Harrison County Commission Meeting
Wednesday, December 17, 2025
10:00 A.M.

The Harrison County Commission Meeting is held on the 3rd floor of the Harrison County General Services Building (229 South 3rd St.), if you are unable to attend in person, 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:
10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
10:05 A.M. --- Hearing for an Alley Closure, Alfred Kooken
10:10 A.M. --- Hearing to accept a copy of a Will – James A. Clunan

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Ivan George – Assessor – Promotion – Effective 12/25/25
   - **B.** Denise Palmer – Assessor – Re-Evaluation of Existing Job – Effective 12/25/25
   - **C.** Robert Mason – Assessor – Resignation – Effective 12/03/25
   - **D.** Place Holder – Grants – New Hire - Effective
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** Work Session Meeting Minutes #1 for Wednesday, December 3, 2025
   - **B.** Regular Meeting Minutes for Wednesday, December 3, 2025
   - **C.** Work Session Meeting Minutes #2 for Wednesday, December 3, 2025
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** Quotes
   - **B.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
   - **A.** None
7. **Review—Discuss—Consider** Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements)
   - **A. Series 2008A –** $6,266.08
8. **Review—Discuss—Consider** Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District.
   - **A. Series 2019 A&B -** $14,743.25
9. **Review—Discuss—**Consider Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2021 (Development District No. 3 White Oaks Project No. 2).

A. **Series 2021 -** $631.25

10. **Review—Discuss—Consider** Order to Show Cause against the Delinquent or Un-progressed Estates
11. **Review—Discuss—Consider** Distributing Opioid Funds in the amount of $306,151.10
12. **Review—Discuss—Consider** Resolution authorizing the acceptance of Congressionally directed funds through the West Virginia Division for the Harrison County North Bend Connector Rail Trail
13. **Review—Discuss – Consider** Activities at Parks & Rec.
14. **Review—Discuss –** Essential Personnel, job descriptions etc. (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee)
15. **Review—Discuss – Consider** Budget Revisions General County FY 2025-2026
16. **Review—Discuss – Consider** Budget Revisions for the Prosecuting Attorney's Office

From:	**Amount:**
405-341 Materials & Supplies	$2,000.00
To:	**Amount:**
405-222 Dues & Subscriptions	$1,400.00
405-232 Finance Charges	$500.00
405-349 Charges by Other Government Units	$100.00

17. **Review—Discuss – Consider** Declaring properties located at the following addresses as Emergency Nuisances within the frame work of the International Property Maintenance Code Ordinance so that emergency measures/abatement can be commenced
    - **A.** 1532 Shinnston Pike, Clarksburg
    - **B.** 755 Summit Park Avenue, Clarksburg
    - **C.** 573 Summit Park Avenue, Clarksburg
18. **Review—Discuss – Consider** Harrison County Public Defender's Office Board Re-appointment Request for Reverend James Harris – (3) Year Term
19. **Review—Discuss – Consider** Bingamon PSD Board Re-appointment Request for Edward E. Hildreth, Jr whose term expired on 11/24/25
20. **Review—Discuss—Consider** Rail Trail 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 state or any political subdivision)
21. **Review—Discuss—Consider** Travel Request for the following 911 Employees to go to West Virginia Northern Community College, New Martinsville Campus on February 2 & 3, 2026 for the APCO Disaster Operations & The Communications Center Class
    - **A.** McKenzie Kovar
    - **B.** Steve Martin
    - **C.** Tabitha Robey
22. **Review—Discuss—Consider** Travel Request for the following 911 Employees to go to West Virginia Northern Community College, Wheeling Campus on February 4 & 5, 2026 for the APCO Fundamentals of Tactical Dispatch Class
    - **A.** Brandon Delaney
    - **B.** Corey Hagan
    - **C.** Tyara Martin
    - **D.** Heather Mick
    - **E.** Michelle Payton
    - **F.** Trevor Vance

23. **Review—Discuss—Consider** Travel Request for the following 911 Employees to go to West Virginia Northern Community College, Wheeling Campus on February 6, 2026 for the APCO Customer Service in Today's Public Safety Communications Class
    - **A.** Gary Keith
    - **B.** Mica Love
    - **C.** Matthew Gump
    - **D.** Jade Haggerty
    - **E.** Natasha McDaniel
    - **F.** Justin Norman
24. **Administrator's Report**
25. **Commissioner Comments – Questions**

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

- **A. Weekly Fiduciary Report from the County Clerk**
    - **1.** Wednesday, November 26th, 2025 through Tuesday, December 9th, 2025
- **B. Monthly Fiduciary Commission Settlements:**
    - **1.** None
- **C. Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service**
    - **1.** Clarksburg-Harrison Regional Housing Authority Final Report of Special Funding Request
    - **2.** Stonewood Firefighter's Festival Letter of Thanks

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

1. **Review—Discuss—Consider** Freeze all spending/expense relating to the re-organization of bonds (i.e MuniCap, Steptoe & Johnson)
   - Amount spent to date on Charles Pointe Bond Restructuring

   (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)
2. **Review—Discuss—Consider** Hiring a County Attorney vs Outsourcing Legal Services (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)

10:05

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

IN THE MATTER OF:

PETITION OF ALFRED KOOKEN,

TO ABANDON STREET OR ALLEY

VERIFIED PETITION OF ALFRED KOOKEN

FOR ABANDONMENT OF STREET OR ALLEY

Pursuant to West Virginia Code § 7-1-3h, the Petitioner Alfred Kooken hereafter "the Petitioner"), hereby files his Verified Petition seeking the abandonment of all of that portion of the street or alley abutting the Petitioner's respective properties and states as follows:

1. Petitioner Alfred Kooken own the entirety of the following parcels or tracts of land located in Clark-Outside District, Harrison County, West Virginia, more particularly identified as follows:

a. 1 LOT NO ½ 21 PARKWAY;

District 1,Map 102, Parcel 164

Parcel ID: 17-01-1020-0164-0000-0000

b. 1 LOT ½ PARKWAY;

District 1, Map 102, Parcel 165

Parcel ID: 17-01-1020-0165-0000-0000

c. 1 LOT 22 PARKWAY;

District 1,Map 102, Parcel 181

Parcel ID: 17-01-1020-0181-0000-0000

d. 1 LOT 23 PARKWAY ;

District 1,Map 102, Parcel 182

Parcel ID: 17-01-1020-0182-0000-0000

e. 1 LOT 24 PARKWAY ;

District 1,Map 102, Parcel 183

Parcel ID: 17-01-1020-0183-0000-0000

f. 1 LOT 184 PARKWAY ;

District 1,Map 102, Parcel 184

Parcel ID: 17-01-1020-0184-0000-0000

g. 1 LOT 185 PARKWAY

District 1,Map 102, Parcel 185

Parcel ID: 17-01-1020-0185-0000-0000

h. 1 LOT 186 PARKWAY ;

District 1,Map 102, Parcel 186

Parcel ID: 17-01-1020-0186-0000-0000

i.1 LOT 187 PARKWAY

District 1,Map 102, Parcel 187

Parcel ID: 17-01-1020-0187-0000-0000

2. Petitioner certifies and warrants that he acquired the entirety of the real property interests described above, by Deeds dated March 11, 2022 and October 2, 2025, recorded at the Office of the Clerk of the Harrison County, West Virginia, which are attached hereto as **EXHIBIT A**.

3. All nine (9) parcels or tracts of land listed above as owned by Petitioner Alfred Kooken abut an unused road, street or other travel way believed to be labeled or designated as " Unimproved Street" (or a portion of "Unimproved Street") on a plat or map of the Park Way Addition to Clarksburg, West Virginia same being dated on the 15th day of June 1921, and of record in the Office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 320, at page 152, a copy of which is attached hereto as **Exhibit B**.

4. The parcel or tract of land listed above as owned by Petitioner Alfred Kooken abuts an unused road, street or other travel way believed to be labeled or designated as "Paper Street" (or a portion of "Unimproved Street") on a plat or map of a subdivision of land within Harrison County, West Virginia, but outside of any incorporated towns or cities thereof, with said map or plat being recorded in the Office of the Clerk of the County Commission of Harrison County, West Virginia at Book 320, Page Number 152 and labeled as "PARK WAY ADDITION TO THE CITY OF CLARKSBURG, WEST VIRGINIA." having been recorded on or about June 15, 1921.

5. Other than the properties owned by the Petitioner, no other property abuts the subjects unused road, street or other travel way that the Petitioner request the County Commission of Harrison County to declare as abandoned, vacated and closed. See copy of Tax Map 102 for Clark-Outside District attached hereto as **Exhibit C**, and copy of aerial view of Tax Map 102 for Clark-Outside District attached hereto as **Exhibit D**, Accordingly, there are no other property owners who are subject to being a party to this Petition or subject to direct service of notice of the hearing scheduled in this matter aside from the statutory requirement of publication of notice of the hearing to the general public in a Class I legal advertisement. Further, given that the Petitioner is the only property owner with property abutting the subject unused road, street or other travel way sought to be closed and vacated, the use and rights of no person or persons in such road, street or other travel way will be impaired or lost by the closing and vacating of such road street or other travel way that is the subject of this Petition.

6. The Petitioner hereby moves and requests the Harrison County Commission to grant this Petition and to enter an Order which abandons, vacates and closes all of that portion of the unused road, street, or other travel way which abuts the property owned by Petitioner Alfred Kooken with said unused road, street or other travel way believed to be designated as "Paper Street" (or a portion of "Paper Street") on the aforesaid plat recorded at Book 320, Page 152.

7. The Petitioner hereby confirms that the subject unused road, street or other travel way believed to be designated as "Paper Street" (or a portion of "Paper Street") has not been open to the public or used by the public at any time.

8. The Petitioner further confirms that the unused road, street or other travel way believed to be designated as "Paper Street" (or a portion of "Paper Street") is located Harrison County, West Virginia and is outside of any incorporated town or city.

9. The Petitioner will publish, at his cost/expense, notice of the hearing on the subject Petition in a Class I legal advertisement in the newspaper of general circulation in the publication area for Harrison County, West Virginia as required by West Virginia Code§ 7-l-3h, and timely provide proof of publication to the Harrison County Commission.

WHEREFORE, the Petitioners hereby jointly move and request the following relief from this Honorable Commission:

A. Conduct a hearing on December 17, 2025 at 10:05 a.m. as required by West Virginia Code §7-l-3h;

B. Following the hearing, GRANT this Petition and enter an ORDER finding and declaring that all of that portion of the subject unused road, street, or other travel way which abuts the Petitioners' respective properties believed to be known or designated as "Paper Street" (or a portion of "Paper Street") be officially and forever ORDERED as abandoned, vacated and closed;

C. Enter an ORDER which conveys all of the subject unused road, street, or other travel way to Petitioner Alfred Kooken, individually; and

D. GRANT any and all such other relief available under applicable law and all other relief as the Honorable County Commission of Harrison County, West Virginia deems just, necessary and proper.

STATE OF WEST VIRGINIA,

COUNTY OF HARRISON, TO-WIT:

I, ALFRED KOOKEN, the Petitioner in this action, being duly sworn, hereby state that the facts contained in the forgoing "VERIFIED PETITION OF ALFRED KOOKEN FOR ABANDONMENT OF STREET OR ALLEY" are true, except so far as they are therein stated to be on information and belief and that, so far as they are therein stated to be on information and belief, I believe them to be true.

ALFRED KOOKEN

Taken, subscribed and sworn to before me this 9 day of December 2025 by ALFRED KOOKEN

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,
State of West Virginia

My Commission Will Expire:

June 29, 2026

Exhibit A

BK1727 PG0933

MARY L ROBINSON
342 LEE AVENUE
CLARKSBURG WV 26301-3742

Harrison County
John R Spires, Clerk
Instrument 202200008407
03/11/2022 @ 03:48:58 PM
DEED
Book 1727 @ Page 933
Pages Recorded 4
Recording Cost $ 47.00
Transfer Tax $ 99.00
Farm Land Tax $ 27.00

DEED

This Deed, made this 11th day of March, 2022, by and between **ROBERTA LEE CLUTTER, formerly known as Roberta Lee Fluharty, REBECCA LOUISE MOORE AND RHONDA LEANNE HUNT**, parties of the first part and hereinafter referred to as Grantors, and **ALFRED KOOKEN**, party of the second part, hereinafter referred to as Grantee.

WITNESSETH: That for and in consideration of the sum of Ten Dollars ($10.00) cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties of the first part do hereby grant and convey, with covenants of General Warranty, unto Alfred Kooken, all those certain tracts or lots of real estate situate in Clark District, Harrison County, West Virginia, and more particularly described as follows, to-wit:

> **Tract 1:** Lot No. 22 as shown on a plat or map of the Park Way Addition to the City of Clarksburg, West Virginia, same being dated the 15th day of June, 1921, and of record in the Office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 320, at page 152.

Being the same tract or parcel of land conveyed unto Robert E. Todd by Gloria Kesner, widow, by deed dated October 20, 1993, recorded in the office of the Clerk of the County Commission of Harrison County, West Virginia in Deed Book No. 1245, at page 376.

