Wednesday, March 20, 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 only 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
9:05 A.M. --- Hearing Delinquent or Unprogressed Estates Closing
9:10 A.M. --- Estate Hearing --- Accept a copy of lost Will --- Mary Reed
9:15 A.M. --- Proclamation & Special Funding Request --- American Red Cross --- Michelle Duez

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A. William Hamner --- Part Time to Full Time Community Corrections --- Effective 03-20-2024**
   - **B. Matthew Womeldorff --- Retirement --- Maintenance Department Effective 03-31-2024**
4. **Minutes and /or Amended Minutes of Previous Meeting: (NONE)**
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A. City of Salem --- ARPA Funds (Requisition included in Payables)**
   - **B. Vendor List of Payments**
6. **Exonerations --- Corrective Tickets --- Joint Property Application: (NONE)**
7. **Review - Discuss - Consider Orders and Election Orders as Presented by the Clerk: (NONE)**
8. **Review – Discuss – Consider Budget Amendment Form --- West Virginia Department of Economic Development Community Development Block Grant (CDBG-CV) Cares Act/COVID**

9. Review – Discuss – Consider Request to Travel --- Robert Leonard --- Planning Department --- WV Chapter of the International Fire Marshal's Association --- 04-10 & 11, 2024 --- Benedum Civic Center --- Bridgeport, WV
10. Review – Discuss – Consider allotting $ 75,000.00 to Harrison-Clarksburg Health Health Department for Narcan out of the Opioid Funds
11. Review – Discuss – Consider Potential Purchase of Parking Lots Adjacent to Courthouse (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)
12. Review – Discuss – Consider Updated agreement with CSX (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. Administrator's Report
14. Commissioner Comments – Questions

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

A. Weekly Fiduciary Report from the County Clerk
    1. 03-06-2024 thru 03-12-2024
B. Monthly Fiduciary Commission Settlements: (NONE)
C. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service
    1. Enlarged Hepzibah PSD --- Regular Meeting Minutes --- 02-12-2024
    2. Enlarged Hepzibah PSD --- Financials --- 01-31-2024
    3. Greater Harrison PSD --- Regular Meeting Minutes --- 02-02-2024
    4. Greater Harrison PSD --- Financials --- 2-29-2024
    5. Hope Gas --- Pipeline Construction Starting Soon
    6. East View PSD --- Regular Meeting Minutes --- 03-12-2023
    7. Greater Harrison PSD --- Agenda --- 03-21-0224
    8. Greater Harrison PSD --- Financials --- 02-01-2024 – 02-28-2024
    9. Harrison/Taylor Advisory Board --- Agenda --- 03-19-2024
    10. Harrison/Taylor Advisory Board --- Meeting Minutes --- 02-20-2024

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

T-1. Thrasher being Engineer of record for the Rail Trail and the Agreement (03-22-2023)
T-2. Budget revisions/planning related to Sheriff's Office overtime policies/procedures Concerning third party use of law enforcement services (Potential Executive Session) (03-06-2024)
T-3. Authorizing the exclusive use of PCards (03-06-2024)

9:05 A.M
03-20-2024

ESTATE OF	PERSONAL REPRESENTATIVE	DOD	APPOINTMENT DATE
Estate of David P Bonnett	Aaron C Bonnett	2/5/2020	8/13/2020
Estate of Howard Lee Clevenger	Kane Romine Clevenger	11/5/2020	12/15/2020
Estate of Mary W Dietz	Tina Rush	5/4/2018	3/10/2020
Estate of Steven William Dodd	Lisa Stanley	10/14/2013	11/13/2020
Estate of Terry Lynn Drain	Nathaniel Scott Drain	4/10/2019	5/2/2019
Estate of Shirley Jean Genteel	Megan Nicole Genteel	4/9/2020	11/23/2020
Estate of Luanna Myrtle Grant	Patricia Ann Nuzum	11/2/2020	12/10/2020
Estate of Terry Kay Gowers	Kencil Paul Watson	5/8/2020	7/14/2020
Estate of Marjorie Symons Allen Faris	David A Faris	11/5/2019	1/20/2019
Estate of Joseph Exel Highland	Joseph Exel Highland II	6/10/2020	8/10/2020
Estate of Michael Lee Lyons Sr.	Michael Lee Lyons Jr	1/19/2020	6/26/2020
Estate of Bonnie G Marstiller	Samantha Lee Gibson	6/23/2019	8/20/2020
Estate of Charles Edward Minor SR	Emerald Jean Granata	8/16/2019	1/27/2020
Estate of Roger Dale Moore	Dianna N Wright	11/3/2020	11/10/2020
Estate of Ellen Ingbee Nixon	Tammy J Lightner	10/1/2020	12/15/2020
Estate of Carolyn Sue Posey	David M Posey	9/3/2020	10/27/2020
Estate of Marie Rawlings	Susan Medora Rawlings	5/23/2020	6/24/2020
Estate of Richard Lee Roach	Rochelle L Adams	6/15/2020	6/30/2020
Estate of Jerry Lee Suan	Ashley N Gissy	9/28/2020	10/28/2020
Estate of David Thomas Williams	Tyler A Spicer	7/20/2020	8/20/2020

Harrison County
02/08/2024 @ 08:51:16 AM

3-20-24
9:10 A.M

Kevin Reed

1369 Old Lincoln Hwy

Langhorne, PA 19047

215-208-3762-M

215-741-1831-P

To Whom It May Concern,

My mother, Ruth Reed passed away on July 6th, 2023, at the Maplewood Healthcare Center in Bridgeport. She lived at 101 Country Meadow Lane, Apt 302 in Bridgeport. Since her passing, my brother (Keith Reed- 613 Willis Ave, Bridgeport) and I have been searching with no success for her original Will. We can only find a copy, which has been furnished. We searched through all her documents, her bank, and contacted family members with no success. We have exhausted all avenues in our search.

In the Will, I am listed as Executor and my brother, Co-Executor. As we have been closing out her accounts, she has an account that cannot be closed/dispersed. She has a Brokerage Account with Well Fargo. They will not accept a copy of the Will. For them to disperse the money to my brother and I, they/we are requesting that you accept the copy of will. My brother and I would greatly appreciate that you accepted the copy of the will for probate and provide documentation required to appease Wells Fargo.

Regards,

Kevin Reed

LAST WILL AND TESTAMENT

I, Ruth E. Reed, a resident of Heightstown, New Jersey, do make and publish this, my LAST WILL AND TESTAMENT, hereby revoking all Wills and Codicils heretofore made by me.

ARTICLE I – IDENTIFICATION

1.1 Children. I have two children; KEVIN REED and KEITH REED. All references in this Will to "my children" are to said named children.

ARTICLE II – DEBTS AND EXPENSES

2.1 Debts and Expenses. I direct that all of my just debts (other than debts, if any, secured by real estate or the assignment or pledge of life insurance policies), my funeral expenses, expense of my last illness and the costs of administering my estate be paid as soon as practical after my death.

ARTICLE III – TAXES

3.1 Taxes. I direct my Executor to pay all estate, inheritance and succession taxes (including interest and penalties thereon) payable by reason of my death in respect

of any property passing under this Will or in respect of any other property, in the same manner as if they were expenses of administering my estate, and without apportionment against any beneficiary or other person.

ARTICLE IV – SPECIFIC GIFTS

4.1 Personal Effects. (a) I devise all of my clothing, jewelry, and personal effects, and all furniture, furnishings, household effects, and all other tangible personal property (except currency) in accordance with a written list or memorandum, which I may have executed, and which may be in existence at the time of my death. If no such list or memorandum is found within ninety (90) days of my death, no such list or memorandum shall be deemed to exist for the purposes of this, my Last Will and Testament.

(b) To the extent that all such property is not effectively disposed of by such written list or memorandum, or if no such list or memorandum exists, I devise the same, including insurance policies thereon, in accordance with the residuary provision hereunder. All costs of safekeeping, insuring and shipping such property shall be deemed to be a general estate administration expense.

ARTICLE V – RESIDUAL

5.1 Residue. I give, devise, and bequeath all of the rest, residue and remainder of my estate of whatsoever kind and wheresoever situate, of which I may die seized or possessed (all of said property being sometimes hereinafter referred to collectively as my "residuary estate") to my sons, KEVIN REED AND KEITH REED equally if surviving. If either of my sons shall fail to survive me, I give, devise and bequeath that portion of the residuary estate that would have gone to him to his descendants per sterpes. At the time of writing this Will, my son, Kevin, has three children, Kevin, Patrick, and Sarah Reed. He also has a stepdaughter, Alicia. Alicia is to be considered a direct descendant of my son Kevin for the purposes of this Will and shall inherit in the same proportion as her half siblings.

