting the form of which Notice constitutes the page preceding this page in the minute book.

The meeting was called to order at 2:30 p.m. Present were Mark S. Dellana - President, Todd Satterfield – Vice President, and Lorraine A. McCleery - Secretary/Treasurer. A decision was made to delay the start of the meeting by 5 minutes to give members time to arrive. No members were present.

The President recognized the officers of the Association. Mark presented the:

- Executive Board approved annual 2024 budget
- Monthly 2024 budget
- Profit & Loss – Actual vs. Budget as of November 1
- Year-to-date expenditures as of November 1

The reserve fund has a balance of $44,911.04. One business is currently in arrears with their dues; we are in discussion with them.

There is an increase in the 2024 budget to the Master Association for Grounds Maintenance; Henry's Home Lawn & Garden for the first time in over 2 years increased their rates. Their labor, fuel, and machinery costs had increased over the past few years, but they had not passed that cost on to us. With the increase we are in a better position to bid out Charles Pointe's landscape needs to other companies.

Compliance reminder – if any business would like to change the exterior of their business in any way, approval must be obtained first via submittal of an Architectural Review Board Form to the Commerce District Association.

There being no further business, the meeting was adjourned at 2:26 p.m.

Mark S. Dellana
President

Lorraine A. McCleery
Secretary

Commerce District Association at Charles Pointe
2024 Annual Budget

Income	
Association Dues	58,422.36
Master Association Dues*	114,900.60
Capital Cost Recovery*	8,700.00
Facility/Tech*	4,620.00
Reserve*	5,886.60
Total Income	192,529.56
Expense	
Management and Administrative	
Meeting Expense	-
Management Fee	3,000.00
Accounting	575.00
Bank Charges	4.32
Filing Fees/Business Reg Fees	15.00
Licenses and Permits	25.00
Total Management and Administrative	3,619.32
Grounds Maintenance	52,167.72
Wild Life Management	1,254.96
Taxes	
WV State Tax	35.00
B&O Tax	440.00
Total Taxes	475.00
Utilities	
Electric	900.00
Total Utilities	900.00
Master Association Dues	114,900.60
Capital Cost Recovery	8,700.00
Facility/Tech	4,620.00
Reserve	5,886.60
Total Expense	192,524.20
Net Income/(Net Loss)	5.36

**Passthrough item; does not hit income statement*

For budget purposes only! Actual statement will be forwarded to association member.

Commerce District Association at Charles Pointe
2024 Monthly Budget

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	TOTAL
Income													
Association Dues	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	4,868.53	58,422.36
Master Association Dues*	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	114,900.60
Capital Cost Recovery*	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	8,700.00
Facility/Tech*	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	4,620.00
Reserve*	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	5,886.60
Total Income	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	16,044.13	192,529.56
Expense													
Management and Administrative													
Meeting Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fee	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Accounting	-	-	-	575.00	-	-	-	-	-	-	-	-	575.00
Bank Charges	1.08	-	-	1.08	-	-	1.08	-	-	1.08	-	-	4.32
Filing Fees/Business Reg Fees	-	-	-	15.00	-	-	-	-	-	-	-	-	15.00
Licenses and Permits	-	-	-	-	-	25.00	-	-	-	-	-	-	25.00
Total Management and Administrative	251.08	250.00	250.00	841.08	250.00	275.00	251.08	250.00	250.00	251.08	250.00	250.00	3,619.32
Grounds Maintenance	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	4,347.31	52,167.72
Wild Life Management	104.58	104.58	104.58	104.58	104.58	104.58	104.58	104.58	104.58	104.58	104.58	104.58	1,254.96
Taxes													
WV State Tax	-	-	35.00	-	-	-	-	-	-	-	-	-	35.00
B&O Tax	110.00	-	-	110.00	-	-	110.00	-	-	110.00	-	-	440.00
Total Taxes	110.00	-	35.00	110.00	-	-	110.00	-	-	110.00	-	-	475.00
Utilities													
Electric	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00
Total Utilities	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00
Master Association Dues	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	9,575.05	114,900.60
Capital Cost Recovery	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	8,700.00
Facility/Tech	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	4,620.00
Reserve	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	490.55	5,886.60
Total Expense	16,063.57	15,952.49	15,987.49	16,653.57	15,952.49	15,977.49	16,063.57	15,952.49	15,952.49	16,063.57	15,952.49	15,952.49	192,524.20
Net Income/(Net Loss)	(19.44)	91.64	56.64	(609.44)	91.64	66.64	(19.44)	91.64	91.64	(19.44)	91.64	91.64	5.36

**Pass-through item; does not hit income statement*

For budget purposes only! Actual statement will be forwarded to association member.