Tract 3: Lot No. 24 as shown on a plat or map of the Park Way Addition to the City of Clarksburg, West Virginia, same being dated the 15th day of June, 1921, and of record in the Office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 320, at page 152.

Being the same lots or parcels of land conveyed unto Robert Earl Todd by three deeds as follows: 1). from Edward Eugene Snyder and Della May Snyder, his wife, Dana Russell Snyder, single, Thomas Arthur Lee Snyder and Dorothy Snyder, his wife, by deed dated November 2, 1988, recorded in the office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 1190, at page 1242; 2). from Edward Eugene Snyder and Della May Snyder, his wife, Robert Lee Todd and Margaret G. Todd, his wife, Thomas Arthur Lee Snyder and Dorothy Snyder, his wife, by Corrective Deed dated April 29, 1994, recorded in the aforesaid Clerk's office in Deed Book No. 1255, at page 432; and 3). from Edward Eugene Snyder and Della May Snyder, his wife, Robert Lee Todd and Margaret G. Todd, his wife, Thomas Arthur Lee Snyder and Dorothy Snyder, his wife, by Corrective Deed dated April 29, 1994, recorded in the aforesaid Clerk's office in Deed Book No. 1255, at page 1286.

Tract 4: That certain lot situate in Park Way Addition, in Clark District, Harrison County, West Virginia, being the northern one-half of Lot No. Twenty-One (21), as shown upon a plat of said Park Way Addition, which plat is of record in the office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 320, at page 152.

Being the same tract or parcel of land conveyed unto Robert Earl Todd and Opal May Todd from Alexander Stout and Sue Shuttleworth Stout by deed dated

Tract 5: Beginning at the southeast corner of Lot No. 21 and the old Philippi Pike, and running in a northerly direction with said line of old Philippi Pike 51 ½ feet to a stake; thence in a westerly direction through the center of a water well to a stake in the western line of said Lot sixty (60) feet, more or less, to a stake, 39 feet from the northwestern corner of said Lot No. 21; thence in a southerly direction and with said western line of said Lot No. 21 62 ½ feet to the southwestern corner of said Lot ; thence in an easterly direction with the southern line of said lot and an alley 44.2 feet to the place of beginning, and being the southern one-half of said Lot No. 21, as shown on the map or plat of said Parkway Addition of record in the office of the Clerk of the County Court of Harrison County, West Virginia, in Deed Book No. 320, at page 152.

Being the same tract or parcel of land conveyed unto Robert Earl Todd and Opal May Todd, his wife, from Mable Grace Leary and George W. Leary, by deed dated May 31, 1966, recorded in the Office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 920, at page 589. Opal May Todd died in Harrison County, West Virginia on February 2, 1998, and by virtue of the survivorship clause in the aforementioned deed, title became fully vested in Robert Earl Todd.

Robert Earl Todd died testate in Harrison County, West Virginia on August 2, 1998 and by his Last Will and Testament recorded in the aforesaid Clerk's Office, in Will Book No. 141, at page 516, he devised said real estate unto Robert Lee Todd. Robert Lee Todd died testate in Harrison County, West Virginia on January 3, 2007 and by his Last Will and Testament, recorded in the aforesaid Clerk's Office, in Will Book No. 162, at page 75, he devised said real estate unto his daughters, namely, Roberta Lee Fluharty, Rebecca Louise Moore, and Rhonda Leanne Hunt. Roberta Lee Fluharty is now known as Roberta Lee Clutter

BK 1727 PG 0936

DECLARATION OF CONSIDERATION OR VALUE

The undersigned Grantors do hereby certify that the total consideration paid for the property conveyed by the document to which this declaration is attached was **Eighteen Thousand and 00/100 Dollars ($18,000.00).**

Grantors certify that they are residents of the State of West Virginia.

WITNESS the following signatures:

Roberta Lee Clutter

Roberta Lee Clutter, formerly known As Roberta Lee Fluharty

Rebecca Louise Moore

Rebecca Louise Moore

Rhonda Leanne Hunt

Rhonda Leanne Hunt

STATE OF WEST VIRGINIA,

COUNTY OF Harrison, to-wit:

The foregoing instrument, being a Deed dated March 11, 2022, was acknowledged before me this 11th day of March, 2022, by Roberta Lee Clutter, Rebecca Louise Moore and Rhonda Leanne Hunt.

[SEAL]

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
KERRI LYNN RAIKES
LAW OFFICE OF MARY L ROBINSON
342 LEE AVENUE
CLARKSBURG, WV 26301
My Commission Expires October 19, 2026

Kerri L. Raikes
NOTARY PUBLIC

My Commission Expires: 10-19-26

ALFRED KOOKEN
PO BOX 606
ANMOORE WV 26323

Harrison County
Joni R Spires, Clerk
Instrument 202500021234
10/02/2025 @ 01:12:26 PM
DEED
Book 1805 @ Page 345
Pages Recorded 3
Recording Cost $ 62.00
Transfer Tax $ 44.00
Farm Land Tax $ 12.00

WARRANTY DEED

THIS DEED, made this 2nd day of October, 2025, by and between, **Shirley Ann Johnson**, hereinafter referred to as "GRANTOR", and **Alfred Kooken**, hereinafter referred to as "GRANTEE".

WITNESSETH: FOR VALUABLE CONSIDERATION OF TEN DOLLARS ($10.00), and other good and valuable consideration, cash in hand paid, the receipt and sufficiency of which is hereby acknowledged, GRANTOR hereby grants, conveys and warrants with covenants of GENERAL WARRANTY, unto the GRANTEE, his heirs and assigns forever, the following lands and property, together with all improvements located thereon, lying in the County of Harrison, State of West Virginia, to-wit:

TRACT I:

All that certain lot or parcel of land situate in the County of Harrison and State of West Virginia, known and numbered as Lot Number seventeen (17) upon the plat of Park Way Addition to the City of Clarksburg, dated June 15, 1921, and of record in the office of the clerk aforesaid in Deed Book No. 320, at page 152, to which plat reference is her made for further description of the property hereby conveyed.

LSOT: Deed Book 1263, Page 808, dated March 15, 1995.

TRACT II:

All those three certain lots or parcels of land, together with the appurtenances thereunto belonging, situate in Clark District, Harrison County, West Virginia, being known and numbered, as Lots Nos. Eighteen (18), Nineteen (19) and Twenty (20) as laid down on a plat of Park Way. Addition of record in the Office of the Clerk of the County Commission of Harrison County, West Virginia, in Deed Book No. 320, at page 152.

LSOT: Deed Book 1178, Page 109, dated July 29, 1987.

WV-62399-BRID

The real estate conveyed by this instrument is subject to all exceptions, reservations, easements, covenants, conditions, agreements, land use regulations, rights-of-way, restrictions, servitudes, municipal ordinances, prior out conveyances, prior conveyances of minerals and rights to extract the same, mineral severances and limitations of use as have been imposed upon such property by Grantor or the predecessors in title, or any governmental authority or estate, to the extent the same are now in effect.

Please Return to:
Alfred Kooken
PO Box 606
Anmoore, WV 26323

To have and to hold unto Grantee, and unto Grantee's heirs and assigns forever with all appurtenances thereunto belonging.

The Grantor warrants that she has no knowledge or reason to believe that the subject property or its substrata contains an underground storage tank which is regulated by the provisions of the WV Underground Storage Tank Act, W. Va. Code Sec. 22-17-19.

The property described above is assessed for taxations purposes for the 2025 year upon the land books for Clark Outside District, Harrison County, West Virginia, as follows:

Account No. 06319110 & 06316907
Shirley Ann Johnson
17-01- 102-0184.0000 & 17-01- 102-0187.0000

DECLARATION OF CONSIDERATION OR VALUE

The undersigned hereby declares that the total consideration paid for the real estate conveyed by the document to which this declaration is attached is EIGHT THOUSAND AND 00/100 ($8,000.00) DOLLARS.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE TO FOLLOW

WITNESS the following signature:

Shirley Ann Johnson

STATE OF WEST VIRGINIA
COUNTY OF HARRISON, SS:

The foregoing instrument was acknowledged before me this 2nd day of October, 2025 by Shirley Ann Johnson.

{seal}

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carol Nestor
PO Box 606
Anmoore, WV 26323
My Commission Expires Jan. 2, 2026

Notary Public
State and County Aforesaid

My Commission Expires: 1-2-26

The Grantee intends to occupy the property as a primary residence ____
The Grantee does not intend to occupy the property as a primary residence X

The Grantor does qualify as West Virginia resident for non-resident withholding tax purposes, and is not subject to State Withholding Tax X

The Grantor does not qualify as West Virginia resident for non-resident withholding tax purposes, and is subject to State Withholding Tax ____

This instrument was prepared without benefit of abstract and/or survey, and preparer makes no representation as to the quantity or quality of title conveyed herein, nor to the accuracy of any survey and further, makes no representations as to the existence of any applicable zoning requirements or restrictive covenants which may affect this conveyance.

THIS INSTRUMENT PREPARED BY:

EDWARDS, KLEIN, ANDERSON & SHOPE, PLLC
Attorneys at Law
1426 Sixth Avenue, Suite 201
Huntington, WV 25701

Exhibit B

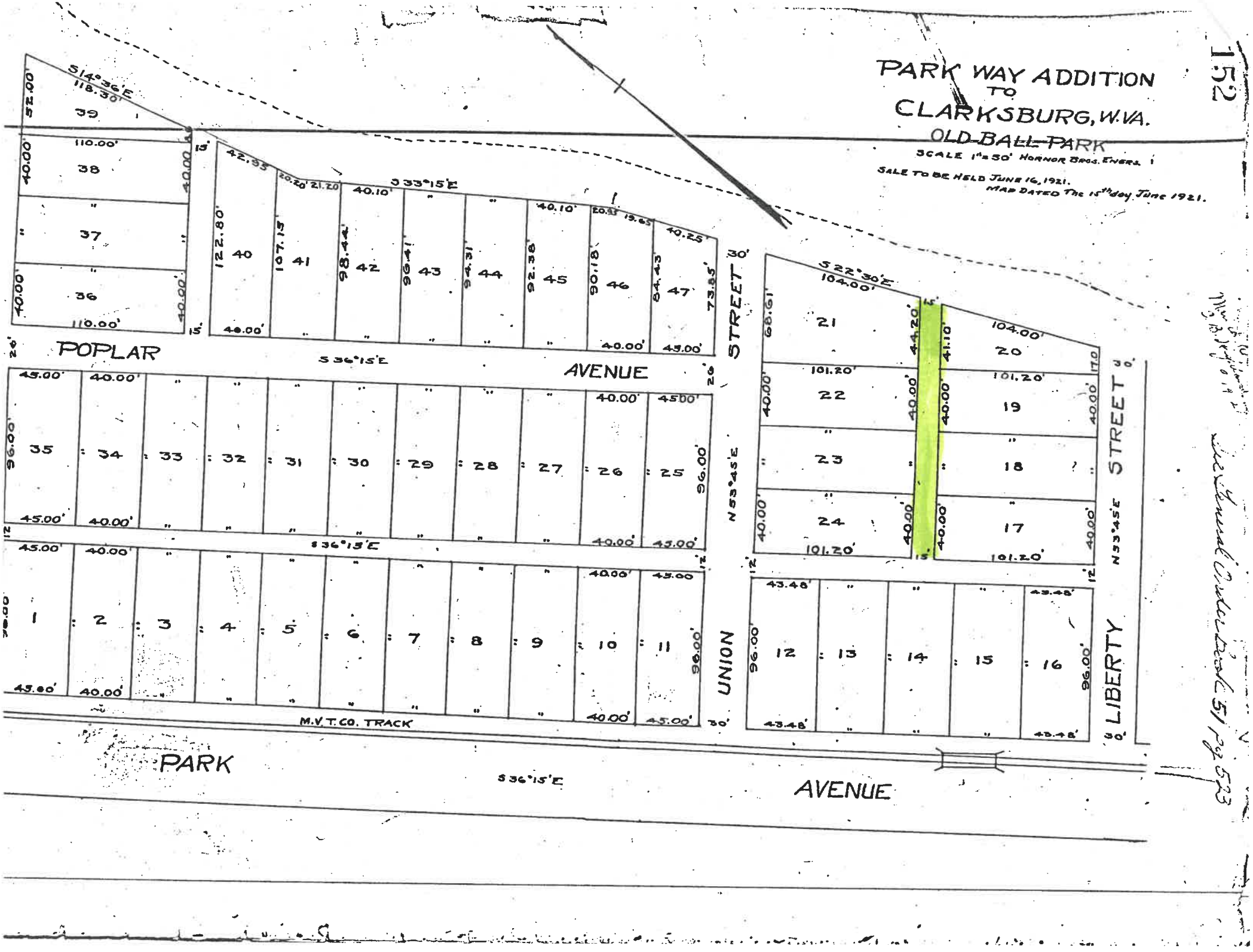
PARK WAY ADDITION
TO
CLARKSBURG, W.VA.
OLD BALL PARK
SCALE 1" = 50' HORNOR BROS. ENGRS.
SALE TO BE HELD JUNE 16, 1921.
MAP DATED THE 15th day JUNE 1921.
152
POPLAR AVENUE
PARK AVENUE
UNION STREET
LIBERTY STREET
M.V.T.CO. TRACK
S 14° 36' E
S 36° 15' E
S 33° 15' E
S 22° 30' E
N 53° 45' E
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Exhibit C