ARTICLE VI – FIDUCIARY POWERS AND ACCOUNTING

6.1 Fiduciary Powers. In addition to such powers as he may have by law, I fully authorize and empower my Executor with respect to any and all property, real or personal, which may at any time constitute a part of my estate, whether as principal or income, in his sole discretion and without applying to any court for permission so to do, or for instructions in regard thereto, as follows:

(a) To retain investments or property owned by me at the time of my death or acquired thereafter for so long as shall seem prudent, without restriction to investments authorized by law;

(b) To invest and reinvest and acquire by purchase, exchange or otherwise, and retain, any kind of realty and personalty, including common stocks, bonds or other securities and unsecured obligations, undivided interests and interest in investment trusts, mutual funds, options, leases, mortgages on property wherever located, in such property and such proportions of such property wherever located as he shall deem advisable, including common trust funds and banking deposits of a corporate fiduciary if one is named, even though such investments are not of the character or proportions approved by applicable law for the investment of such funds;

(c) To make repairs, manage, lease, improve, alter, abandon, or subdivide any real estate or grant easements with respect thereto, regardless of any statutory restriction on leasing and even though such period may extend beyond the term of the estate or of any trust;

(d) To sell or exchange or otherwise dispose of realty or personalty received by him or any investment at or after my death at such time, price and terms, wholly or partly on credit as shall seem advisable at public sale, and exercise stock options, all without notice to any beneficiary or court approval;

(e) To borrow money for purposes of my estate or any trust and pledge or mortgage any property in order to secure repayment from any source for periods and conditions as shall be deemed advisable, and secure repayment of the amount borrowed by pledge or mortgage of any property;

(f) To pay the costs of ancillary probate and similar proceedings in other jurisdictions;

(g) To make distributions in cash or in kind or partially in each, to allot different kinds or disproportionate shares or undivided interests in property for the purpose of distribution in kind or setting up any trust, and to determine which assets shall be sold, to select such securities or property as he deems advisable, without regard to differences in the tax basis of any such property and without notice to or consent of any beneficiary; and for this purpose, the determination of my Executor as to the value of any property shall be conclusive;

(h) To vote in person or proxy and to become party to any voting trust agreement for any securities held and to hold property in my Executor's name, in the name of a nominee or in bearer form;

(i) To compromise, settle, renew, assign, alter, extend, release with or without consideration, debts, claims, or controversies which affect estate or trust assets without obtaining consent of any beneficiary;

(j) To exercise or not exercise any election, option or deduction of administration expenses in connection with the computation of federal estate tax or federal income tax liabilities of my estate, regardless of the fact that the federal estate tax on my estate is thereby increased or that there is a change in the proportions in which various persons share in my estate. By compensating adjustments between principal and income or in the interests of the beneficiaries by reason of having made or not made any such election;

(k) To employ and pay compensation of accountants, legal counsel, brokers, and other agents, and to pay Executor's commissions and attorney's fees on account

without beneficiary or court approval, but subject to allowance or disallowance on the settlement of their accounts;

(l) To take such action in collecting the proceeds of any life insurance policies, annuity contracts, accident policies, pension and profit sharing plans and other death benefits payable to the Executor (after deducting all charges by way of advances, loans or otherwise) as the Executor deems best;

(m) To retain and continue my interest in any business or enterprise, in which I may own or in which I have an interest.

6.2 Accounting. It is my desire to avoid the expense and delay of a public or judicial accounting of the administration of my estate. An accounting of my Executor approved in writing by all the legally competent current income beneficiaries shall be conclusive and binding upon all persons having an interest in my estate, directly or indirectly. This shall not preclude any fiduciary from electing to submit an accounting for judicial settlement.

ARTICLE VII – BENEFICIARIES UNDER 25

7.1 Beneficiaries Under 25. Anything herein contained to the contrary not withstanding, if pursuant to this, my Last Will and Testament, any part of my estate shall vest in absolute ownership in a beneficiary who is under twenty-five (25) years of age, I hereby authorize and empower my Trustee in his discretion, to defer, in whole or in part, payment or distribution of any or all property, whether principal or income, to which

such beneficiary may be entitled, holding the whole or the undistributed portion thereof as a separate share for such beneficiary absolutely with all the rights, powers, duties, authority and privileges conferred upon him as a Trustee, to invest and reinvest the same, and to accumulate and invest the whole or any part of any income to which said beneficiary may be entitled and to pay, distribute and apply so much of the income or principal at any time held for such beneficiary, including accumulated income, for the support, maintenance, medical expenses (including medical, dental, hospital, and nursing expenses and expenses of individualism) and education (including primary, secondary school, high school, private school, college, professional, vocational and post graduate college education) of such beneficiary as my Trustee in the exercise of his sole discretion shall deem necessary or advisable, either directly to such beneficiary, to his or her legal guardian, to a custodian for such beneficiary under the Uniform Gifts to Minors Act or the corresponding provisions of any similar act of any other jurisdiction, or by making payment or distribution to some other person for the benefit of such beneficiary, and to accumulate the balance of any income and to invest and reinvest the same until such beneficiary shall attain twenty-five (25) years of age, at which time all accumulated income and unexpended income shall be paid over to the legal representative of the estate of such beneficiary. In the event such beneficiary shall die before attaining twenty-five (25) years of age, the then principal together with any accumulated income and unexpended principal shall be paid over to the legal representative of the estate of said beneficiary. The receipt by any person receiving any payment authorized by this Article shall be sufficient discharge therefore even though my Trustee may be such persons, and the recipient of any such payment shall not be required to qualify in any jurisdiction as

donee of a power in trust or in any other capacity or to post any bond or other security. The authority conferred upon my Trustee by this Article shall be construed as power only and shall not to operate to suspend or prevent absolute vesting of any property in a beneficiary.

ARTICLE VIII – SURVIVORSHIP

8.1 Survivorship. No person who dies within ninety (90) days of my death shall be deemed to have survived me, nor shall any person be deemed to have survived another person dies within ninety (90) days of the death of such other.

ARTICLE IX – SPENDTHRIFT

9.1 Spendthrift. I direct that all legacies and all shares and interests in my estate, whether principal or income and whether in trust or otherwise, while in the hands of my Executor shall not be subject to attachment, execution or sequestration for any debt, contract, obligation or liability of any legatee of beneficiary, and shall not be subject to pledge, assignment, conveyance or anticipation, and the personal receipt by such legatee or beneficiary shall be sufficient and the only discharge of my Executor.

ARTICLE X – FIDUCIARY APPOINTMENTS

10.1 Executors. I hereby nominate, constitute and appoint my son, KEVIN REED as Executor, and my son, KEITH REED, as co-executor under this, my Last Will and Testament. I direct that no bond or undertaking shall be required of any Executor designated hereunder at any time serving hereunder in any court, place or jurisdiction for the faithful performance of his duties.

10.2 Trustees. I hereby nominate, constitute, and appoint my sons, KEVIN REED and KEITH REED as Co-Trustees under this, my Last Will and Testament. I direct that no bond or undertaking shall be required of my Trustees at any time serving hereunder in any court, place or jurisdiction for the faithful performance of his duties.

ARTICLE XI – CONSTRUCTION

11.1 Construction. Throughout this Will, the word Executor shall be deemed to include any and all Executors at any time serving hereunder. Throughout this Will the masculine gender shall be deemed to include the feminine and neuter, and the singular the plural, and vice versa, except where the context clearly requires otherwise.

IN WITNESS WHEREOF, I subscribe my name this 20 day of December 2001.

Ruth E. Reed
RUTH E. REED

SIGNED, SEALED, PUBLISHED AND DECLARED by RUTH E. REED, THE testatrix to be her Last Will and Testament, in our presence and in the presence of each of us, we all being present at the same time; and we, at her request, in her presence and in the presence of each other, have hereunto signed our name as attesting witnesses.

Karen Wood residing at Hamilton Township, New Jersey

KASIM DEUCH residing at LEVITTOWN, PA

I, RUTH E. REED. The Testatrix, sign my name to this instrument this 20 day of DECEMBER, 2001, and being first duly sworn and execute this instrument as my Last Will and Testament and that I sign it willingly, and that I execute it as my free and voluntary act for the purposes therein expressed, and that I am 18 years of age or older, of sound mind and under no constraint or undue influence.

Ruth E. Reed
RUTH E. REED

Karen Wood and CASIM DELALIC,

the witnesses, being first duly sworn, do each hereby declare to the undersigned authority that RUTH E. REED, the Testatrix signs and executes this instrument as her Last Will and Testament and that she signs it willingly, and that each of us states that in the presence and hearing of the Testatrix, we hereby sign this Will as witnesses to the Testatrix's signing, and that to the best of our knowledge the Testatrix is 18 years or older, of sound mind, and under no constraint or undue influence.

Karen Wood
WITNESS

CASIM DELALIC
WITNESS

STATE OF NEW JERSEY :

: SS:

COUNTY OF Mercer :

Subscribed, sworn to and acknowledged before me to RUTH E. REED, the Testatrix, and subscribed and sworn to before me by Karen Wood and CASEY DELALIC, the witnesses this 20th day of December, 2001.