General Ledger

Commerce District At Charles Pointe

Date	Description	Debit
5001 Accounting		
10/26/23	Baker Tilly US, LLP : 2022 Business Returns (1120-H)	575.00
		575.00
5002 Bank Charges		
01/04/23	ACH December Charges - Paylease	1.08
02/01/23	ACH January Charges - Paylease	1.08
05/02/23	ACH April Charges - Paylease	1.08
09/05/23	ACH August Charges - Paylease	1.08
		4.32
5004 Filing Fees/Business Reg Fees		
10/26/23	Annual Report Reimbursement to Master	25.00
		25.00
5007 Licenses and Permits		
05/22/23	City of Bridgeport App for Municipal Registration Certificate	15.00
		15.00
5008 Management Fee		
01/28/23	Five-J Energy	250.00
02/28/23	Five-J Energy	250.00
03/28/23	Five-J Energy	250.00
04/28/23	Five-J Energy	250.00
05/28/23	Five-J Energy	250.00
06/28/23	Five-J Energy	250.00
07/28/23	Five-J Energy	250.00
08/28/23	Five-J Energy	250.00
09/28/23	Five-J Energy	250.00
10/28/23	Five-J Energy	250.00
		2,500.00
5010 Office Supplies		
02/20/23	Smart Connections, LLC : Purchase of Checks (February, 2022)	25.84
		25.84
5012 Grounds Maintenance		
01/09/23	Henry's Home Lawn & Garden	3,441.83
02/01/23	Henry's Home Lawn & Garden	3,441.83
03/06/23	Henry's Home Lawn & Garden	3,441.83
03/31/23	Henry's Home Lawn & Garden	3,441.83
05/04/23	Henry's Home Lawn & Garden	3,441.83
06/01/23	Henry's Home Lawn & Garden	3,441.83
07/05/23	Henry's Home Lawn & Garden	3,441.83
08/01/23	Henry's Home Lawn & Garden	3,441.83
09/05/23	Henry's Home Lawn & Garden	3,441.83
10/04/23	Henry's Home Lawn & Garden	3,441.83
		34,418.30
5016 Wild Life Management		
01/01/23	Journal Entry to Master to pay	104.58
02/01/23	Journal Entry to Master to pay	104.58
03/01/23	Journal Entry to Master to pay	104.58

04/01/23	Journal Entry to Master to pay	104.58
05/01/23	Journal Entry to Master to pay	104.58
06/01/23	Journal Entry to Master to pay	104.58
07/01/23	Journal Entry to Master to pay	104.58
08/01/23	Journal Entry to Master to pay	104.58
09/01/23	Journal Entry to Master to pay	104.58
10/01/23	Journal Entry to Master to pay	104.58
11/01/23	Journal Entry to Master to pay	104.58
		1,150.38
5018 Electric		
01/03/23	Harrison Rural Electric	24.95
02/07/23	Harrison Rural Electric	24.95
03/06/23	Harrison Rural Electric	24.95
04/13/23	Harrison Rural Electric	24.95
05/04/23	Harrison Rural Electric	24.95
06/08/23	Harrison Rural Electric	24.95
07/06/23	Harrison Rural Electric	24.95
08/07/23	Harrison Rural Electric	24.95
09/05/23	Harrison Rural Electric	24.95
10/04/23	Harrison Rural Electric	24.95
		249.50
5021 B&O Tax		
01/07/23	City of Bridgeport - COB : 4th Quarter 2022 B&O	103.93
04/24/23	City of Bridgeport - COB : 1st Quarter 2023 B&O	108.35
07/20/23	City of Bridgeport - COB : 2nd Quarter 2023 B&O	108.35
10/05/23	City of Bridgeport - COB : 3rd Quarter 2023 B&O	108.35
		428.98
5024 State Income Taxes		
03/17/23	WV State Tax Dept. : Form WV-CITV, 205289033	35.00
		35.00
		39,427.32

Budget Comparison

Commerce District At Charles Pointe

	ACTUAL 1/1/23-11/1/23	BUDGET 1/1/23-11/1/23	$ CHANGE
INCOME			
4001 Association Dues	48,157.56	48,157.78	-0.22
	48,157.56	**48,157.78**	**-0.22**
EXPENSE			
5001 Accounting	575.00	500.00	75.00
5002 Bank Charges	4.32	22.00	-17.68
5004 Filing Fees/Business Reg Fees	25.00	15.00	10.00
5007 Licenses and Permits	15.00	0.00	15.00
5008 Management Fee	2,500.00	2,750.00	-250.00
5010 Office Supplies	25.84	0.00	25.84
5012 Grounds Maintenance	34,418.30	37,860.13	-3,441.83
5016 Wild Life Management	1,150.38	1,150.38	0.00
5018 Electric	249.50	770.00	-520.50
5021 B&O Tax	428.98	433.44	-4.46
5024 State Income Taxes	35.00	0.00	35.00
TOTAL EXPENSE	**39,427.32**	**43,500.95**	**-4,073.63**
OTHER INCOME			
8000 Interest Income	296.51	0.00	296.51
	296.51	**0.00**	**296.51**
NET INCOME	9,026.75	4,656.83	4,369.92