Harrison County Tax Parcel Viewer



Date: 10/22/2025

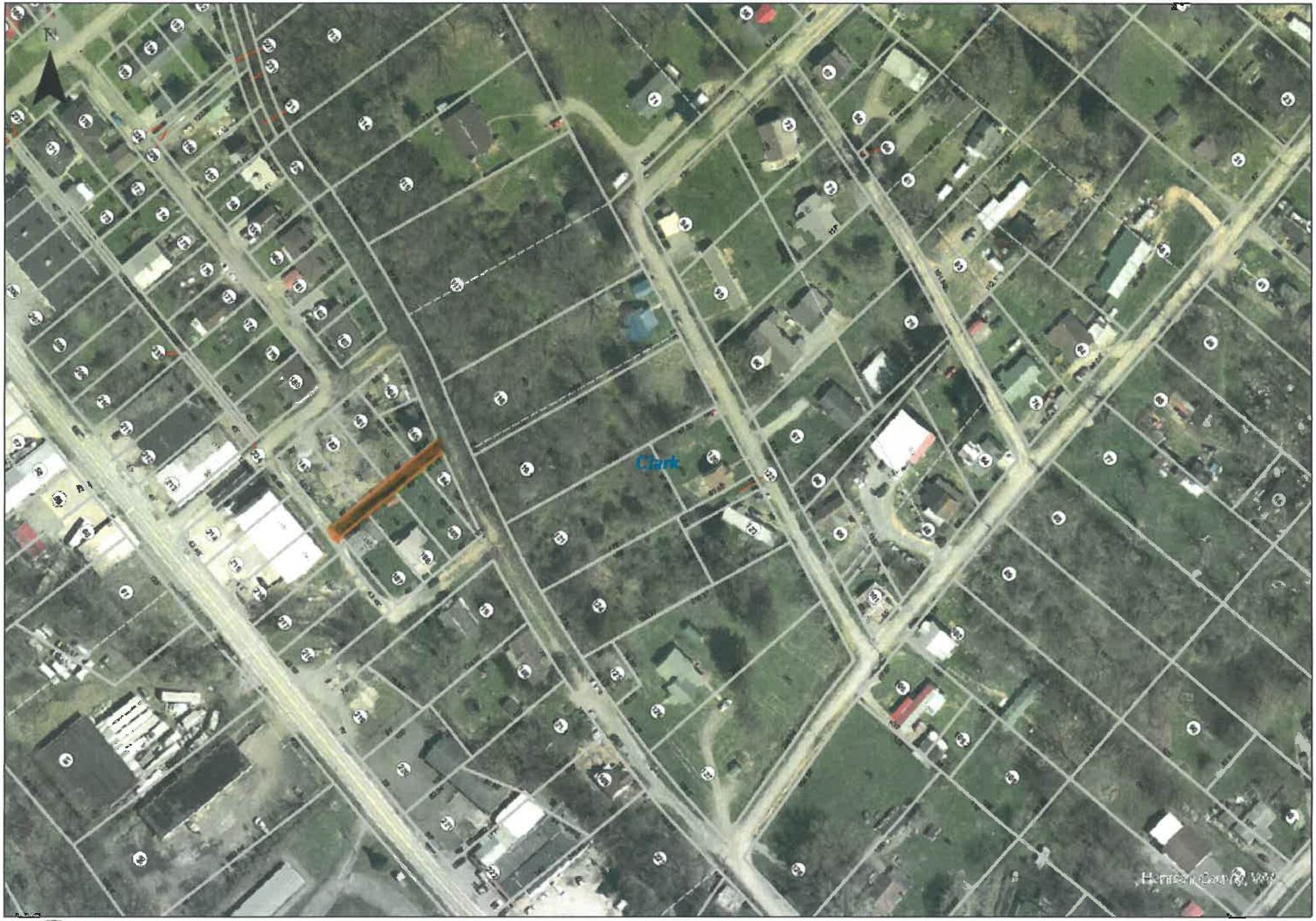
Allen R. Ferree
Harrison County Assessor

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

0 0.01 0.03 0.06 0.09 0.12 mi

Exhibit D

Harrison County Tax Parcel Viewer

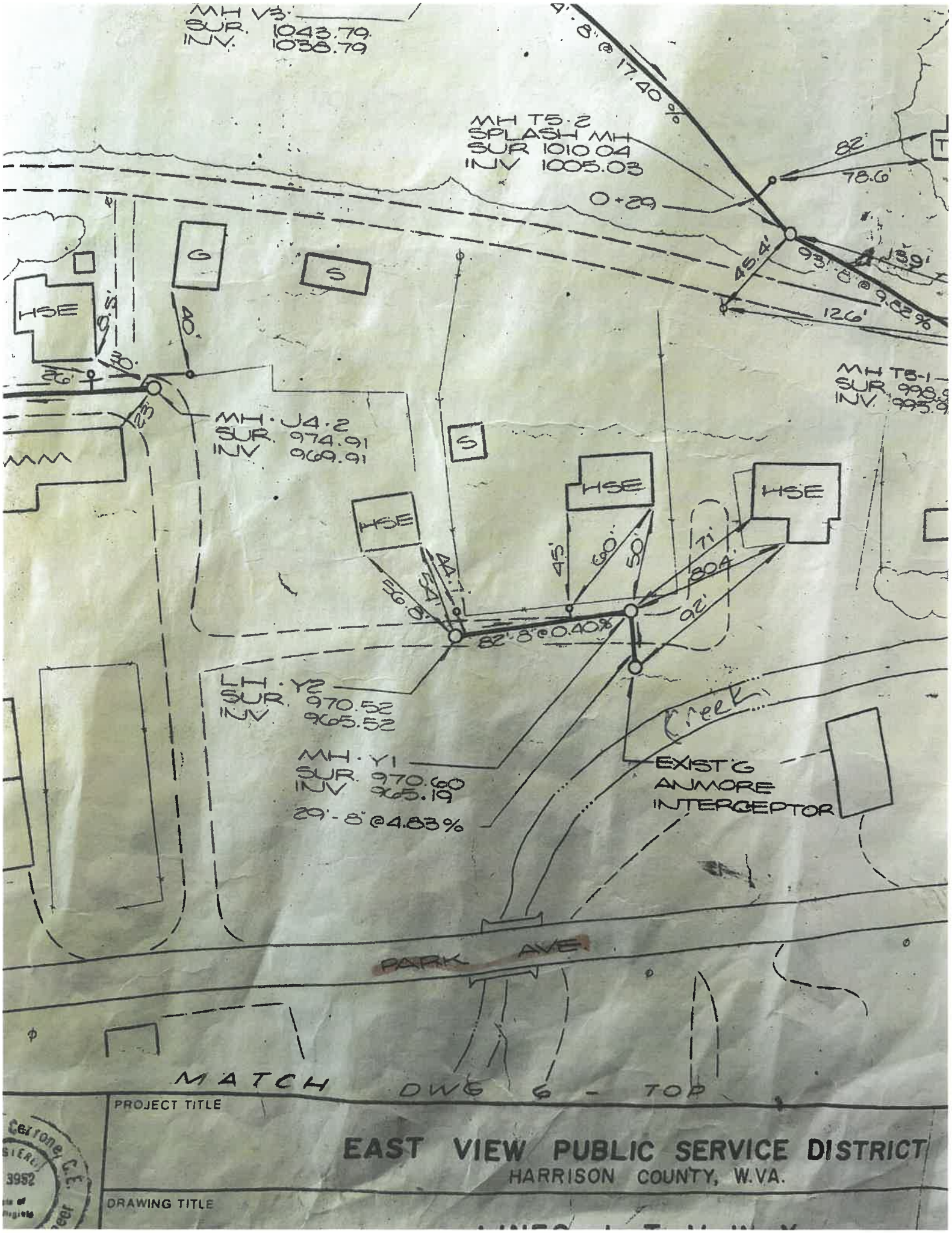


Date: 10/22/2025

Allen R. Ferree
Harrison County Assessor

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

0 0.01 0.03 0.06 0.09 0.12 mi



PROJECT TITLE

EAST VIEW PUBLIC SERVICE DISTRICT

HARRISON COUNTY, W.VA.

DRAWING TITLE

The Exponent
Telegram

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

Advertising Invoice

NESTOR, CAROL
PO BOX 606
ANMOORE, WV 26323

Acct#:22347
Ad#:1491754
Phone#:304-623-2959
Date:11/11/25

Salesperson: CHARDY **Classification: Legal Ads** **Ad Size: 1 x 106.0**

Advertisement Information: NOTICE OF PUBLIC HEARING

Description	Start	Stop	Ins.	Cost/Day	Total
Classified Exponent	11/12/2025	11/12/2025	1	13.78	13.78
Affidavit Fee	-	-	-	-	10.00

Payment Information:

Date:	Order#	Type
11/11/2025	1491754	BILLED ACCOUNT

Total Amount: 23.78

Amount Due: 23.78

Attention: Please return the top portion of this invoice with your payment including account and ad number.

Ad Copy

NOTICE OF PUBLIC HEARING

Harrison County Commission closure of an unused alley in East View off Buck Drive. The Harrison County Commission has scheduled a public hearing to consider the closure of an unused alley in East View. The Alley is located on property owned by Alfred Kooken and adjacent party owned by Alfred Kooken.

Interested individuals are encouraged to attend this hearing. The hearing is scheulded at **10:05 am on Wednesday December 17th 2025**, in the Commission Meeting Chambers located in the Harrison County Courthouse, 229 South 3rd St., Clarksburg, WV 26301.

Any questions may be directed to the Office of the County Commission.

PUBLISHER'S CERTIFICATE

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

NOTICE OF PUBLIC HEARING

Ad# 1491754

was published in THE EXPONENT-TELEGRAM 1 time(s) commencing on 11/12/2025 and ending on 11/12/2025 at the request of

NESTOR, CAROL.

Given under my hand this 11/12/2025.

The publisher's fee for said publication is: $23.78.

Classified Manager of The Exponent-Telegram

Subscribed to and sworn to before me this
11/12/2025

Notary Public in and for Harrison County, WV

My commission expires on

The 7th day of January 20 30

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Tina Kocher
510 Main Street
Pt Pleasant WV 25550
My Commission Expires January 7, 2030

WED.

11-12-25

Check out

Motorcycles/ATVs

LEESON'SSUZUKI-KAWASAKIA RCTIC CAT-KYMCO 320 W. Main St.,Bridgeport. 842-5469

Legal Notices

NOTICE OF PUBLIC HEARING

Harrison County Commission closure of an unused alley in East View off Buck Drive. The Harrison County Commission has scheduled a public hearing to consider the closure of an unused alley in East View. The Alley is located on property owned by Alfred Kooken and adjacent party owned by Alfred Kooken.

Interested individuals are encouraged to attend this hearing. The hearing is scheulded at **10:05 am on Wednesday December 17th 2025,** in the Commission Meeting Chambers located in the Harrison County Courthouse, 229 South 3rd St., Clarksburg, WV 26301.

Any questions may be directed to the Office of the County Commission.

Abbreviated Advertisement for Bids (Legal Notice)

Harrison County Schools will be accepting bids for the following: **HCS Maintenance - Plumbing Supplies**

Locate Message

From: locates@wv811.com (locates@wv811.com)

To: ak2468@aol.com

Date: Monday, October 27, 2025 at 10:37 AM EDT

To update or view a map of the dig location click here to go to the West Virginia 811 Portal Site.

West Virginia 811 Locate Request

Ticket Number:	2530000786	Old Ticket:	
Source:	Voice	Hours Notice:	48
Type:	Normal	Taken Date:	10/27/2025 10:37:38 AM
Seq Num:	1	Update By:	11/7/2025 10:45:00 AM
		Good Until:	11/11/2025 10:45:00 AM

Company Information

Excavator:	CAROL KOOKEN	Type:	Other
Address:	202 PLAINFIELD AVE	Contact:	ALFRED KOOKEN
City, St, Zip:	ANMOORE, WV 26323	Contact Phone:	(304) 669-9959
Phone:	(304) 669-9959	Caller:	ALFRED KOOKEN
Fax:	(304) 623-2959	Caller Phone:	(304) 669-9959
Callback:	0800-1700		
Caller Email:	AK2468@AOL.COM		
Contact Email:	AK2468@AOL.COM		

Work Information

State:	WV	Work Date:	10/29/2025 10:45:00 AM
County:	HARRISON	Done For:	ALFRED KOOKEN
Place:	CLARKSBURG	Length:	
Address:	BUCK DR	Boring:	No
Intersection:	PHILIPPI PIKE	Explosives:	No
Nature of Work:	LAND LEVELING	White Lined:	Yes
Depth:	2FT		

Driving Directions

Remarks

PLEASE LOCATE THE ALLEYWAY OF 29 AND 39 BUCK DR

Members

Code	Name	Manually Added
EVP	East View Public Service District	False
HA	Hope Gas	False
HAS	Hope Gas	False
MPP	FirstEnergy/Mon Power	False
TOA	Town Of Anmoore	False
UCR	Amsted Graphite Materials	False

Location

Latitude:	39.264984	Longitude:	-80.307975
Second Latitude:	39.265893	Second Longitude:	-80.306978

In the future you can submit your tickets quick and easy online at the West Virginia 811 Portal Site. Click here to view any Positive Response for this locate request. **State law does not require members to post their responses to this system.**

10:10

November 7, 2025

Hello. My name is Jacqueline Ann Rushing and I have been tasked as the ancillary administrator for James A Clunan and his heirs, three natural children of James A. and Norma J. Clunan with respect to the Antero mineral leases left to us, Jamie L. Goodwin, James Randolph (Randy) Clunan, and myself Jacqueline A. Rushing.