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS DATE

DEC 20 2001

KIMBERLY F. REED
Notary Public of New Jersey
Commission Expires 11/9/2004

NOTARY PUBLIC

9:15 A.M
03-20-2024

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: March 15, 2024

Organization Name: American Red Cross- Northeast Chapter

Name and Title of Requester: Jason Keeling, Executive Director- American Red Cross of Allegheny Highlands

Mailing Address of Organization and Responsible Person:
American Red Cross of Allegheny Highlands, 1299 Pineview Drive, Suite 300, Morgantown, WV 26505
If approved, this is where the check will be sent

Telephone: 304-598-9500 Fax: _____ E-mail: jason.keeling2@redcross.org

FEIN# 53-0196605 Is your organization an IRS 501(c) 3 not-for-profit? (•) Y ( ) N
If yes, attach IRS Status Letter
If no, please explain: _____

TOTAL Cost of Project/Activity: $ 2,720

Dollar Amount REQUESTED - Grant: $ 2,720 Loan: $ _____

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

Have you previously received funds from the Harrison County Commisson: Y N
If Yes, how much? If funded multi years - list by fiscal year?
When: _____; how much: $ _____
When: _____; how much: $ _____
When: _____; how much: $ _____

Purpose of request (one sentence): Requesting funding in support of American Red Cross Disaster Cycle Services program

If for a fair/festival/event, give dates and location: Date: Calendar Year 2024 Location: Harrison County

Describe the proposed activities with dollar amounts to be funded by this request:

~~These funds would be used to support American Red Cross recovery assistance provided to impacted families in Harrison County, most often in the immediate aftermath of a home fire or flood. In 2023 the Red Cross assisted 14 families in Harrison County. On average, each family served receives $680 in immediate financial assistance. This request would help provide such assistance to four impacted families in Harrison County during 2024.~~

Are your financial statements audited by an outside accounting firm? (•) Y ( ) N
If Yes, by whom: KPMG (Klynveld Peat Marwick Goerdeler)

Do you plan to recognize the Harrison County Commission 's contribution? (•) Y ( ) N
If Yes, how? Social Media Recognition & Website Recognition

(Name of Applicant) American Red Cross of Allegheny Highlands agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) American Red Cross of Allegheny Highlands, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) American Red Cross of Allegheny Highlands shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) American Red Cross of Allegheny Highlands agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

1. IRS Letter of Tax Exemption, if you have one
2. Current List of Board of Directors with addresses
3. List other contributors with dollar amounts to your project/event
4. Balance sheet and income statement for immediate prior year, or reason why no available
5. Any additional information about your organization

FINAL REPORT REQUIRED: If approved, you agree to submit within 15 days of the event or end of project the "Final Report for Special Funding Request", on page 3 of this application OR a detailed statement of revenues and expenditures.

On behalf of the Applicant, I certify that all required information in this request is attached and correct, that we agree to the above terms, and that a Final Report (on attached Final Report or by Internal Financial Report detailing substantially same information) will be submitted within 15 days of the end of the project/event.

Signature and Title of Applicant Jason Keeling, Executive Director **Date** 3/15/2024

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
3/20/24		[redacted]

NAME	ADDRESS
William Hamner	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Com. Corrections	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB	Part Time	
☐ SHIFT		To
☐ RATE		Full Time
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN	7-1	$40,097
☐ 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) Community Services / Transportation Coordinator

AUTHORIZATION:

EMPLOYEE SIGNATURE [signature]	DATE
SUPERVISOR SIGNATURE [signature]	DATE 3/13/24
HUMAN RESOURCES MANAGER [signature]	DATE 3/13/2024

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Amsterdam®

3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03/31/2024		| | | - | | - | | | |

NAME	ADDRESS
MATTHEW WOMELDORFF	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		424	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

- ☐ HIRED
- ☐ 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) PAY UNUSED VACATION HRS

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE [signature]	DATE 03/15/2024
HUMAN RESOURCES MANAGER	DATE

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5-A

CDBG #21CDBG0002
IJDC #2021W-1988

City of Salem
Water System Improvements Phase IV Project
Requisition #05

Payee	HCC General Funds	HCC ARPA Funds	Salem ARPA Funds	CDBG	IJDC District 1 Grant	DWTRF Lead Service Grant	DWTRF Lead Service Loan	DWTRF Principal Forgiveness	WV WDA EEGF	Total
	$141,500.00	*$100,000.00*	*$100,000.00*	*$2,000,000.00*	*$1,000,000.00*	*$284,200.00*	*$295,800.00*	*$1,000,000.00*	*$960,000.00*	*$5,881,500.00*
Construction										$ -
Contract #1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Engineering (Thrasher)										$ -
Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Preliminary Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Final Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Env. Clearances	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Env. Permitting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Eng. Surveys & Topo	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Lands & Easement Prep	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Aerial Mapping	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Legal (Sam Harold)										$ 9,334.60
Project *(Inv. # 733)*	$ -	$ 9,334.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
PSC *(Inv. #___)*	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Project Mgm't										$ 11,462.23
Region VI *(Inv #011 - #12*	$ -	$ -	$ -	$ 11,462.23	$ -	$ -	$ -	$ -	$ -	
Permits										$ -
Thrasher reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL THIS REQUEST	$ -	$ 9,334.60	$ -	$ 11,462.23	$ -	$ -	$ -	$ -	$ -	$ 20,796.83
PRIOR REQUEST	$ 141,500.00	$ 24,800.00	$ 100,000.00	$ 191,275.34	$ -	$ -	$ -	$ -	$ -	$ 457,575.34
REQUESTED TO DATE	$ 141,500.00	$ 34,134.60	$ 100,000.00	$ 202,737.57	$ -	$ -	$ -	$ -	$ -	$ 478,372.17
REMAINING FUNDS	$ -	$ 65,865.40	$ -	$ 1,797,262.43	$ 1,000,000.00	$ 284,200.00	$ 295,800.00	$ 1,000,000.00	$ 960,000.00	$ 5,403,127.83

Submitted By: Sheena Hunt, Project Manager

Sheena Hunt

Date: 02/27/2024

RESOLUTION

WHEREAS, the City of Salem has reviewed the attached invoices in relation to its proposed water 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 City of Salem that payment of the attached invoices as summarized above is hereby authorized and directed for payment.

APPROVED by the City of Salem on the 27th day of February 2024.

By: _____

James Robert Samples, Mayor

Date of Meeting	March 20, 2024	Invoice - Quote							5-B	
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	Visual Edge	Toner	$451.98							
Commission	Nelson Mullin	Professional Services	$2,462.50							
Commission	Hart Office Solutions	Copier Rental	$132.23							
Commission	Hart Office Solutions	Copier Rental	$221.42							
Commission	MVB Bank	609 W. Main St	$6,222.12							
Commission	Harrison Co. Bank	Airport Property	$34,395.48							
Commission	U S Cellular	Cellular Account	$1,270.95							
Commission	Visual Edge	Toner	$129.99							
Commission	Hart Office Solutions	Toner	$610.90							
Commission	Truist Bank	Fuel	$35.59							
Commission	WV Division of Labor	Elevator Inspections	$360.00							
Commission	U S Cellular	Modem & Tablets	$4,828.57							
Commission	Visual Edge	Copier Rental	$241.95							
Commission	Truist Bank	Digital Camers	$169.99							
911 Center	Frontier	Service		$4,952.03						
911 Center	Mon Power	Service		$116.61						
911 Center	John Deere Financial	Supplies			$191.56					
911 Center	Commerce District Charles Pointe	Monthly Dues		$404.70						
911 Center	WV Signal & Lights	Light Bars			$687.00					
911 Center	APCO International	Recertification		$30.00						
911 Center	Computer Projects of Illinois	Maintenance/Software		$2,376.00					$2,376.00	
911 Center	Frontier	Service		$766.00						
911 Center	UniFirst	Carpet Runner			$62.65					
911 Center	Carolina Recording	Yearly Maintenance			$17,670.00					
911 Center	Emcor	HVAC Repairs		$858.10						
911 Center	Premier Construction	Light Grafton Tower		$8,574.47						
911 Center	Emcor	HVAC Repairs		$1,011.25						
911 Center	Emcor	HVAC Repairs		$1,011.25						
911 Center	Emcor	HVAC Repairs		$1,011.25						
911 Center	Sandy's	Supplies			$10.99					
Circuit Clerk	Hart Office Solutions	Toner	$125.00							
Process	Shoe Carnival	Safety Toe Shoes	$256.48							
Process	U S Cellular	Cellular Account	$179.50							
Staging	Visual Edge	Toner	$539.97							
Park & Rec.	Mon Power	Spelter Park			$3.75					
Park & Rec.	Enterprise Sanitation	Waste Collection			$443.61					
Park & Rec.	R. Nuzum Trucking	Field Dirt Spelter			$3,000.00					
Park & Rec.	Enchanted Castle	Rentals			$1,300.00					
Park & Rec.	Advantage Technology	Cameras			$23,503.18				$23,503.18	
Park & Rec	John Deere Financial	Top Soil			$176.39					
Park & Rec.	Truist Bank	Camera			$169.99					
Park & Rec	U S Bank	Truck Rental			$1,072.90					
Park & Rec	Advantage Technology	Cameras			$23,503.18					
Park & Rec	Marsh Lumber	Supplies			$9.99					
Park & Rec	Sandy's	Supplies			$43.65					
Park & Rec	Prehistoric Planet	Dinosaur Rental			$4,750.00					
Park & Rec	UniFirst	Carpet Rental			$21.75					