I have confirmed with Patricia Clunan, his current spouse, that she is unable to locate the original will. This leaves us only the copies of the will which were given to us by James A. Clunan and Patrica Clunan.

The Antero leases/mineral rights were to come down to the heirs maternally on Norma J. Clunan's side from her parents and this is specified in the last will and testament provided by the copies from James A. Clunan.

Please consider this as our plea to accept recording the copy of the will provided so we can move forward with the requirements set forth by the Harrison County Clerk's Office in West Virginia.

Very Respectfully,

Jacqueline A. Rushing

James Randolph Clunan

Jamie Lynn Goodwin

STATE OF MISSISSIPPI
COUNTY OF JACKSON

LAST WILL AND TESTAMENT

OF

JAMES A. CLUNAN

I, ***JAMES A. CLUNAN***, being over the age of 21 years and of sound and disposing mind and memory, and a resident citizen of Jackson County, Mississippi, do hereby declare and publish this to be my Last Will and Testament, hereby revoking all previous wills or codicils heretofore made by me.

I.

I have, except as provided in this Last Will and Testament, intentionally and with full knowledge, omitted to provide for my heirs who may be living at the time of my death, including any person who may become my heir by birth, marriage, or otherwise, after the execution of this Last Will and Testament.

II.

I hereby nominate and appoint my wife, ***PATRICIA A. CLUNAN***, as Executrix of this my Last Will and Testament and request that she be permitted to serve without filing bond, inventory, appraisal or final account in my estate. If she is unable or unwilling to serve, I hereby nominate and appoint my daughter, ***JAMIE L. (CLUNAN) GOODWIN***, to serve as Secondary Executrix and request that she also be allowed to serve without filing bond, inventory, appraisal or final account in my estate. If she is unable or unwilling to serve, I hereby nominate and appoint my son, ***JAMES R. CLUNAN***, to serve as Tertiary Executor and request that he also be

INITIALS: _____

allowed to serve without filing bond, inventory, appraisal or final account in my estate.

III.

I hereby direct that all my legal debts, including the expenses of my last illness, be paid in the time and manner as by law provided.

IV.

I hereby give, bequeath and devise unto my children, ***JAMIE L. (CLUNAN) GOODWIN***, ***JAMES R. CLUNAN***, and ***JACQUELINE A. (CLUNAN) RUSHING***, any and all interest, mineral or otherwise, which I acquired by inheritance through their mother, ***NORMA J. (HARRIS) CLUNAN***, in and to that certain mineral interest in property located in Harrison County, West Virginia, or any adjoining states, *per stirpes*. It is my wish that same be left, solely, to the descendants of ***NORMA J. (HARRIS) CLUNAN***.

V.

I hereby give, bequeath and devise unto my children, ***JAMIE L. (CLUNAN) GOODWIN***, ***JAMES R. CLUNAN***, and ***JACQUELINE A. (CLUNAN) RUSHING***, any and all interest, mineral or otherwise, which I acquired by inheritance, in and to that certain real property located in Yazoo County, Mississippi, *per stirpes*.

VI.

I hereby give, bequeath and devise unto my wife, ***PATRICIA A. CLUNAN***, all the residue of my estate, whether it be real, mixed or personal.

V.

If my wife should predecease me or we die by way of common accident, then in that event I hereby give, bequeath and devise unto my children, ***JAMIE L. (CLUNAN)***

INITIALS: _____

GOODWIN, JAMES R. CLUNAN, and ***JACQUELINE A. (CLUNAN) RUSHING,*** all the remainder of my estate, whether it be real, mixed or personal, to share and share alike in equal shares, *per stirpes.*

VI.

If my wife and I die simultaneously or within thirty (30) days of each other, or as a result of common disaster, then it shall be expressly and exclusively presumed that she predeceased me, and the rest, residue, and remainder of my property, whether real, mixed or personal, of whatsoever kind or character, and wherever so situated, or over which I may have any power or disposition shall be disposed of as herein set forth.

I have hereunto set and subscribed my signature in the presence of ***RACHAEL E. REEVES*** and ***CYNTHIA D. FAYARD*** who are subscribing witnesses to this my Last Will and Testament and they have subscribed their signatures as witnesses in my presence and in the presence of each other on this the 14th day of July, 2017.

JAMES A. CLUNAN

WITNESSES:

RACHAEL E. REEVES

CYNTHIA D. FAYARD

ADDRESS:

104 Vicksburg Place
Ocean Springs, MS 39564

9248 Taylor Drive
Biloxi, MS 39532

STATE OF MISSISSIPPI
COUNTY OF JACKSON

AFFIDAVIT OF JAMES A. CLUNAN

BEFORE ME the undersigned authority on this date personally appeared ***JAMES A. CLUNAN***, and ***RACHAEL E. REEVES*** and ***CYNTHIA D. FAYARD*** known to be the Testator and witnesses, respectively, whose names are subscribed to the foregoing instrument in their respective capacities and, all of said persons being by me duly sworn, the said ***JAMES A. CLUNAN***, Testator, declared to me and to the said witnesses in my presence that said instrument is his Last Will and Testament, and that he has willingly made and executed it as his free act and Deed for the purpose therein expressed, and the said witnesses, each on his oath stated to me in the presence and hearing of the said Testator that the said Testator had declared to them that said instrument is his Last Will and Testament, and that he executed same as such and wanted each of them to sign it as a witness in the presence of the said Testator and at his request; that he was at the time 21 years of age or over and was of sound mind; and that each of said witness was then at least 21 years of age.

JAMES A. CLUNAN

RACHAEL E. REEVES

CYNTHIA D. FAYARD

SWORN to and subscribed before me this the 14th day of July, 2017.

NOTARY PUBLIC

My commission expires:

STATE OF MISSISSIPPI NOTARY PUBLIC ID No. 95363 KRISTY McNEELY TODD Commission Expires Dec. 3, 2017 JACKSON COUNTY

STATE OF MISSISSIPPI
COUNTY OF JACKSON

AFFIDAVIT

BEFORE ME, the undersigned authority in and for the aforesaid state and county, this day personally came and appeared ***RACHAEL E. REEVES***, the subscribing witness to a certain instrument of writing purporting to be the Last Will and Testament of ***JAMES A. CLUNAN***, who being duly sworn, makes oath that the said ***JAMES A. CLUNAN*** signed and declared said instrument to be his Last Will and Testament on the 14th day of July, 2017, the date said instrument was signed, in the presence of the Affiant; that the Testator was then of sound; and disposing mind and memory and over the age of twenty-one years; that the Affiant subscribed her name and attested the said instrument as the subscribing witness in the presence of the Testator and at the specific instance and request of said Testator. Affiant does solemnly swear that he was of sound and disposing mind and memory at the time of the execution of said instrument purporting to be the Last Will and Testament of ***JAMES A. CLUNAN.***

IN WITNESS WHEREOF, I set and subscribe my signature on this the 14th day of July, 2017.

RACHAEL E. REEVES

SWORN to and subscribed before me, this the 14th day of July, 2017.

NOTARY PUBLIC

My commission expires:

STATE OF MISSISSIPPI NOTARY PUBLIC ID No. 55363 KRISTY McNEELY TODD Commission Expires Dec. 9, 2017 JACKSON COUNTY

STATE OF MISSISSIPPI
COUNTY OF JACKSON

AFFIDAVIT

BEFORE ME, the undersigned authority in and for the aforesaid state and county, this day personally came and appeared ***CYNTHIA D. FAYARD***, the subscribing witness to a certain instrument of writing purporting to be the Last Will and Testament of ***JAMES A. CLUNAN***, who being duly sworn, makes oath that the said ***JAMES A. CLUNAN*** signed and declared said instrument to be his Last Will and Testament on the 14th day of July, 2017, the date said instrument was signed, in the presence of the Affiant; that the Testator was then of sound; and disposing mind and memory and over the age of twenty-one years; that the Affiant subscribed her name and attested the said instrument as the subscribing witness in the presence of the Testator and at the specific instance and request of said Testator. Affiant does solemnly swear that he was of sound and disposing mind and memory at the time of the execution of said instrument purporting to be the Last Will and Testament of ***JAMES A. CLUNAN.***

IN WITNESS WHEREOF, I set and subscribe my signature on this the 14th day of July, 2017.

Cynthia D Fayard
CYNTHIA D. FAYARD

SWORN to and subscribed before me, this the 14th day of July, 2017.

Kristy McNeely Todd
NOTARY PUBLIC

My commission expires:

STATE OF MISSISSIPPI NOTARY PUBLIC ID No. 65363 KRISTY McNEELY TODD Commission Expires Dec. 8, 2017 JACKSON COUNTY

3-A.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1/15/26		| | | - | | - | | | |

NAME	ADDRESS
IVAN GOLLE	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB	72	7-4
☐ 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) IT SUPPORT TECH

effective 12/25/25 pay period

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
[signature]	12/9/25
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

3-B.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
11/5/26		| | |-| | |-| | | | |

NAME	ADDRESS
Denise Palmer	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB	7-11	7-12
☐ 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) _____

REAL ESTATE SUPERVISOR / MINTAS

effective 12/25/25 pay period SPECIALIST

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE: Allen R Ferris	DATE 12/5/25
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

3-C.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO	
12/3/25			
NAME: ROBERT P. MASON		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

PAY Any Leftover Leave.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE: Allen R Ferrer	DATE: 12/3/25
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

At the special meeting of the County Commission of Harrison County held on Wednesday December 3, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present was John Spires, County Clerk, and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting.

1. **Review—Discuss—Consider** Letter to Army Corp of Engineers in regards to the Ellis property. (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 moved to enter into executive session. Commission concurred. Present during executive session were: Commissioner Thomas, Commissioner Hinkle, Trey Simmerman, Laura Pysz-Laulis and Michelle Tonkin. Hinkle moved to adjourn work session. Commission concurred.

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

DRAFT

_____ _____

Susan Thomas, President Date

At the regular meeting of the County Commission of Harrison County held on Wednesday December 3, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were 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.

10:05 A.M. --- Estate Hearing to accept a copy of a will – Betty Nutter: Hinkle moved to accept a copy of the will and admit to probate. Commission concurred.

10:10 A.M. --- Proclamation - 50th Anniversary for the Public Library:

10:15 A.M. --- Proclamation – Arc of Harrison County – International Day of Persons with Disabilities:

1. **Public Comment Period**: Ms. Satterfield from the Town of Lumberport spoke of funding request for sewage pipes and backup generator.
   Bill O'field, Harrison County Senior Center Board President, spoke in favor of increased funding.
2. **Consent Agenda**: Trecost moved to approve. Commission concurred.
3. **Payroll Change Notices:** Trecost moved to proceed but exclude F and H and move I until next week. Commissioner Trecost voted in favor. Commissioner Thomas and Commissioner Hinkle voted against. Motion failed. Hinkle moved to remove G, F and H and approve A, B, C, D and E. Commission concurred.
   - **A.** Scott Williams – Security – Resignation – Effective 11/20/25
   - **B.** William Webb – Community Corrections – Re-Hired Transportation – Effective 12/03/25
   - **C.** Donald Kraemer – Law Enforcement – K-9 Handler – Effective 11/10/25
   - **D.** Brandy Salinetro – Grants – Resignation – Effective 11/20/25
   - **E.** David Romano – Pros. Attorney's Office – 2025 Contract Pay – Effective 11/24/25
   - **F.** Harold Richards – Parks & Rec. – Rate Change – Effective 12/10/25
   - **G.** Michelle Rowan – Parks & Rec. – Hired – Effective 12/22/25
   - **H.** Wilma Carder – Parks & Rec. – Rate Change – Effective 12/10/25
   - **I.** Place Holder – Grants – New Hire - Effective
4. **Minutes and/ or Amended Minutes of Previous Meetings**: Hinkle moved to approve A and B as presented. Commission concurred.
   - **A.** Special Meeting Minutes for November 12th, 2025
   - **B.** Regular Meeting Minutes for November 19th, 2025

DRAFT

5. **Requisitions --- Purchase Orders --- Invoices**: Hinkle moved to approve A, B and C. Commission concurred.
    A. ARPA Replacement Revenue - $288,800.00
    B. Quotes
    C. Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** Hinkle moved to approve A, B and C. Commission concurred.
    A. Exonerations
    B. Corrective Tickets
    C. Joint Property Application
7. **Consideration of Approval of a Project Fund Requisition for the payment of cost 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:** Hinkle moved to approve A, B, C, D and E. Commission concurred.
    A. Series 2008A – 550.00
    B. Series 2016A - $315.00
    C. Series 2021A&B – 581.24
    D. Series 2021B - Requisition #16 - $821,701.18
    E. Series 2021B - Cost of Issuance - $42,218.17
8. **Review—Discuss—Consider** Distributing Opioid Funds in the amount of $306,151.10: Hinkle moved to table this item until next meeting and hold a thirty minute work session. Commission concurred.
9. **Review—Discuss—Consider** Budget Revisions for the Assessor for FY2025-2026: Hinkle moved to approve budget revisions. Commission concurred.

INCREASE		
001-406-108-00	OVERTIME	$5,000
001-406-232-00	BANK FEES / CHARGES	$100
DECREASE		
001-406-212-00	ASSESSORS PRINTING	$2,000
001-406-459-00	NEW EQUIPMENT	$1,100
001-406-230-00	CONTRACTUAL	$2,000

10. **Review—Discuss – Consider** Budget Revisions for the FY2025-2026 Budget for the Tax Office: Hinkle moved to approve budget revisions. Commission concurred.

TRANSFER:	FROM:	TO:
$1,409.00	001-404-341-00 MATERIALS & SUPPLIES	001-404-459-00 CAPITAL OUTLAY EQUIPMENT

DRAFT

11. **Review—Discuss – Consider** Order of the County Commission which would re-appoint members to the Charles Pointe Community Enhancement District Board:

Name	Commencement of Term	Term Expiration
Theodore Lopez	July 1, 2025	June 30, 2030
Michael Romano	July 1, 2025	June 30, 2030

Hinkle moved to re-appoint both individuals. Commission concurred.

12. **Review—Discuss – Consider** Allowing McKinley to create a 3D model of the Courthouse and 1st Floor Annex using Revit, a Building Information Modeling (BIM) software. This will create precision drawings to identify potential issues between various building systems (plumbing, electrical, mechanical) and analyze potential risks and hazards: Hinkle moved to approve and affix the proper signatures. Commission concurred.
13. **Review—Discuss – Consider** Funding Request from Lumberport: There was discussion held on the sewer pipe replacement project. Hinkle moved to take $33,325.00 from the Revolving Loan Fund to precision to perform the work and $8,457.51 from -026- Community Improvement Fund. Commission concurred.
14. **Review—Discuss – Consider** Executing lease with Long Ridge West Virginia, LLC re: Parcel/Tract No.: P/O 15-290-4 (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 thanked Trey Simmerman, County Attorney, for his diligent work. Hinkle moved to approve executing the lease. Commission concurred.
15. **Review—Discuss – Consider** Developments and discussions on Rt. 19 property (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): Hinkle moved to enter into executive session and Trey Simmerman, Laura Pysz-Laulis, Commissioner Thomas and Commissioner Hinkle present. Commission concurred. Hinkle moved to exit executive session and into regular session. Commissioner Trecost was absent. Commissioner Thomas and Commissioner Hinkle voted in favor. Motion carried.
16. **Review—Discuss – Consider** Declaring the following Properties as an Emergency nuisance within the frame work of the International Property Maintenance Code Ordinance so that Emergency measures/abatement can be commenced.
    - **A.** 13 Parrish Circle, Wallace
    - **B.** 36 Chestnut Street. Enterprise
    - **C.** 353 New Quarters Road, Meadowbrook
    - **D.** 1552 Shinnston Pike Street, Clarksburg

DRAFT

Charlotte Shaffer, Director of Planning, recommends approving A through D and advised that they have been declared a nuisance. Hinkle moved to approve A, B, C and D as emergency nuisance properties. Commission concurred.

17. **Review—Discuss – Consider** Access and Remediation Letter Agreement: Hinkle moved to approve access and remediation letter agreement. Commission concurred.
    - 6757 Mount Clare Road, Mount Clare
18. **Review—Discuss—Consider** Rail Trail 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 state or any political subdivision): Commissioner Hinkle advised that he wants to establish maintenance standards for the rail trail. Hinkle moved to remove tabled item number three. Commission concurred. Chad Biller provided an update on the rail trail and advised that some phases of the trail are pending DOH approval. Hinkle moved to approve and adopt rail trail maintenance standards and for staff to get with Thrasher. Commission concurred.
19. **Review—Discuss—Consider** Letter to the West Virginia Alcohol Beverage Control Administration: Hinkle moved to approve letter and affix the proper signature. Commission concurred.
    - Clarksburg Country Club, Inc
      199 Club Drive, Clarksburg, West Virginia 26301
20. **Review—Discuss—Consider** Travel Request for Robert Leonard (Planning Dept.) to go to WVCOA Winter 2025 Seminar – Flatwoods Days Inn Conference Center for the West Virginia Code Officials Association Meeting: Hinkle moved to approve the travel request. Commission concurred.
21. **Review—Discuss—Consider** Travel Request for Traci Bodkins (Community Corrections) to go to Morgantown, WV on 11/25/25 for Certification testing: Hinkle moved to approve the competed travel. Commission concurred.
22. **Administrator's Report: NONE**
23. **Commissioner Comments – Questions: NONE**

Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

At the special meeting of the County Commission of Harrison County held on Wednesday December 3, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present was John Spires, County Clerk, and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting.

1. **Review—Discuss** Excess Levy (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee) (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 state or any political subdivision): There was discussion on the excess levy.
   Hinkle moved to adjourn the work session. Commission concurred.

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

DRAFT

_____ _____

Susan Thomas, President Date

5-A.

Date of Meeting	12/17/2025	QUOTES		
Department	**Vendor**	**Description**	**Price**	**I**
911	Dell Technologies	(8) Dell Pro Micro QCM12350 Computers, (6) Dell Pro Slim QCS1250 Computers	$16,781.36	027-711-459-00
Commission	CDW-Government	(6) VEEAM Data Platform Advanced Universal License - Annual Billing License 1s, (6) Veeam Data Platform Advanced Universal License - Annual Billing License 2n, (6) Veeam Data Platform Advanced Universal License - Annual Billing License 3r, (60) Veeam Data Cloud Vault Sub 1 year, (60) Veeam Data Cloud Vault Sub 2 year, (60) Veeam Data Cloud Vault Sub 3 year	$42,831.90	001-401-459-00
County Clerk	Amazon	(5) Ink for Stamper	$49.95	001-402-341-00
County Clerk	POS Supply Solutions	(4) Boxes Ink for Register Validators	$79.80	001-402-341-00

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

5-B.

Date of Meeting	12/17/2025	Invoice							
Department	Vendor	Description	General County Fund	E-911	Vital Services Levy	Community	Community	ARPA	Other as
Name	Name	Note	001	007	027	Corrections	Improvement Fund 026	Fund	Needed
911 Center	Frontier	911 / Taylor County Phone Bill			822.67				
911 Center	City of Bridgeport	735 Genesis Blvd - Water, Sewer, Fire Fees			297.08				
911 Center	Pace Enterprises	Professional Shredding Service			43.00				
911 Center	Harrison Rural Electric Association	Lost Creek Location - Electric Utility Bill			1098.26				
911 Center	Harrison Rural Electric Association	Genesis Blvd Location - Electric Utility Bill			4580.29				
911 Center	Hope Gas	911 Center Gas Utility Bill			479.61				
911 Center	Mon Power	Grafton Tower Electric Utility Bill							**469.83**
911 Center	National Emergency Number Association	(9) Reset, Refuel & Restore Your Purpose in 911			1980.00				
911 Center	EIP Holdings II, LLC	Year 2025 - 50% rent share per lease agreement for Grafton Tower site for collections in excess of $24,000/yr							**3749.13**
911 Center	Sandy's True Value	New Flush Lever needed for upstairs restroom at JSJOC Charles Pointe			4.99				

911 Center	Lowes	New Flush Lever needed for downstairs restroom at JSJOC Charles Pointe			9.86				
911 Center	UniFirst Corp	Carpet Runner Service for JSJOC Charles Pointe			62.25				
911 Center	Language Line Service	Subscription for 24/7 phone assistance for interpreter service to assist with non english speaking 911 callers			99.76				
911 Center	Leedy Elevator Inspection Services LLC	Annual Elevator Inspection for JSJOC Charles Pointe			250.00				
911 Center	WV 911 Council	Yearly renewal for WV 911 Council and yearly maintenance fee for NexTEST support			1300.00				
911 Center	Lowes	Swiffer duster refills, Cascade pods, Lysol Disinfectant			46.97				
911 Center	WM Corporate Services, INC as payment Agent	Trash Services for JSJOC Charles Pointe			197.27				
911 Center	West Virginia Northern Community College	(6) APCO Class Active Shooter Incidents for Public Safety Communications			300.00				
911 Center	West Virginia Northern Community College	(6) APCO Course on Bullying and Negativity in the Communications Center			300.00				
911 Center	West Virginia Northern Community College	(5) APCO Course on Crisis Negotiations			250.00				

911 Center	West Virginia Northern Community College	(5) APCO Course on Surviving Stress			250.00				
911 Center	West Virginia Northern Community College	(4) APCO Course on Disaster Operations and the Communications Center			200.00				
911 Center	West Virginia Northern Community College	(4) APCO Course on Customer Service in Today's Public Safety Communications			560.00				
911 Center	West Virginia Northern Community College	(5) APCO Course on Cyber Security Fundamentals for the ECC			700.00				
911 Center	Fisher Auto Parts	(12) Quarts Mobil 0x20 Oil for 2018 Chevy Silverado 911 Vehicle			83.76				
911 Center	Hart Office Solutions	(3) HP 30A Black Toner Cartridges for Dispatch Printer			340.83				
911 Center	WestFax	Onboarding Fee - Cloud Toolkit Setup New Cloud Based Faxing Service			495.00				
911 Center	Frontier	Internet service, Taylor County Phone Exchange that rings direct to JSJOC, Phone Service/Voice and Data Circuits for JSJOC			4828.35				
911 Center	The Water Shop	(3) Bottled Water Delivery for JSJOC Charles Pointe			22.50				

911 Center	US Cellular	Monthly cell Phone and Data Service for 911 / OEM including IPADS and cell service for tower security cameras			760.01				
911 Center									
911 Center									
911 Center									
Ambulance Authority	Harrison County EMS	Vending Machines Reimbursement			69,908.11				
Ambulance Authority	City of Salem	November 2025 Allotment			1310.24				
Ambulance Authority	Nutter Fort VFD	November 2025 Allotment			1137.84				
Ambulance Authority	Harison County EMS	November 2025 Allotments for EMS61, EMS62, EMS63, EMS67			21,446.56				
Ambulance Authority	Bridgeport Fire Department	November 2025 Allotments for BEMS51 & BEMS52			7,171.84				
Ambulance Authority	Anmoore EMS	November 2025 Allotment			5,172.00				
Animal Control	ACE Aggregtes	Animal Control Project - (1.95 Tons) 1-1/2'' Crusher Run to repair potholes in driveway			$42.90				
Animal Control	City of Shinnston	Animal Control Water Utility Bill			$93.78				
Animal Control	Audubon Animal Clinic	Multiple Invoices			$8,489.60				
Animal Control	Audubon Animal Clinic	Multiple Invoices			$4,482.38				
Animal Control	Clarksburg Veterinary Hospital	Multiple Invoices			$11,536.39				

Animal Control	Audubon Animal Clinic	Voucher Program			$481.80				
Animal Control	Clarksburg Veterinary Hospital	Multiple Invoices - Vet Care Vouchers			$400.00				
Animal Control	Clarksburg Veterinary Hospital	Multiple Invoices - Vet Visits			$876.29				
Animal Control	Enterprise Sanitation	Garbage Utility Service for Animal Control			$185.67				
Animal Control	US Bank - Amazon	Dewormer Restock			$1,126.24				
Animal Control	Frontier	Animal Control Phone Bill			$199.33				
Animal Control	A-1 Exterminating	General Pest Control Services for Animal Control			$50.00				
Animal Control	The Water Shop	Water for Animal Control			$43.22				
Animal Control	US Cellular	Animal Control Phone Bill			$498.01				
Animal Control	US Bank - Amazon	Epson ES-400 Document Scanner			$299.99				
Animal Control	Tractor Supply Credit	Multiple Invoices - Bedding and Dog Food			$988.03				
Animal Control	Audubon Animal Clinic	Vet Trip for Artik			$224.29				
Assessor	Frontier	Assessor Statewide Computer	$72.82						
Circuit Court	The Water Shop	Water for Harrison County Circuit Court - Judge McCarthy's Jury Room	$57.00						
Circuit Court	The Water Shop	Water for Harrison County Circuit Court - Judge McMunn's Jury Room	$27.00						