Date of Meeting	March 20, 2024	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
Park & Rec	Lowe's	Supplies			$116.40					
Park & Rec	Clarksburg Blue Printing	Dinosaur Posters			$93.00					
Park & Rec	First Citizens Bank	Copier Rental			$172.00					
Animal Control	U S Bank	Supplies			$607.20					
Animal Control	U S Cellular	Cellular Account			$367.92					
Animal Control	Enterprise Sanitation	Waste Collection			$179.65					
Michelle Tonkin	Central WV Community Action	Reimbursement	$30,282.90							
Michelle Tonkin	City of Salem	ARPA Funda						$9,334.60		
Law Enforcement	Amazon.com	Scanner	$229.99						$229.99	
Law Enforcement	Truist Bank	Supplies	$140.65							
Law Enforcement	Continental Coffee	Coffee Supplies	$114.85							
Law Enforcement	Hart Office Solutions	Toner	$400.02							
Law Enforcement	Truist Bank	Supplies	$293.04							
Law Enforcement	U S Cellular	Cellular Account	$2,568.68							
Law Enforcement	Sirchie	Supplies	$278.21							
Law Enforcement	Truist Bank	Supplies	$237.38							
Law Enforcement	Truist Bank	Supplies	$211.62							
Courts	The Water Shop	Water Service	$51.00							
Maintenance	UniFirst	Carpet Runner Rental	$129.71							
Maintenance	Sandy's Hardware	Maintenance Supplies	$162.44							
Maintenance	Lowe's Home Center	Maintenance Supplies	$178.23							
Maintenance	U S Bank	AutoAuth.com	$50.00							
Maintenance	Lowe's Home Center	Maintenance Supplies	$549.19							
Maintenance	The Watere Shop	Water Service	$24.00							
Maintenance	Sandy's Hardware	Maintenance Supplies	$107.92							
Maintenance	State Electric	Restock Lightbulbs	$345.24							
Maintenance	Graham Simon Plumbing	Quiet Dell School	$778.73							
Maintenance	Hi Touch	Copy Paper	$131.25							
Maintenance	Truist Bank	Light Covers	$53.04							
Maintenance	Lowe's Home Center	Maintenance Supplies	$53.15							
Home Confinement	U S Cellular	Cellular Account				$1,484.19				
Community Corrections	U S Bank	Various Charges				$342.96				
Community Corrections	Alere Toxicology Services	Lab Confirmations				$5,215.48				
Community Corrections	Best Notes	Late Fees				$7.55				
Community Corrections	Check in Systems	Software				$399.00				
Community Corrections	James & Law	Toner				$95.40				
Community Corrections	Mirco Distributing	Lab Confirmations				$38,687.25				
Planning	Truist Bank	Registration	$150.00							
Planning	Pinnacle Consultants	Asbestos Testing	$10.00							
Planning	Pinnacle Consultants	Asbestos Testing	$50.00							
Planning	Pinnacle Consultants	Asbestos Testing	$60.00							
Planning	Pinnacle Consultants	Asbestos Testing	$50.00							
Planning	Pinnacle Consultants	Asbestos Testing	$40.00							

Date of Meeting	March 20, 2024	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
I T Department	Adobe	Software	$10,172.16							
Sherriff & Tresurer	Truist Bank	Various Charges	$115.51							
Sherriff & Tresurer	Truist Bank	Supplies	$73.94							
Sherriff & Tresurer	Hart Office Solutions	Toner	$1,831.18							
Sherriff & Tresurer	Sheriff & Treasurer	Estate	$4,811.85							
									$26,109.17	
			$107,370.50	$21,111.66	$78,156.76	$46,231.83	$0.00	$9,334.60		$0.00
					Grand Total :	$262,205.35				

_____ _____

COMMISSIONER'S SIGNATURE DATE

_____ _____

COMMISSIONER'S SIGNATURE DATE

_____CO _____

MMISSIONER'S SIGNATURE DATE

8

West Virginia Department of Economic Development

Community Development Block Grant (CDBG-CV) CARES Act/COVID

Budget Amendment Form- Public Services

Subrecipient:	HARRISON COUNTY

Project Name:	COVID-19 EMERGENCY ASSISTANCE PROJECT

Project Number:	CV-CDBG 0003	**Amendment Number:**	3

Activity Category*	**Current CDBG Budget**	***Increase***	***Decrease***	**Amended CDBG Budget**
Adminstration				$ -
Public Assistance - Rental	$ 73,000.00	$ 437.90		$ 73,437.90
Public Assistance- Utility	$ 25,000.00		$ 25,000.00	$ -
Public Assistance- Mortgage	$ 2,000.00		$ 437.90	$ 1,562.10
Public Assistance- Food				$ -
TOTAL	$ 100,000.00	$ 437.90	$ 25,437.90	$ 75,000.00

*Activity Categories cannot change from original budget.

Reason for Amendment:	Requesting to move the small balance remaining in the Mortgage category to the Rental category. All funds have been expended.
Subrecipient Signature:	
Printed Name and Title:	Susan J. Thomas, Commission President
Date:	March 20, 2024

WVDED Project Manager:			
Signature:		Date:	

9

Harrison County Commission

Approval to Travel

Traveler(s) Name(s) Robert Leonard

Department Planning Department

Destination The West Virginia Chapter of the International Fire Marshal's Association

Travel Dates April 10 and 11

Reason

2024 Spring Traing Seminar - Free Training

Estimated Cost

Transportation			$	
	Air	$		
	County Vehicle	$		
	Private Vehicle			
	Rental Car	$		
Lodging			$	
Registration			$	
Meals	(per diem)		$	NA
Incidentals	(per diem)		$	

Approving Authority _____ Date 3/14/2024
(Elected Official/Department Head)

County Commission Action ( ) Approve ( ) Disapprove

Date _____

The West Virginia Chapter
of the
International Fire Marshal's Association
2024 Spring Training Seminar

Wednesday and Thursday

April 10 - April 11

8:00AM - 4:00PM

Bridgeport, West Virginia

FREE TRAINING - LODGING NOT INCLUDED

REGISTRATION REQUIRED

Water Based Fire Protection Systems - Acceptance Testing & Certification
Robert Caputo, CFPS - President, American Fire Sprinkler Association

Fire Alarm Systems - Acceptance Testing & Certification
Randy Jarrell, Owner, Appalachian Signals & Products

Hood Suppression Systems - Acceptance Testing & Certification
Randy Conforti, Owner, PKI Fire Protection - Co-Chair, ANSI/IKECA Technical Standards Development Committee

Register at: http://tinyurl.com/FMASpring2024



Benedum Civic Center
164 West Main Street
Bridgeport, West Virginia 26330

Lodging & Meals are the responsibility of each attendee and are not provided as part of this training seminar

FREE TO ATTEND
REGISTRATION REQUIRED

Online Registration using above QR Code or by using this link:

http://tinyurl.com/FMASpring2024

Seminar Schedule

April 10, 2024

7:00am - Registration Open

8:00am - Water Based Fire Protection Systems

12:00pm - Lunch Break

1:00pm - Fire Alarm Systems

4:00pm - Day One Concludes

April 11, 2024

7:00am - Registration Open

8:00am - Hood Suppression Systems

12:00pm - Lunch Break

1:00pm - FMA of WV Membership Meeting

Will conclude conference following adjournment of Membership Meeting

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, March 6, 2024, through Tuesday, March 12, 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, March 6, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of **EUGENE MORRIS ADAMS**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **LARRY CARDER** was appointed and qualified as ADMINISTRATOR of the estate of **ELAINE MARIE CARDER**, deceased. Bond was 25,000.00.

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

JUSTIN FEATHERS, who was named in the last will and testament of **DOROTHY JEAN ALONSO**, deceased, as CO ADMINISTRATOR CTA DBN thereof, qualified as such. Bond was 2,000.00.
FREDERICK E FEATHERS, who was named in the last will and testament of **DOROTHY JEAN ALONSO**, deceased, as CO ADMINISTRATOR CTA DBN thereof, qualified as such. Bond was 2,000.00.

A duly exemplified copy of the last will and testament of **ARTHUR W HOLT JR**, deceased, late a resident of GALLIA, OHIO, was admitted to record.

The last will and testament of **EVELYN MAGRETTA FRAZIER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

KENNETH NEAL FRAZIER, who was named in the last will and testament of **EVELYN MAGRETTA FRAZIER**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **JO ANN REED**, deceased, late a resident of LEWIS, WEST VIRGINIA, was admitted to record.