Circuit Court	The Water Shop	Water for Harrison County Circuit Court - Judge Shaffer's Jury Room	$21.00						
Commission	Visual Edge IT	Copier Rental for the Pros. Attorney	$367.39						
Commission	The Exponent Telegram	Legal Ad: Accepting Applications for Opioid Funds	$20.81						
Commission	Frontier	Courthouse Phone Bill	$375.49						
Commission	Frontier	Courthouse Phone Bill	$434.63						
Commission	Hope Gas	229 South Third St - Gas Utility Bill	$397.44						
Commission	Hope Gas	Courthouse Gas Utility Bill	$29.49						
Commission	Hope Gas	609 W. Main Street Gas Utility Bill	$84.53						
Commission	Mon Power	VA Rail Trail Electric Utility Bill	$74.65						
Commission	US Bank - CDWG	Camera Mount for Courthouse Security	$363.09						
Commission	US Bank - Advantage Technology	Verkada Intercom	$285.32						
Commission	US Bank - Amazon	Binders for Commission Office	$51.34						
Commission	US Bank - Amazon	Laminator for Commission	$349.69						
Commission	US Bank - Amazon	Notebooks for Commission Office	$44.98						
Commission	US Bank - Amazon	Amazon Prime Membership	$14.99						
Commission	US Bank - Indeed	Job Sponsoring	$182.57						
Commission	Steven Chase Snyder	Uniform Allowance	$500.00						
Commission	US Bank	Quiet Dell School Water Utility Bill	$48.71						

Commission	Software Systems Incorporated	Courthouse Contractual - Level 2 & 3 Maintenance - November 2025	$2,050.45						
Commission	Thomson Reuters - West	Online Software Subscription Charges	$610.26						
Commission	PACE Enterprises of WV, Inc	Professional Shredding Service for the Commission	$342.00						
Commission	Mon Power	Public Safety Building Electric Utility Bill	$1,088.46						
Commission	Visual Edge IT	Copier Rental for the Sheriff's Office	$189.95						
Commission	Citynet	Phone / Internet Service for the Courthouse	$12,190.07						
Commission	Civic & Environmental Consultants Inc	CEC Ellis Req. #5 - Site Analysis, Geohazard Assessment, Environmental Assessment, Floodplain Analysis, Utility Analysis, Demo Cost Estimate, Ecological Services	$1,792.00						
Commission	Referense Services Inc	Background Checks - Kimberly A. Malejko - Park & Rec.	$62.50						
Commission	Fleetcor (dba Fuelman)	Gasoline Purchases for November, 20258	$14,123.14						
Commission	Advantage Tech	Monthly Billing for December, 2025	$4,230.00						
Commission	A-1 Exterminating Co	General Pest Control Services for the Old DHHR Building	$173.25						
Commission	A-1 Exterminating Co	General Pest Control Services for the GSA Building	$210.00						

Commission	A-1 Exterminating Co	General Pest Control Services for the Sheriff's Office	$90.00						
Commission	A-1 Exterminating Co	General Pest Control Services for the Senior Center	$90.00						
Commission	UniFirst Corp	Weekly Rugs / Maintenance Contract for the Courthouse	$181.38						
Commission	UniFirst Corp	Weekly Rugs / Maintenance Contract for the Courthouse	$181.38						
Commission	UniFirst Corp	Weekly Rugs / Maintenance Contract for the Courthouse	$190.72						
Commission	WVCORP	Quarterly Workers Comp Payment	$28,748.75						
Commission	Pitney Bowes Bank Inc Purchase Power	Postage for the Commission	$6,210.24						
Commission	Alpha Energy Solutions	Service Call - Removal and Installation of 3 Electric Heaters	$3,969.00						
Commission	Alpha Energy Solutions	Service Call - Inspected Unit, Found and replaced faulty blower motor	$2,208.18						
Commission	Alpha Energy Solutions	Service Call - Inspected Unit, Found RTU 1 tripped due top low static pressure. RTU 2 found and replaced faulty condenser fan motor. Reset both RTU's	$2,961.42						
Commission	Waste Management	Courthouse Garbage Utility Bill	$1,064.19						
Commission	Waste Management	Sheriff's Office Garbage Utility Bill	$125.07						

Commission	Mon Power	County Parking Lot Electric Utility Bill	$11.83						
Commission	Mon Power	633 W. Pike Street Electric Utility Bill	$537.48						
Commission	Mon Power	609 W. Main Street Electric Utility Bill	$1,116.38						
Commission	Hope Gas	Courthouse Annex Gas Utility Bill	$4,316.94						
Commission	Clarksburg Water Board	General Service Building Water Utility Bill	$484.49						
Commission	Clarksburg Water Board	Extension Office Water Utility Bill	$140.05						
Commission	Clarksburg Water Board	Courthouse Water Utility Bill	$824.99						
Commission	Clarksburg Water Board	306 Washington Ave, Clarksburg Water Utility Bill	$372.00						
Commission	Clarksburg Water Board	306 Washington Ave, Clarksburg Water Utility Bill	$426.70						
Commission	Clarksburg Water Board	609 West Main Street Water Utility Bill	$114.72						
Commission	Reference Services	Background Checks - Jennifer Van Gilder, Ashley Lightner, Brandy Salinetro	$190.50						
Commission	Indeed	Job Sponsoring for November, 2025	$496.50						
Commission	First Guaranty Bank	Star for Christmas Tree	$69.98						
Commission	First Guaranty Bank	Hobby Lobby - Christmas Ornaments for tree on Plaza	$111.92						

Commission	First Guaranty Bank	Lowes - Five 4ft Christmas Trees for Commission Hearing Room, Joy Sign and Light Up Ginger Bread Man	$568.88						
Commission	First Guaranty Bank	Michaels - Christmas Ornaments for Tree on Plaza	$499.54						
Commission	Mon Power	General Service Building Electric Utility Bill	$9,641.83						
Commission	Mon Power	License Plate Readers Electric Utility Bill	$45.29						
Commission	Pitney Bowes Global Financial	Postage Machine Lease for the Commission	$3,242.88						
Commission	UniFirst Corp	Weekly Rugs / Maintenance Contract for the Courthouse	$182.31						
Commission	FedEx	Postage Charges for the Commission	$162.10						
Commission	US Cellular	Harrison County Commission Phone Bill	$1,374.98						
Commission	US Cellular	Harrison County Commission Phone Bill	$1,382.36						
Commission	TK Elevator Corp	(2) Gold - Full Maintenance - Elevator	$4,379.02						
Commission	Frontier	Courthouse Fiber Internet	$179.81						
Commission	Office of the State Auditor	A-133 Audit for FY: 2025	$27,105.00						
Commission	MVB Bank	609 West Main Street Property Payment	$6,222.12						

Commission	Harrison County Bank	Airport Property Payment	$34,395.48						
Commission	First Guaranty Bank	14ft Christmas Tree and Photo Op Frame					$12,320.38		
Community Corrections	Traci Bodkins	Reimbursal - Mileage for testing and certification				$283.20			
Community Corrections	DMV / Saftey & Treatment Services	Multiple Invoices - Safety & Treatment Classes - November, 2025				$3,500.00			
Community Corrections	OpAns	DBS Toxicology Panels - October, 2025				$4,300.00			
Community Corrections	Solid Ground Therapy Services	Clinical Supervision - November, 2025				$150.00			
Community Corrections	Best Notes	Mnthly Fees for November, 2025				$620.00			
Community Corrections	Micro Distributing II, LTD	5 Panel STAT Cup, Quantisal Kit				$450.00			
Community Corrections	Aqua Filter Fresh Inc.	Multiple Invoices - Monthly Fee December, 2025 & Admin Charge, 5 Gallon Spring plus Monthly Fee January 2025				$70.05			
Community Corrections	Alcohol Monitoring Systems, Inc	CAM Daily Monitoring Fees, Remote Breath Monitoring Fees, CAM Bracelet Prorated, Remote Breath Monthly Rental - November, 2025				$3,312.29			
Community Corrections	Micro Distributing II, LTD	November, 2025 -Hair Mega Panel, 16 Panel Drug Test, Additional Substances Test				$45,096.95			

Community Corrections	ULINE	Trash Bags plus shipping				$149.93			
Community Corrections	US Bank	Multiple Invoices - Staples, Amazon,FedEx				$527.56			
County Clerk	The Water Shop	Water for the County Clerks	$36.00						
County Clerk	Carol Hall	Monthly Gym Membership	$26.80						
County Garage	US Bank - Amazon	Wiper and Motor Kit for Side by side	$194.00						
County Garage	US Bank - Amazon	New Wheels for Pallet Jack	$39.95						
County Garage	Us Bank- Amazon	Mirrors for Side by Side	$89.99						
County Garage	US Bank - Amazon	Plow Maker Kit	$30.70						
County Garage	Harry Green 7 Acres	4 Wheel Alignment	$135.95						
County Garage	Chenoweth Ford	Supplies Clip, Screw Spring, Nut Expansion, Rivet Blind	$104.20						
County Garage	Chenoweth Ford	Supplies - Brake Lining Kits, Brake Rotor Assemblies	$847.33						
County Garage	Chenoweth Ford	Multiple Invoices - Parts	$1,920.59						
County Garage	Chenoweth Ford	Supplies - (4) TPMS Sensors	$233.64						
County Garage	Fisher Auto Parts	Supplies - Perma Coil	$57.57						
County Garage	Fisher Auto Parts	Multiple Invoices - Parts	$297.57						
County Garage	Wholesale Tire Inc	Parts - Plate #N3Z971 - (4) Tires	$709.48						
County Garage	Wholesale Tire Inc	Parts - Playe # CY5679 - (4) Tires	$1,107.12						
County Garage	Wholesale Tire Inc	Supplies - (12) Tires	$1,656.00						
County Garage	Wholesale Tire Inc	Supplies - (8) Tires	$1,182.40						

Courthouse	Hope Gas	Courthouse Gas Utility Bill	$179.63						
Courthouse	Johnson Controls Fire Protection LP	Service Call - Replaced two broken Fire alarms on Fouth floor	$1,542.46						
Family Court	The Water Shop	Water for Family Court	$21.00						
Grants	The Water Shop	Water for the Grants Department	$24.00						
Home Incarceration	Canon Financial Services, Inc.	November 2025 Copier Fees							$130.97
Home Incarceration	US Cellular	Services through November 2025							$488.34
Home Incarceration	Buddi US LLC	Smart Tags November, 2025							$5,658.20
IT	wv p-Card Purchase - Home Depot	(2) Front Casters for Cart, (2) Rear Casters for Cart, (1) 4pc Socket Impact Bits	$104.12						
Law Enforcement	Creative Product Sourcing	Dare Supplies							$214.32
Law Enforcement	First Guaranty Bank	Multiple Invoices - Deputies Credit Card Charges	$913.20						
Law Enforcement	First Guaranty Bank	Taxable Fringe Benefit - Mealey	$158.00						
Law Enforcement	Trapuzzano's	Multiple Invoices - Grey and gold Border Emblems, Commendation Bars, Name Tag Kesling	$1,234.16						
Law Enforcement	Galls	Multiple Invoices - Jackets, Commendation Bars	$272.26						

Law Enforcement	Robins Perfect Fit	Jaumot - Take In Shirt	$16.00						
Law Enforcement	Skasiks Cleaners	Dry Cleaning	$490.30						
Law Enforcement	Optimum	Internet	$156.02						
Law Enforcement	Robins Perfect Fit	Southern - Hem Pants	$15.00						
Law Enforcement	Trapuzzanos	Gold and Silver Circle Patch	$334.00						
Law Enforcement	Bowles Rice LLP	Professional Services	$2,452.04						
Law Enforcement	Project LifeSaver Inc	Receiver, Transmitter One Year Kit, Silicone Key Chain, Stress Star, Transmitter Battery Tester, Omni 12'' Magnetic Mount Car Antenna plus Shipping Charges							$2,990.69
Magistrates	The Water Shop	Water for Magistrate Mike Weiss	$12.00						
Magistrates	The Water Shop	Water for the Magistrate Clerks Office	$27.00						
Magistrates	Mike Weiss	Phone Bill for October, November,& December							$154.92
Magistrates	Kevin Renzelli	Phone Bill for October, November,& December							$154.92
Magistrates	Frank DeMarco	Phone Bill for October, November,& December							$154.92
Magistrates	Warren Davis	Phone Bill for October, November,& December							$154.92