On, Thursday, March 7, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **JUDY ANN BOYCE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

HARRY BERNARD CORLEY JR, who was named in the last will and testament of **JUDY ANN BOYCE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Monday, March 11, 2024, 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, **MARJORIE L MESSINEO** was appointed and qualified as ADMINISTRATRIX of the estate of **ANTHONY JOSEPH MESSINEO**, deceased. No bond was required.

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, February 12, 2024

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

Present	Employees
Darlene Swiger	Kevin Short
Fred Martin	
Sharon Hamilton	

Sharon Hamilton made a motion to change the Regular Board Meeting time to 4:30 the second Monday of every month starting March 11, 2024. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

1. **Approval of Minutes**
   Fred Martin made a motion to approve the Regular Board minutes for Monday, January 8, 2024, as read. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Fred Martin made a motion to approve the Checks Signed Document dated 01/01/2024 through 01/31/2024. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

3. **Manager's Report**
   - **A.** Kevin discussed with the Board, the meeting with Kevin Bealko about the Sewer line Extension project, at Bethany Estates. Kevin informed the Board he needed approval to move forward. Kevin and the Board discussed in detail.
     Sharon Hamilton made a motion to approve the preparing of a draft, Alternate Main Line Extension Agreement with Kevin Bealko at Bethany Estates. Fred Martin seconded the motion. All in favor, none opposed and none abstained.
   - **B.** Kevin discussed renewing the contract with Hart Office Solutions, and to replace the Lexmark XM3250 printer with a showroom model Toshiba 478s Monochrome. The Lease payment of $72.00 a month, includes 2,500 black and white clicks per month @ $.0132, which averages $23.27 a month, for 63 months.
     Sharon Hamilton made a motion to renew the Hart Office Solutions contract and copier upgrade for the same price. Fred Martin seconded the motion. All in favor none opposed and none abstained.
   - **C.** Kevin presented the Board with the Billing Register for Period January 2024, and discussed.
   - **D.** Kevin provided the Board with a copy of the Accounts Payable by Aging as of January 31, 2024, copy of the A/P Aging Summary as of January 31, 2024, and the Income & Expense by Month for January 2024, and the profit & Loss for January 2024. Kevin also provided the Statement of Cash Flows for January 2024, Profit & Loss for July 2023 through January 2024, the Statement of Cash Flows for July 2023 through January 2024 and the Income and Expense by month July 2023 through January 2024. Kevin and the Board discussed in detail.
   - **E.** Kevin provided the Board with a copy of the water loss report for July 2023 through

June 2024, with a water loss of 41.60% for the month of January 2024 and with a year-to-date adjusted water loss of 37.54% and discussed.

F. Kevin provided the Board with the March 2024 calendar, and discussed.

4. **Next Board Meeting**
   Sharon Hamilton announced the next Board meeting will be March 11, 2024.

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

Darlene Swiger
Chairman

Secretary

Sharon Hamilton
Treasure

jd

C-2

7:42 AM
02/01/24

Enlarged Hepzibah PSD
A/P Aging Summary
As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Bennett & Dobbins PLLC	0.00	725.00	0.00	7,386.03	32,282.11	40,393.14
Sun Valley Public Service District	3,748.00	0.00	3,748.00	3,748.00	14,746.91	25,990.91
TOTAL	**3,748.00**	**725.00**	**3,748.00**	**11,134.03**	**47,029.02**	**66,384.05**

Enlarged Hepzibah PSD
Profit & Loss
January 2024

		Jan 24
Income		
1500 · Late Fees		727.46
1501 · Metered Sales		30,196.89
1505 · Misc Income		708.00
4610 · Metered Water Sales		66,130.96
4700 · Water Late Fees		1,030.12
4741 · Reconnect Fees		175.00
4742 · Water Taps		350.00
4746 · Credit Card Charges		1.54
Total Income		99,319.97
Gross Profit		99,319.97
Expense		
1507 · FICA Expense		642.69
1743 · Transportation Expense		1,322.38
1790 · Postage		481.09
1794 · Uniforms		398.94
1795 · Telephone		374.13
1796 · Outside Services		22.25
1800 · Bank Charges		12.00
1804 · Regulatory		200.00
4081 · FICA		785.51
66000 · Payroll Expenses		12,273.85
6662 · Power & Fuel		
6662.1 · HREA	1,403.12	
6662.2 · Mon Power	188.34	
Total 6662 · Power & Fuel		1,591.46
9210 · Office Supplies		800.94
9260 · Pensions & Benefits		7,422.59
Total Expense		26,327.83
Net Income		**72,992.14**

Enlarged Hepzibah PSD
Profit & Loss
July 2023 through January 2024

		Jul '23 - Jan 24
Income		
WATER PROJECT ARPA FUND		46,758.73
1500 · Late Fees		6,871.78
1501 · Metered Sales		210,289.79
1505 · Misc Income		9,475.59
1525 · Interest Income		16.09
4190 · Interest Inc		16.82
4610 · Metered Water Sales		478,042.13
4700 · Water Late Fees		8,191.45
4741 · Reconnect Fees		1,335.84
4742 · Water Taps		1,050.00
4744 · Misc Water Income		5,067.71
4746 · Credit Card Charges		1.54
Total Income		767,117.47
Gross Profit		767,117.47
Expense		
ARPA WATER PROJECT EXPENSES		6,385.31
ENLARGED HEPZIBAH PSD		81.14
1507 · FICA Expense		642.69
1508 · Workers Compensation		2,064.00
1704 · Utilities - Sewer Plant		1,257.80
1726 · Maint of Sewer Plant		6,832.29
1743 · Transportation Expense		9,748.95
1781 · Accounting & Legal		10,041.03
1789 · Petty Cash		400.00
1790 · Postage		4,019.38
1793 · Supplies		49,030.10
1794 · Uniforms		1,919.06
1795 · Telephone		3,589.21
1796 · Outside Services		53,253.08
1797 · Misc Expense		862.51
1798 · Property Insurance		14,890.00
1799 · Advertising		768.57
1800 · Bank Charges		78.00
1804 · Regulatory		2,174.44
1805 · Sludge Disposal		715.00
4081 · FICA		785.51
6020 · Purchased Water		133,517.82
66000 · Payroll Expenses		135,410.30
6661 · Water Testing		1,591.20
6662 · Power & Fuel		
6662.1 · HREA	9,898.48	
6662.2 · Mon Power	8,492.61	
6662.3 · Cardinal Gas	1,315.56	
Total 6662 · Power & Fuel		19,706.65
6790 · - Water Line Project		780,815.69
9210 · Office Supplies		5,259.00
9233 · Advertising Water		43.92
9240 · Property Insurance - Water		1,000.00
9260 · Pensions & Benefits		46,034.04
9290 · Bank Charges Water		674.95
9302 · Misc Expenses Water		587.78
Total Expense		1,294,179.42
Net Income		**-527,061.95**

Sun Valley Public Service District

Regular Board Meeting

Tuesday, February 6, 2024

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

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

1. <u>Approval of Minutes</u>
   Connor Thompson made a motion to approve the minutes from the Regular Board meeting on Tuesday, January 9, 2024, as read. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

2. <u>Signing of Checks</u>
   Connor Thompson made a motion to approve the Check Signed Document dated 1/17/24 through 02/06/24. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

3. <u>Audit Proposal</u>
   Kevin and the rest of the audit committee reviewed and scored the audit proposals that were received from the approved list of CPA firms. **Connor Thompson made a motion to go into Executive Session to review the proposals. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.** Gregg Dale announced the meeting was back in session. The scores are as follows: Goff Backa Alfera & Company, LLC score- 61, Ahmad Associates LTD score – 58, BHM CPA Group, Inc. score - 69. After discussion, **Connor Thompson made a motion to approve BHM CPA Group, Inc., to do Sun Valley PSD yearly audits for Fiscal Years 2022-2023, 2023-2024, & 2024-2025. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

4. <u>Phase III "A" Sewer Project & Phase III "B" Sewer Project</u>
   Phase III "A" Project: Cody said the plan is to submit the Health Department permit, which is the only permit that they have on their end to submit and will probably be done at the end of next week. The Environmental permit as he mentioned at the last meeting has already been submitted. Cody said the Construction Storm water permit will be the last to be submitted and this should not take too long. Cody said that he and Kevin met last Thursday and went over some of the things Kevin would like and wouldn't like for the pump stations. After all of this is done, then we will have to deal with the PSC. Cody said that III "A" is all grant funded, so it will just be the PSC waiver and he has to get a hold of Dave Glover to get this process started. Kevin said they need (3) three rights of ways and he has already talked to all of them and is in the process of getting them.
   Phase III "B" Project: Cody said they were going to try and push and get the permits to the DEP (Department of Environmental Protection) by the end of the month. Cody said he might start reviewing it with Kevin while they have it because the DEP has a back log like everyone else does. Cody said the typical review time for the PSC is 180 days, but with the EEG funding

it is cut to 90 days.

5. **Proposed Water Line Extension for Indian Run**
   Kevin said he and Cody went down to Indian Run and drove it and Cody is going to bring back hopefully, at the next Board meeting some updated cost for 4 (four) inch main waterline instead of 6" (six inch) main waterline. Kevin said he spoke with Kathy Mazer and she is trying to get us some water quality letters and statements. Kevin said he already has one from Barry Sinclair, so if we can get some documentation, we can get some of it grant funded. Kevin and Cody and the Board discussed this in detail.

6. **Manager's Report**

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

B. Kevin provided the Board with a copy of the Aged Trial Balance sheet and informed them that it was printed before charges were created on January 25, 2024 and discussed.

C. Kevin provided the Board with a copy of the Water and Sewer Spreadsheets that show the total amount billed compared to the total amount purchased for the month of January, 2024 and the total outstanding when the disconnects are mailed each month. Kevin and the Board discussed this in detail.

D. Kevin provided the Board with copies of the Vendor Invoice Report for Water & Sewer that is outstanding as of 1/31/24 and discussed.

E. Kevin provided the Board with copies of the Water Loss Report for July, 2023 through June, 2024, with a water loss of 19.78% for the month of January, 2024 and with a year to date adjusted water loss of 23.15%. Kevin and the Board discussed this in detail.

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

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

7. **Next Board Meeting**
   Connor Thompson announced that the next Board meeting would be March 12, 2024.

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

Chairman

Treasurer

aja

Secretary

C-4

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

** OPEN INVOICES ** DUE DATE: 2/29/24 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 2/29/24 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	4	23,405.03	4	23,405.03
	FUND# 80	WATER FUND	4	23,405.03	4	23,405.03
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	22	28,430.72	22	28,430.72
	FUND# 81	SEWER FUND	22	28,430.72	22	28,430.72
		ALL FUNDS	26	51,835.75	26	51,835.75

C-5

Hope Gas

179 Innovation Drive
Jane Lew, WV 26378
hopegas.com

CHARLESTON WV 250
6 MAR 2024 PM 1 L

FIRST-CLASS

US POSTAGE IMI PITNEY BOWES

ZIP 26378
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MAR 05 2024

COUNTY COMMISSION OF HARRISON COUNTY
301 MAIN ST
CLARKSBURG, WV 263012955

Pipeline Construction
Starting Soon

Hope Gas, Inc. is replacing and/or relocating gas lines as part of a long-term program upgrade to our system.

You may see Hope Gas, Inc. or its contractors working on your property and/or a nearby right-of way or street.

If you have any questions about this project, please ask someone working on-site if you can speak with the crew foreman or inspector. You may also call Hope Gas, Inc. at 1-888-288-8471 between 7:30 a.m. and 4:00 p.m. Monday through Friday. Please refer to the Project Number on the front of the post card when calling. More information is available on our website at www.hopegas.com keyword: Pipeline Replacement and Expansion Program.

C-6

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

MEETING MINUTES

The regular meeting of the East View Public Service District was held on Tuesday, March 12, 2024, at noon.

Those in attendance: Michael Blake, James Harbert, Dave Layton, Dawn Hogue, Laura Guzzi, Jane Bryant, Thurman Shingleton and Rick Kooken.

FINANCIAL:

WV Municipal Bond - $2838
USDA Rural Development Loan - $1081
Clarksburg Water Board - $2243.16
Clarksburg Sanitary Board - $5087.05
Payroll – $4030
CWCR Account - $525.96
HNB 2.5 % - $498
CWCR-S Account - $312.37
First Data - $144.01
Frontier - $81
Tetrick and Bartlett - $400
Hope Gas - $297
Unifirst - $129.04
Advantage Computer - $375
Bennett & Dobbin - $525
Mon Power - $107.98
HNB - $59.26
DEP - $1000
Enterprise Sanitation - $42.27
Federal Deposit - $854.80(Withholdings)
State of WV Deposit - $165 Withholdings)
The Town of Anmoore - $48.08
Miss Utility of WV - $10
USPS - $251.16
Misc - $327.28

New Business:

1. Discussed awaiting the Public Service Commission decision on our request for rate increases for both water and sewer.

2. Discussed once again the land slippages on Capitol and Hanover Streets. Randy Smith has attempted to contact several agencies due to the land slippages and flooding on Philippi Pike. It was brought up by Rick Kooken to possibly contact the Army Corps of Engineers. Vice Chairman James Harbert brought up the WVU School of Engineering. The DHHR was mentioned also. We are going to try different agencies.

Old Business:

1. Tabled our discussion on seeking a newer truck.

C-7

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
March 21, 2024
9:00 am

Appointments
9:00 am – Call to order

ACTION ITEMS

1. Approve/Edit Previous Minutes
2. Public Comment Period
3. P&B Services, LLC
   - 3.1 Package Plant Report
4. Bennett and Dobbins, PLLC
   - 4.1 Drawdowns – Review, discuss and act.
   - 4.2 Monthly bills
5. Ruth Ann Messenger – Treasurer – Review, discuss and act
   - 5.1 Sewer Check Register and debit card transactions
   - 5.2 Water Check Register
6. The Thrasher Group, Inc.
   - 6.1 Sewer
     - 6.1.a. Phase II – Review, discuss and act
       - Project Update
     - 6.1.b. Quiet Dell – Review, discuss and act
       - Project Design Update
     - 6.1.c. Woodstock Heights Sanitary Sewer Extension Project- Review, discuss and act
       - Project Update
       - Engineering Amendment #2 – Non-Monetary
     - 6.1.d. River Crossings – Review, discuss and act
       - Project Update
       - Project Schedule
     - 6.1.e. 10-year Plan – Review, discuss and act
       - General Discussion
   - 6.2 Water
     - 6.2.a. Overall Water Project – Review, discuss and act
       - Project Discussion
     - 6.2.b. Buffalo lake Road Water Line Extension
       - Planning update
     - 6.2.c. 10-year Plan – Review, discuss and act
       - General Discussion

7. Bill Hoover – General Manager
    7.1 Water
        7.1.a. Water Loss Report
        7.1.b. Water Leak Report
        7.1.c. General Updates
    7.2 Sewer
        7.2.a. General Updates
        7.2.b. Uncollected tap and deposit fees – Enterprise
    7.3 Good of the District
        7.3.a. General Update
        7.3.b. Sealed bid openings for truck
9. Sam Harold – Mountain State Law
    10.1 Available for general consult
10. Executive Session

Adjournment of meeting

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

C-8

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
02/01/2024 - 02/28/2024

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	193,668.20	209,330.00	(15,661.80)	97.56%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	45.41	50.83	(5.42)	0.02%
MISCELLANEOUS/RECONNECT FEES	4,301.02	486.00	3,815.02	2.17%
QUIET DELL LEASE	-	500.00	(500.00)	0.00%
TAP FEES	500.00	350.00	150.00	0.25%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	198,514.63	210,716.83	(12,202.20)	
EXPENSES				
ACCT, BILLING, & COLLECTING	5,466.75	6,531.92	(1,065.17)	2.94%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	-	197.42	(197.42)	0.00%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	24,610.85	24,596.00	14.85	13.22%
DIRECTORS FEES	314.43	542.50	(228.07)	0.17%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	7,033.05	6,811.67	221.38	3.78%
LAB SERVICE	1,045.40	892.67	152.73	0.56%
LABOR	31,879.34	30,720.83	1,158.51	17.12%
MAINTENANCE	6,479.64	11,802.08	(5,322.44)	3.48%
MISCELLANEOUS EXPENSE		-	-	0.00%
OFFICE SUPPLIES & EXPENSE	5.00	85.83	(80.83)	0.00%
OUTSIDE SERVICES/CONTRACT LABOR	5,111.85	6,772.25	(1,660.40)	2.75%
POWER PURCHASED	4,739.25	3,819.58	919.67	2.55%
PROPERTY/LIABILITY & INJURIES INSURANCE	457.50	2,600.75	(2,143.25)	0.25%
REGULATORY COMMISSION	-	978.50	(978.50)	0.00%
RENEWAL & REPLACEMENT	719.00	5,268.33	(4,549.33)	0.39%
RENT EXPENSE	2,500.00	2,575.00	(75.00)	1.34%
TAXES	2,735.50	2,391.67	343.83	1.47%
TRANSPORTATION	2,584.16	3,467.67	(883.51)	1.39%
UTILITIES	699.15	849.75	(150.60)	0.38%
WATER PURCHASED	89,815.47	89,855.50	(40.03)	48.24%
TOTAL EXPENSES	186,196.34	200,759.92	(14,563.58)	
NET SURPLUS (DEFICIT)	12,318.29	9,956.92	2,361.37	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
02/01/2024 - 02/28/2024