Magistrates	Kimberly Wygal	Phone Bill for October, November,& December							$154.92
Maintenance	ULINE	Supplies - (4) Carpet Chair Mats	$423.55						
Maintenance	Lowes	Multiple Invoices - Supplies	$555.85						
Maintenance	Shinnston Ace Hardware	Supplies	$122.66						
Maintenance	The Water Shop	Water for Maintenance	$12.00						
Maintenance	Lowes	Multiple Invoices - Supplies	$98.49						
Maintenance	Sandy's True Value	Multiple Invoices - Supplies	$91.74						
Maintenance	State Electric Supply Co	Supplies - Fluorescent Lamp Bulbs	$486.22						
Maintenance	Liberty Distributors	Various Cleaning Supplies	$4,743.46						
Maintenance	ULINE	Supplies - mop heads	$339.21						
Maintenance	Liberty Distributors	Cleaning Supplies - Pledge Multi-surface and furniture polish	$566.52						
Parks & Rec.	Mon Power	Quiet Dell School Electric Utility Bill			$126.97				
Parks & Rec.	Mon Power	Quiet Dell School Barracks Electric Utility Bill			$17.15				
Parks & Rec.	US Bank - Amazon	Popcorn Boxes for Events			$79.98				
Parks & Rec.	Enterprise Sanitation	Garbage Utility Bill for Parks and Rec			$439.57				
Parks & Rec.	Mon Power	Summit Park Field Electric Utility Bill			$10.00				

Parks & Rec.	Clarksburg Water Board	Parks & Rec Water Utility Bill			$256.04				
Parks & Rec.	Mon Power	Parks & Rec Electric Utility Bill			$1,386.40				
Parks & Rec.	Enlarged Hepzibah PSD	Water & Sewer for Spelter Ball Filed			$82.41				
Parks & Rec.	Summit Park PSD	Water and Sewer for Summit Park Ball Field			$84.93				
Parks & Rec.	Belnick Retail LLC	(10) 6FT TABLES PLUS FREIGHT FOR Rec Complex Location			$2,049.78				
Parks & Rec.	First Citizens Bank & Trust Co	Monthly Copier Rental			$98.03				
Parks & Rec.	Marsh	Cable Ties, Candle Décor, Weedeater fuel			$54.82				
Parks & Rec.	Marsh	Rock Salt for 43 Recreation Drive			$120.00				
Parks & Rec.	McCarty's	Monthly Porta John Rental invoices for 43 Recreation Drive for August and October			$250.00				
Parks & Rec.	McCarty's	Monthly Porta John Rental invoices for Ellis Property for August and October			$641.13				
Parks & Rec.	Sandy's	Items for Christmas Display and Fence			$174.71				
Parks & Rec.	Charter Communications	Monthly Phone / Internet 43 Recreation Drive			$238.94				
Parks & Rec.	Shinnston Ace Hardware	Saw			$10.99				
Parks & Rec.	Shinnston Ace Hardware	Tools & Supplies to complete job at SunsetEllis			$122.66				
Parks & Rec.	Shortline PSD	Water Bill for Wallace Park			$40.23				

Parks & Rec.	Steve's Cabinet and Millwork	Wood Framing for Park and Rec signes			$50.00				
Parks & Rec.	Thomspns Landscaping & Garden Center	Trees and Plants for 43 Recreation Drive			$2,059.00				
Parks & Rec.	US Bank - Amazon	Monthly Booking Calendar			$17.05				
Parks & Rec.	US Bank- Foodlion	Christmas Trees for Sunset Ellis Display			$349.93				
Parks & Rec.	US Bank - Lowes	Christmas Lights sunset Ellis Display			$899.02				
Parks & Rec.	US Bank	Amazon - 3 part receipt book			$66.79				
Parks & Rec.	US Bank - Amazon	Base plugs for Good Hope Ball Field			$22.99				
Parks & Rec.	Unifirst Corp	Weekly Rug and Maintenance Supplies			$38.26				
Parks & Rec.	Mon Power	Ellis Property Electric Utility Bill			$46.00				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			$10.71				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			$10.00				
Parks & Rec.	WV P-Card Purchase - Cleverbridge (Corel)	Coreldraw for Website Editing			$287.83				
Planning	US Bank - Amazon	Hole Punch and Paper for Door Hangers	$31.37						
Planning	The Water Shop	Water for the Planning Department	$12.00						
Process	US Cellular	Cellular Bill	$201.12						
Process	The Water Shop	Water for Staging & Process	$60.00						
Prosecuting	Visa	Staples - Black Toner	$1,261.18						

Prosecuting Attorney	Visa	Staples, Amazon, Aqua Filter Fresh, Sam's, Zoom, Finance Charge	$647.88						
Regional Jail	WV Regional Jail	Inmate Housing in November, 2025	$166,949.64						
Sheriff & Treasurer	Visa (First Guaranty Bank)	Amazon Monthly, Water for office	$56.19						
Sheriff & Treasurer	Stationers	Envelopes Window and plain	$1,016.70						
Sheriff & Treasurer	WV Tax Deputies Association	(9) Tax Deputy Dues	$45.00						
WVU Extension									
			$379,822.69	**$0.00**	**$40,160.24**	**$58,459.98**	**$12,320.38**	**$0.00**	**$14,476.08**
					Grand Total:	**$505,239.37**			

Commissioner's Signature

12/17/2025

Date of Meeting

Commissioner's Signature

US BANK Sent to Bookkeeping to be paid early 12-05-2025

Commissioner's Signature

Sent to Bookkeeping to be paid early 12/08/25

7-A.

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. (12/17/25)

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 **$6,266.08**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$6,266.08.** 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) **$6,266.08** 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 **17th day of December, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #112025-059	Date: 11/24/2025	$3,306.25
UMB Bank	Invoice #1030306	Date: 11/20/2025	$2,576.33
Jackson Kelly	Invoice #1253674	Date: 12/09/2025	$ 383.50
		Total	**$6,266.08**

JACKSONKELLY PLLC
Attorneys at Law
P.O. BOX 45705
BALTIMORE, MD 21297-5705
TELEPHONE 304-340-1000 FAX 304-340-1130
EMPLOYER I.D. NO. 550394215

34382
Charles Pointe Community Enhancement District
c/o Harrison County Commission
Attn: Michelle Tonkin
301 West Main Street
Clarksburg, WV 26301-2974
mtonkin@harrisoncountywv.com
lpysz@harrisoncountywv.com
maimbrogno@jacksonkelly.com

December 9, 2025
Invoice No. 1253674

Total Amount of Current Invoice # 1253674 **$383.50**

PLEASE RETURN THIS PAGE WITH REMITTANCE

NOTE: Should you have any questions please contact JK_Finance@jacksonkelly.com.

ACH Instructions

To ensure proper credit to your account, please include the invoice number(s) being paid.

If you would prefer to have your invoices emailed or need to update your current email on file, please contact us at JK_Billing@jacksonkelly.com.

PAYMENT DUE January 8, 2026

2028

JACKSONKELLY PLLC
Attorneys at Law
P.O. BOX 45705
BALTIMORE, MD 21297-5705
TELEPHONE 304-340-1000 FAX 304-340-1130
EMPLOYER I.D. NO. 550394215

December 9, 2025
Invoice No. 1253674

34382
Charles Pointe Community Enhancement District

For Legal Services Rendered through November 30, 2025.

Matter 301
TIF Bond Assessments

Date	Timekeeper	Description	Hours	Amount
11/07/25	M. Imbrogno	Corresponding regarding timing of and agenda for December board meeting.	0.30	88.50
11/10/25	M. Imbrogno	Corresponding with board regarding December meeting.	0.20	59.00
11/11/25	M. Imbrogno	Corresponding regarding timing of December board meeting.	0.30	88.50
11/14/25	M. Imbrogno	Corresponding with County Commission regarding board appointment matters.	0.20	59.00
11/24/25	M. Imbrogno	Preparing draft notice and agenda for board meeting.	0.30	88.50
		Total Hours	1.30	
		Services		$ 383.50
		Total This Matter		$383.50

cc: Laura Pysz
lpysz@harrisoncountywv.gov

If you would prefer to have your invoices emailed or need to update your current email on file, please contact us at JK_Billing@jacksonkelly.com.

PAYMENT DUE January 8, 2026

UMB

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

Invoice 1030306

Invoice Date:	**November 20, 2025**
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:	**October 1, 2025 through October 31, 2025**
Prior Balance:	$ 10,402.32
Payments Received as of November 10, 2025	$5,401.66
Adjustments	$ 0.00
Outstanding Balance:	$5,000.66
Current Billing Period:	
Current Period Fees	$2,576.33
Total Fees Due	$7,576.99

Remittance Stub
Billing Period 10/01/2025 - 10/31/2025

Account Number:	141961.1
Invoice Number:	1030306
Remit Balance	$7,576.99

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

2008

UMB

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

Invoice 1030306

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

Administration Fee	$458.33
Extraordinary Administration Fees	2,118.00
Administrative Fees Total	**$2,576.33**

Account Total **$2,576.33**

UMB

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

Invoice **1030306**

Statement of Receivables

Reflects Only Those Payments Received And Applied As of November 10, 2025

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
1024666	September 19, 2025	August 1, 2025 to August 31, 2025	2,500.33	52 days
1027268	October 17, 2025	September 1, 2025 to September 30, 2025	2,500.33	24 days
	Total Balance Due		**5,000.66**	

INVOICE

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Invoice Date	Invoice #
11/24/2025	112025-059

Balance Due

Remit check to: or Wire & ACH Instructions:

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150

Bill To:

The County Commission of Harrison County
ATTN: Susan Thomas, President
229 South 3rd Street
Clarksburg, WV 26301

Project: Charles Pointe Series 2008 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 11/24/2025

Invoice # 112025-059

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Terms: Net 30 | Client #: 1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Sr Assoc (NJS)	10/1/2025	Review and categorize monthly statements.	1.75	350.00
Vice Pres (PSK)	10/1/2025	Correspond with president, counsel, and associate regarding account statements.	0.25	62.50
Vice Pres (PSK)	10/2/2025	Review account statement folders for dissemination.	0.25	62.50
Manager (SAM)	10/6/2025	Update account reconciliation file with August transactions. Correspond with the trustee related to amounts deposited.	0.75	168.75
Manager (SAM)	10/7/2025	Update account reconciliation file with confirmation from the trustee.	0.25	56.25
Manager (SAM)	10/9/2025	Begin review of reapportionment memorandum updates provided by legal counsel.	0.5	112.50
Manager (SAM)	10/10/2025	Update memorandum pursuant to comments from legal and begin correspondence to the developer.	1.5	337.50
Manager (SAM)	10/14/2025	Remit tax bills update memorandum to the developer. Discuss administrative budgets.	2	450.00
Vice Pres (PSK)	10/14/2025	Review invoice amounts from prior years to create a general budget per counsel request. Discuss with associate.	0.25	62.50
Sr Assoc (MMM)	10/16/2025	Prepare 2026 project management task list software.	0.5	100.00
Sr Assoc (MS)	10/16/2025	Prepare account statements for updating account reconciliation.	0.25	50.00
Vice Pres (PSK)	10/22/2025	Attend call with developer to discuss memo related to changes on the special assessments. Reduce account statement size for emailing and send to developer.	1.5	375.00
Manager (SAM)	10/22/2025	Prepare for, attend, and send follow up related to call with developer and counsel to discuss tax bill update memorandum.	1.75	393.75
Manager (SAM)	10/23/2025	Correspond with legal related to forborne amounts.	0.5	112.50
Manager (SAM)	10/24/2025	Update account reconciliation file with September transactions.	0.5	112.50
Sr Assoc (MS)	10/24/2025	Contact project manager regarding upcoming December debt service payment date.	0.25	50.00
Director (JLA)	10/28/2025	Assist with identification and provision of material information related to on-going compliance.	0.5	112.50

Total

PK

Billing Inquiries? Call (443) 539-4104

E

2008

INVOICE

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Invoice Date	Invoice #
11/24/2025	112025-059

Balance Due $3,306.25

Remit check to: or **Wire & ACH Instructions:**

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150



Bill To:

The County Commission of Harrison County
ATTN: Susan Thomas, President
229 South 3rd Street
Clarksburg, WV 26301

Project: Charles Pointe Series 2008 — 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 11/24/2025

Invoice # 112025-059

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Terms	Client #
Net 30	1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Manager (SAM)	10/28/2025	Correspond related to debt service outstanding and review figures received from the trustee.	0.75	168.75
Manager (SAM)	10/31/2025	Correspond with legal related to upcoming board meeting agenda items and discuss with vice president.	0.75	168.75
		Subtotal Fees:		3,306.25

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

Total **$3,306.25**

PK

Billing Inquiries? Call (443) 539-4104

E

8-A.