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	213,561.26	234,937.67	(21,376.41)	91.86%
FACILITIES CHARGE	2,500.00	2,500.00	-	1.08%
INTEREST INCOME	62.87	71.67	(8.80)	0.03%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	200.00	125.00	75.00	0.09%
UNUSUAL CHARGE	16,158.63	16,300.50	(141.87)	6.95%
TOTAL INCOME	232,482.76	253,934.83	(21,452.07)	
EXPENSES				
ACCT, BILLING, & COLLECTING	1,735.11	1,844.17	(109.06)	0.59%
BRIDGEPORT SANITARY BOARD	15,440.11	8,565.00	6,875.11	5.22%
TOWN OF WORTHINGTON	2,990.60	12,500.00	(9,509.40)	1.01%
CHEMICALS	-	1,067.50	(1,067.50)	0.00%
CLARKSBURG SANITARY BOARD	2,931.92	1,785.83	1,146.09	0.99%
DEBT SERVICE	112,379.86	112,125.67	254.19	38.02%
DIRECTORS FEES	285.57	520.00	(234.43)	0.10%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	7,909.78	5,424.92	2,484.86	2.68%
LAB SERVICE	816.90	663.33	153.57	0.28%
LABOR	46,604.39	20,931.50	25,672.89	15.77%
MAINTENANCE	3,914.90	16,534.17	(12,619.27)	1.32%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,682.05	1,514.17	167.88	0.57%
OUTSIDE SERVICES/CONTRACT LABOR	10,724.98	15,580.83	(4,855.85)	3.63%
POWER PURCHASED	16,629.36	14,535.08	2,094.28	5.63%
PROPERTY/LIABILITY & INJURIES INSURANCE	415.50	2,032.58	(1,617.08)	0.14%
REGULATORY COMMISSION	-	1,222.50	(1,222.50)	0.00%
RENEWAL & REPLACEMENT	64,354.00	16,656.67	47,697.33	21.77%
RENT EXPENSE	-	-	-	0.00%
TAXES	3,021.70	1,105.00	1,916.70	1.02%
TRANSPORTATION	2,346.91	2,993.58	(646.67)	0.79%
UTILITIES	1,359.14	1,366.67	(7.53)	0.46%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	295,542.78	238,969.17	56,573.61	
NET SURPLUS (DEFICIT)	(63,060.02)	14,965.67	(78,025.69)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
02/01/2024 - 02/28/2024

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	407,229.46	444,267.67	(37,038.21)	94.49%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.58%
INTEREST INCOME	108.28	122.50	(14.22)	0.03%
MISCELLANEOUS/RECONNECT FEES	4,301.02	486.00	3,815.02	1.00%
QUIET DELL LEASE	-	500.00	(500.00)	0.00%
TAP FEES	700.00	475.00	225.00	0.16%
UNUSUAL CHARGE	16,158.63	16,300.50	(141.87)	3.75%
TOTAL INCOME	430,997.39	464,651.67	(33,654.28)	
EXPENSES				
ACCT, BILLING, & COLLECTING	7,201.86	8,376.08	(1,174.22)	1.49%
BRIDGEPORT SANITARY BOARD	15,440.11	8,565.00	6,875.11	3.21%
TOWN OF WORTHINGTON	2,990.60	12,500.00	(9,509.40)	0.62%
CHEMICALS	-	1,264.92	(1,264.92)	0.00%
CLARKSBURG SANITARY BOARD	2,931.92	1,785.83	1,146.09	0.61%
DEBT SERVICE	136,990.71	136,721.67	269.04	28.44%
DIRECTORS FEES	600.00	1,062.50	(462.50)	0.12%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	14,942.83	12,236.58	2,706.25	3.10%
LAB SERVICE	1,862.30	1,556.00	306.30	0.39%
LABOR	78,483.73	51,652.33	26,831.40	16.29%
MAINTENANCE	10,394.54	28,336.25	(17,941.71)	2.16%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,687.05	1,600.00	87.05	0.35%
OUTSIDE SERVICES/CONTRACT LABOR	15,836.83	22,353.08	(6,516.25)	3.29%
POWER PURCHASED	21,368.61	18,354.67	3,013.94	4.44%
PROPERTY/LIABILITY & INJURIES INSURANCE	873.00	4,633.33	(3,760.33)	0.18%
REGULATORY COMMISSION	-	2,201.00	(2,201.00)	0.00%
RENEWAL & REPLACEMENT	65,073.00	21,925.00	43,148.00	13.51%
RENT EXPENSE	2,500.00	2,575.00	(75.00)	0.52%
TAXES	5,757.20	3,496.67	2,260.53	1.20%
TRANSPORTATION	4,931.07	6,461.25	(1,530.18)	1.02%
UTILITIES	2,058.29	2,216.42	(158.13)	0.43%
WATER PURCHASED	89,815.47	89,855.50	(40.03)	18.64%
TOTAL EXPENSES	481,739.12	439,729.08	42,010.04	
NET SURPLUS (DEFICIT)	(50,741.73)	24,922.58	(75,664.31)	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2023 - 01/31/2024

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,631,636.47	1,465,310.00	166,326.47	97.03%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	7,889.09	355.83	7,533.26	0.47%
MISCELLANEOUS/RECONNECT FEES	31,478.21	3,402.00	28,076.21	1.87%
QUIET DELL LEASE	4,500.00	3,500.00	1,000.00	0.27%
TAP FEES	6,000.00	2,450.00	3,550.00	0.36%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	1,681,503.77	1,475,017.83	206,485.94	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	50,771.64	45,723.42	5,048.22	3.19%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	470.00	1,381.92	(911.92)	0.03%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	196,886.80	172,172.00	24,714.80	12.36%
DIRECTORS FEES	3,678.23	3,797.50	(119.27)	0.23%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	59,016.65	47,681.67	11,334.98	3.70%
LAB SERVICE	8,440.10	6,248.67	2,191.43	0.53%
LABOR	263,956.23	215,045.83	48,910.40	16.56%
MAINTENANCE	120,891.89	82,614.58	38,277.31	7.59%
MISCELLANEOUS EXPENSE	6.01	-	6.01	0.00%
OFFICE SUPPLIES & EXPENSE	1,108.88	600.83	508.05	0.07%
OUTSIDE SERVICES/CONTRACT LABOR	33,853.19	47,405.75	(13,552.56)	2.12%
POWER PURCHASED	28,633.62	26,737.08	1,896.54	1.80%
PROPERTY/LIABILITY & INJURIES INSURANCE	14,607.94	18,205.25	(3,597.31)	0.92%
REGULATORY COMMISSION	6,976.93	6,849.50	127.43	0.44%
RENEWAL & REPLACEMENT	44,325.26	36,878.33	7,446.93	2.78%
RENT EXPENSE	20,000.00	18,025.00	1,975.00	1.26%
TAXES	22,673.80	16,741.67	5,932.13	1.42%
TRANSPORTATION	22,329.78	24,273.67	(1,943.89)	1.40%
UTILITIES	6,523.97	5,948.25	575.72	0.41%
WATER PURCHASED	688,346.76	628,988.50	59,358.26	43.20%
TOTAL EXPENSES	1,593,497.68	1,405,319.42	188,178.26	100.00%
NET SURPLUS (DEFICIT)	88,006.09	69,698.42	18,307.67	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2023 -02/29/2024

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,846,358.84	1,879,501.33	(33,142.49)	95.07%
FACILITIES CHARGE	20,000.00	20,000.00	-	1.03%
INTEREST INCOME	13,284.89	573.33	12,711.56	0.68%
MISCELLANEOUS/RECONNECT FEES	480.00	-	480.00	0.02%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	2,050.00	1,000.00	1,050.00	0.11%
UNUSUAL CHARGE	59,842.96	130,404.00	(70,561.04)	3.08%
TOTAL INCOME	1,942,016.69	2,031,478.67	(89,461.98)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	14,401.89	14,753.33	(351.44)	0.74%
BRIDGEPORT SANITARY BOARD	62,034.43	68,520.00	(6,485.57)	3.20%
TOWN OF WORTHINGTON	25,066.10	100,000.00	(74,933.90)	1.29%
CHEMICALS	14,323.25	8,540.00	5,783.25	0.74%
CLARKSBURG SANITARY BOARD	20,790.68	14,286.67	6,504.01	1.07%
DEBT SERVICE	899,038.88	897,005.33	2,033.55	46.39%
DIRECTORS FEES	3,321.77	4,160.00	(838.23)	0.17%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	48,817.63	43,399.33	5,418.30	2.52%
LAB SERVICE	7,340.80	5,306.67	2,034.13	0.38%
LABOR	200,231.75	167,452.00	32,779.75	10.33%
MAINTENANCE	144,736.24	132,273.33	12,462.91	7.47%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	15,115.27	12,113.33	3,001.94	0.78%
OUTSIDE SERVICES/CONTRACT LABOR	119,197.03	124,646.67	(5,449.64)	6.15%
POWER PURCHASED	118,801.49	116,280.67	2,520.82	6.13%
PROPERTY/LIABILITY & INJURIES INSURANCE	19,718.20	16,260.67	3,457.53	1.02%
REGULATORY COMMISSION	6,608.69	9,780.00	(3,171.31)	0.34%
RENEWAL & REPLACEMENT	172,784.81	133,253.33	39,531.48	8.92%
RENT EXPENSE	-	-	-	0.00%
TAXES	10,936.99	8,840.00	2,096.99	0.56%
TRANSPORTATION	20,007.25	23,948.67	(3,941.42)	1.03%
UTILITIES	14,742.61	10,933.33	3,809.28	0.76%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	1,938,015.76	1,911,753.33	26,262.43	100.00%
NET SURPLUS (DEFICIT)	4,000.93	119,725.33	(115,724.40)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2023 -02/29/2024

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	3,477,995.31	3,554,141.33	(76,146.02)	95.98%
FACILITIES CHARGE	20,000.00	20,000.00	-	0.55%
INTEREST INCOME	21,173.98	980.00	20,193.98	0.58%
MISCELLANEOUS/RECONNECT FEES	31,958.21	3,888.00	28,070.21	0.88%
QUIET DELL LEASE	4,500.00	4,000.00	500.00	0.12%
TAP FEES	8,050.00	3,800.00	4,250.00	0.22%
UNUSUAL CHARGE	59,842.96	130,404.00	(70,561.04)	1.65%
TOTAL INCOME	3,623,520.46	3,717,213.33	(93,692.87)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	65,173.53	67,008.67	(1,835.14)	1.85%
BRIDGEPORT SANITARY BOARD	62,034.43	68,520.00	(6,485.57)	1.76%
TOWN OF WORTHINGTON	25,066.10	100,000.00	(74,933.90)	0.71%
CHEMICALS	14,793.25	10,119.33	4,673.92	0.42%
CLARKSBURG SANITARY BOARD	20,790.68	14,286.67	6,504.01	0.59%
DEBT SERVICE	1,095,925.68	1,093,773.33	2,152.35	31.03%
DIRECTORS FEES	7,000.00	8,500.00	(1,500.00)	0.20%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	107,834.28	97,892.67	9,941.61	3.05%
LAB SERVICE	15,780.90	12,448.00	3,332.90	0.45%
LABOR	464,187.98	413,218.67	50,969.31	13.14%
MAINTENANCE	265,628.13	226,690.00	38,938.13	7.52%
MISCELLANEOUS EXPENSE	6.01	-	6.01	0.00%
OFFICE SUPPLIES & EXPENSE	16,224.15	12,800.00	3,424.15	0.46%
OUTSIDE SERVICES/CONTRACT LABOR	153,050.22	178,824.67	(25,774.45)	4.33%
POWER PURCHASED	147,435.11	146,837.33	597.78	4.17%
PROPERTY/LIABILITY & INJURIES INSURANCE	34,326.14	37,066.67	(2,740.53)	0.97%
REGULATORY COMMISSION	13,585.62	17,608.00	(4,022.38)	0.38%
RENEWAL & REPLACEMENT	217,110.07	175,400.00	41,710.07	6.15%
RENT EXPENSE	20,000.00	20,600.00	(600.00)	0.57%
TAXES	33,610.79	27,973.33	5,637.46	0.95%
TRANSPORTATION	42,337.03	51,690.00	(9,352.97)	1.20%
UTILITIES	21,266.58	17,731.33	3,535.25	0.60%
WATER PURCHASED	688,346.76	718,844.00	(30,497.24)	19.49%
TOTAL EXPENSES	3,531,513.44	3,517,832.67	13,680.77	100.00%
NET SURPLUS (DEFICIT)	92,007.02	199,380.67	(107,373.65)	

GREATER HARRISON COUNTY PSD - WATER
Statement of Cash Flows
February 2024

OPERATING ACTIVITIES		
Net Income (Loss)	$	12,318.29
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Receivable	$	(361.21)
Accounts Payable	$	61,848.46
Customer Deposits	$	1,210.20
Due (From) To Sewer Fund	$	73,239.06
Net cash provided by Operating Activities	$	148,254.80
INVESTING ACTIVITIES		
Fixed Assets Projects	$	-
Interest Income	$	-
Net cash provided by Investing Activities	$	-
FINANCING ACTIVITIES		
5.5 Agreement	$	-
Grants	$	-
Net cash provided by Financing Activities	$	-
Net cash increase (decrease)for period	$	148,254.80
Cash at beginning of period	$	1,230,373.65
Cash at end of period	**$**	**1,378,628.45**
Unrestricted Cash	$	727,478.08
Restricted Cash		
Depreciation Reserve	$	127,636.43
Bond Commission Sweep	$	26,503.00
Construction	$	45.00
ARPA	$	100.00
SB 234	$	65,000.00
Customer Deposits	$	39,161.73
CD-Customer Deposits	$	60,011.48
CD-Depreciation Reserve	$	257,690.68
CD-SB 234	$	75,002.05
Total Restricted Cash	$	651,150.37
Total Unrestricted & Restricted Cash	**$**	**1,378,628.45**
	$	-

GREATER HARRISON COUNTY PSD - SEWER
Statement of Cash Flows
February 2024

OPERATING ACTIVITIES		
Net Income (Loss)	$	(63,060.02)
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Payable	$	4,059.67
Customer Deposits	$	2,014.63
Payroll Liabilities	$	35,308.63
Due (From) To Water Fund	$	(73,239.06)
Net cash provided by Operating Activities	$	(94,916.15)
INVESTING ACTIVITIES		
Interest Income	$	-
Fixed Assets	$	(99,000.00)
Net cash provided by Investing Activities	$	(99,000.00)
FINANCING ACTIVITIES		
	$	-
Loan Payment	$	(848.89)
Draw on Bond & Grants	$	422,904.51
Net cash provided by Financing Activities	$	422,055.62
Net cash increase (decrease) for period	$	228,139.47
Cash at beginning of period	$	2,233,263.36
Cash at end of period	**$**	**2,461,402.83**
Unrestricted Cash	$	851,486.86
Restricted Cash		
Construction Account	$	1,771.90
Depreciation Reserve	$	583,712.86
Rural Development Reserve	$	290.46
Bond Commission Sweep	$	74,239.78
ARPA	$	100.00
SB 234	$	65,000.00
Customer Deposits	$	71,836.07
CD-Customer Deposits	$	100,002.74
CD-Depreciation Reserve	$	612,341.20
CD-Rural Development Reserve	$	25,618.91
CD-SB 234	$	75,002.05
Total Restricted Cash	$	1,609,915.97
Total Unrestricted & Restricted Cash	**$**	**2,461,402.83**
	$	-

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HARRISON-TAYLOR 911 ADVISORY BOARD
MEETING MINUTES
02/20/2024

Call to Order: Meeting called to order at 14:04

Previous Minutes: Motion to approve previous minutes made by Robert Matheny II, seconded by Susan Thomas. 14:05.

Introduction/Special Guests:

OLD BUSINESS:
***CAD:** In the third week of March the New 911 Phone System will begin with Staff training. It will go live in April.

***TRAINING:** One new trainee has been hired. One is expected to complete training and hit the floor.

***STAFFING:** Currently full, including one new trainee.

***MAPPING:** Stonewood Fire Chief Ron Woods brought up his dissatisfaction with Mapping and Addressing of his first due area. The Mapping and addressing was completed over 12 years ago, and the addition of the 4th digit was accepted by the U. S. Postal service to insure no duplication of addresses due to the 26301 postal zip code.

NEW BUSINESS:
West Virginia Northern Community College is now an accredited APCO training facility. Offering all APCO Courses, some that are hard to get throughout the year. Locations are in Weirton, Wheeling, and Moundsville. It offers the opportunity to attend classes at a lower cost, in most instances without any overnight stay associated. Dispatchers will be enrolled at the College like any other student for this program. WVNCC had grant funding to be able to offer an accredited staffing pool.

OLD BUSINESS:
911 Hang Up/Pursuit Policy is still in review.

GOOD OF THE ORDER:
911 Ongoing Education has had several groups tour the facility to see what is done. Educational introduction is usually less than 1 hour.

Taylor County has new Motorola Radios for First Responders, awaiting Programming source.

NEXT MEETING:
04/16/2024

ADJOURN: Motion to adjourn meeting was made by Susan Thomas, seconded by Orville Wright.

Meeting Adjourned 15:04

MEETING SIGN IN SHEET

MEETING 911 Board DATE 02/20/2024

NAME	AGENCY	E-MAIL
Peg Bailey	OEM	
Ron Woods	Snovfd	
Susan Thomas	Commission	
Orville Wright	T.C. Commission	
Robert Matheny II	Stonewood P.D.	
Ryan Roberts	Grafton FD	
ANDY BAILEY	911	
Robert Matheny	HCSO	

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HARRISON/TAYLOR 911 ADVISORY BOARD
AGENDA
03/19/2024
14:00

Call to order:
Previous Minutes: Motion to approve the February 2024 Minutes
Introduction/ special guests:

OLD BUSINESS:

***CAD**
Open Fox Messenger

***TRAINING**
Ongoing training/Chris Cutright overview

***STAFFING**
2 new trainees will be joining the current trainee, total of 3

***MAPPING**
Steve Martin and Paul Bump will be attending the NG911 class in Charleston

NEW BUSINESS:
Addition of Call taking guide cards to existing software.

GOOD OF THE ORDER:

NEXT MEETING
04/16/2024

ADJOURN