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. 112 (12/17/25)

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 **$14,743.25** 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) **$14,743.25.** 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 **17th day of December, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB Bank	Invoice #1030337	Date: 11/20/2025	$ 4,797.00
MuniCap, Inc.	Invoice #112025-270	Date: 11/24/2025	$ 9,946.25
		Total	**$ 14,743.25**

UMB

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

Invoice **1030337**

Invoice Date:	**November 20, 2025**
Account Number:	**158735.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

2019

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

Billing Period:	**October 1, 2025 through October 31, 2025**
Prior Balance:	$ 18,410.00
Payments Received as of November 10, 2025	$ 15,032.00
Adjustments	$ 0.00
Outstanding Balance:	$3,378.00
Current Billing Period:	
Current Period Fees	$4,797.00
Total Fees Due	$8,175.00

Remittance Stub
Billing Period 10/01/2025 - 10/31/2025

Account Number:	158735.1
Invoice Number:	1030337
Remit Balance	$8,175.00

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

UMB

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

Invoice 1030337

Account Detail
Charles Pointe EODD 2019ABC

Account Number: 158735.1

Administrative Fees

Administration Fee	$625.00
Extraordinary Administration Fees	4,172.00
Administrative Fees Total	**$4,797.00**
Account Total	**$4,797.00**

UMB

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

Invoice 1030337

Statement of Receivables

Reflects Only Those Payments Received And Applied As of November 10, 2025

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
1027535	October 20, 2025	September 1, 2025 to September 30, 2025	3,378.00	21 days
	Total Balance Due		**3,378.00**	

INVOICE

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Invoice Date	Invoice #
11/24/2025	112025-270

Balance Due

Remit check to: or Wire & ACH Instructions:

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150

[redacted]

Bill To:

Gina Jones
Director of Grants and Special Proj.
Harrison County Commission
229 South 3rd Street
Clarksburg, WV 26301

Project: Charles Pointe 2019 2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 11/24/2025

Invoice # 112025-270

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Terms: Net 30 | Client #: 2024

Project: Charles Pointe 2019

Item	DATE	Description	Hrs	Amount
Sr Assoc (NJS)	10/1/2025	Review and categorize monthly statements.	0.75	150.00
Vice Pres (PSK)	10/1/2025	Correspond with president, counsel, and associate regarding account statements.	0.25	62.50
Proj Mgr (VVJ)	10/1/2025	Work on FY25 accruals and workpapers.	0.75	161.25
Vice Pres (PSK)	10/2/2025	Review account statement folders for dissemination.	0.25	62.50
Vice Pres (PSK)	10/6/2025	Correspond with associate regarding revenue distribution reports.	0.25	62.50
Manager (SAM)	10/6/2025	Update account reconciliation file with August transactions.	0.5	112.50
Sr Assoc (OO)	10/7/2025	Email follow-up to trustee regarding outstanding backup.	0.25	50.00
Assoc (JJD)	10/7/2025	Update excise tax database for September.	0.75	131.25
Manager (SAM)	10/7/2025	File revenue source received and update annual statutory report with administrator's budget.	3	675.00
Manager (SAM)	10/8/2025	Review information received from the developer and update annual statutory report with information. Review report and provide to vice president for internal review.	6.25	1,406.25
Proj Mgr (VVJ)	10/13/2025	Work on FY25 accruals and adjustments. Prepare the files for completion.	0.75	161.25
Proj Mgr (VVJ)	10/14/2025	Review August journal entries and support. Complete FY25 accrual journal entries and submit to the manager for review.	1	215.00
Exec VP (MD)	10/15/2025	Review accruals.	0.5	137.50
Sr Assoc (OO)	10/15/2025	Email follow up with trustee regarding missing backup. Post August journal entries in QuickBooks.	0.5	100.00
Proj Mgr (VVJ)	10/15/2025	Complete FY25 workpapers.	2.75	591.25
Exec VP (MD)	10/16/2025	Review workpapers.	0.5	137.50
Proj Mgr (VVJ)	10/16/2025	Complete FY25 financial statements.	2.5	537.50
Proj Mgr (VVJ)	10/16/2025	Confirm August QuickBooks balances and approve journal entries.	0.25	53.75
Sr Assoc (MS)	10/16/2025	Prepare account statements for updating account reconciliation.	0.25	50.00
Exec VP (MD)	10/17/2025	Review financial statements.	0.25	68.75
Proj Mgr (VVJ)	10/17/2025	Begin working on FY25 draft audit report.	0.75	161.25

Total

PK

Billing Inquiries? Call (443) 539-4104

E

INVOICE

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Invoice Date	Invoice #
11/24/2025	112025-270

Balance Due

Remit check to: or Wire & ACH Instructions:

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150

Bill To:

Gina Jones
Director of Grants and Special Proj.
Harrison County Commission
229 South 3rd Street
Clarksburg, WV 26301

Project	Charles Pointe 2019	2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
11/24/2025	112025-270

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Terms	Client #
Net 30	2024

Project: Charles Pointe 2019

Item	DATE	Description	Hrs	Amount
Manager (SAM)	10/20/2025	Review EMMA for nonpayment notifications, account reconciliation related to debt service amounts paid, and correspondence related to debt service schedule.	1.5	337.50
Proj Mgr (VVJ)	10/21/2025	Receive legal fees confirmation. Record additional FY25 adjusting journal entry and revise FY25 financial statements. Work on FY25 draft audit report.	2.75	591.25
Vice Pres (PSK)	10/22/2025	Reduce account statement size for emailing and send to developer.	0.25	62.50
Manager (SAM)	10/22/2025	Review revenue database entries and request outstanding debt service amounts.	1	225.00
Proj Mgr (VVJ)	10/23/2025	Prepare August financial reports and email them to the board members and counsel. Review FY25 board minutes. Complete FY25 draft audit report.	2	430.00
Manager (SAM)	10/24/2025	Update account reconciliation file with September transactions.	0.5	112.50
Sr Assoc (MS)	10/24/2025	Contact project manager regarding upcoming December debt service payment date.	0.25	50.00
Exec VP (MD)	10/27/2025	Review draft audit report. Request additional information on Second Supplemental Indenture. Review supplemental indenture and revised draft audit report.	1	275.00
Proj Mgr (VVJ)	10/27/2025	Review manager's comments regarding the FY25 draft audit report and revise accordingly. Request the Second Supplement Indenture from the bond counsel, review it and incorporate it in the report.	1.75	376.25
Manager (SAM)	10/28/2025	Correspond related to debt service outstanding and review figures received from the trustee.	0.75	168.75
Proj Mgr (VVJ)	10/28/2025	Submit FY25 draft audit report to the project manager for review.	0.25	53.75
Sr Assoc (OO)	10/29/2025	Prepare September journal entries.	0.5	100.00
Sr Assoc (OO)	10/30/2025	Request missing invoice from trustee.	0.25	50.00

Total

PK

Billing Inquiries? Call (443) 539-4104

E

INVOICE

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Invoice Date	Invoice #
11/24/2025	112025-270

Balance Due $9,946.25

Remit check to: or Wire & ACH Instructions:

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150

Bill To:

Gina Jones
Director of Grants and Special Proj.
Harrison County Commission
229 South 3rd Street
Clarksburg, WV 26301

Project: Charles Pointe 2019 2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 11/24/2025

Invoice # 112025-270

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Terms: Net 30 Client #: 2024

Project: Charles Pointe 2019

Item	DATE	Description	Hrs	Amount
Manager (SAM)	10/30/2025	Review financial report as requested from accounting and provide comments. Update annual statutory report and provide to vice president for review.	5	1,125.00
Manager (SAM)	10/31/2025	Discuss statutory report sources and information with vice president.	0.75	168.75
Proj Mgr (VVJ)	10/31/2025	Revise FY25 financial statements report per project manager's comments and distribute to the board and counsel.	0.5	107.50
Vice Pres (PSK)	10/31/2025	Review annual statutory report. Discuss comments with associate.	2.5	625.00
		Subtotal Fees:		9,946.25

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

Total **$9,946.25**

PK

Billing Inquiries? Call (443) 539-4104

E

2019

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)

$6,422,000
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. 54

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 an Indenture of Trust, for the above captioned Bonds (the "Series 2021 Bonds"), dated as of May 15, 2021 (the "Original Indenture") between the Issuer and WesBanco Bank, Inc. as replacement trustee, (the "Trustee"), as supplemented and amended by a First Supplemental Indenture of Trust (the "First Supplemental Indenture of Trust") dated as of August 11, 2023, and a Second Supplemental Indenture of Trust (the "Second Supplemental Indenture"), dated July 19, 2024 (the "Second Supplemental Indenture" and together with the Original Indenture and the First Supplemental Indenture, the "Indenture"), 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 **$531.25**. 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) **$531.25** 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 **17th day of December, 2025**.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #112025-231	Date: 11/24/2025	$ 531.25
		Total	**$ 531.25**

INVOICE

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Invoice Date	Invoice #
11/24/2025	112025-231

Balance Due $531.25

Remit check to: or Wire & ACH Instructions:

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150

[redacted]

Bill To:

Harrison County Commission
229 South 3rd Street
Clarksburg, WV 26301

Project: Harrison County-WhiteOak Admin 1676

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
11/24/2025	112025-231

MuniCap, Inc.
Suite 210
8965 Guilford Road
Columbia, MD 21046

Terms	Client #
Net 30	1676

Project: Harrison County-WhiteOak Admin

Item	DATE	Description	Hrs	Amount
Sr Assoc (MMM)	10/15/2025	Prepare 2026 project management task list software.	0.5	100.00
Sr Assoc (MS)	10/24/2025	Prepare account statements for updating account reconciliation.	0.25	50.00
Sr Assoc (MS)	10/28/2025	Review trustee statements and contact senior project manager regarding account questions.	0.5	100.00
Director (NMC)	10/30/2025	Review account reconciliation from February to September 2025.	1.25	281.25
		Subtotal Fees:		531.25

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

Total **$531.25**

PK

Billing Inquiries? Call (443) 539-4104

E

2021

10.

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

GENERAL
ORDER TO SHOW CAUSE
AGAINST
DELINQUENT OR UNPROGRESSED ESTATES

Pursuant to the provisions of West Virginia Code § 44-2-19a, the County Commission, having received on the 17th day of December, 2025, the Report of the Clerk of the County Commission in due form concerning estates in which the filing of any paper is delinquent or estates which have not been duly closed within a period of three years from the opening of such estate and in which no progress, or in the opinion of the Clerk of the County Commission unsatisfactory progress, has been made toward the settlement of such estate, does hereby **ORDER** that the appointed personal representatives appearing on the attached List are directed to file a statement to show cause why the County Commission should not find the personal representative delinquent in his or her administration of the respective estate and why the County Commission should not remove the personal representative from office, administratively close the estate, or take such other action against the personal representative as may be proper as allowed by the laws of the State of West Virginia.

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

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

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

_____, 20____.

County Commissioner, President

County Commissioner

County Commissioner

ATTACHMENT: List of Estates

ESTATE OF	PERSONAL REPRESENTATIVE	DOD	APPOINTMENT DATE
Irvin Wayne Ashcraft	Amber Shuman & Auburn Kennell	8/8/2019	10/13/2020
Carl Allen Claypool	Tammy Claypool Shea	8/13/2022	9/14/2022
Matilda Maxine Brelsford	Donald Reed Brelsford	8/8/2014	5/24/2019
Janet Denise Brown	Jessica Ann Hoke	8/2/2022	11/3/2022
Paul Wayne Conley	Barbara Lynn Conley	11/19/2020	7/29/2021
Richard H Cox	Wennicke E Cox	10/31/1988	11/18/1998
Wilma Belle Duty	Kathryn Lynn Goldsmith	1/12/2018	1/30/2018
Andre Devell Feagin	Karen Feagin	3/27/2022	7/25/2022
Donna Jean Hayes	William Todd Hayes	9/30/2021	11/4/2021
Harlan Carter Hayes	Austin Hayes & Quinetta Murphy	1/28/2022	8/18/2022
Clarence W Hebb	Betty J Hebb	12/5/1997	12/10/1997
Jesse W Kennedy	Ulah J Kennedy	7/22/1996	7/22/1996
Glenn Joel Kirkpatrick	Charles A Kirkpatrick	2/25/2019	3/28/2019
Geneva Blanche Leemasters	Connie Leemasters	1/12/2022	7/5/2022
Ralph Anderson Miller	William Patrick Miller	9/11/2022	11/4/2022
Denise Dian Moran	David Arthur Taylor	5/28/2020	8/30/2022
Jason Arnie Owens	Dianna Owens	8/24/2022	9/26/2022
Audra Maxine Riffle	Sherrie Kay Dodd	3/15/2022	7/5/2022
Mary Lola Hardman Ryan	Claude Jay Ryan III	7/4/2021	8/3/2021
Jack Linn Talkington	Ty Eric Talkington	6/24/2020	10/30/2020
Michael A Vallelonga	Daniel E Vallelonga	2/2/1992	2/6/1992
Alma Swisher Wolverton	William Arthur Wolverton	4/22/1992	4/14/1992
Harold Stanford Yost	Calantha Anne Yost	11/18/2021	8/26/2022

12.

A RESOLUTION
AUTHORIZING THE ACCEPTANCE OF CONGRESSIONALLY DIRECTED FUNDS THROUGH THE WEST VIRGINIA DIVISION OF HIGHWAYS FOR THE HARRISON COUNTY NORTH BEND CONNECTOR RAIL TRAIL; ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID GRANT; APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID PROGRAM

WHEREAS, the Harrison County Commission applied for and received Congressionally Directed Spending (CDS) monies to complete the North Bend Rail Trail Connector, and

WHEREAS, the West Virginia Division of Highways was named the lead agency for this project, and

WHEREAS, the Harrison County Commission has agreed to accept the CDS award in the amount of $1,300,000 and to submit the matching fund amount of $288,800 to the West Virginia Division of Highways, and

WHEREAS, it is required that the Harrison County Commission appoint an official representative of the Harrison County Commission to administer said program and to provide all additional information required by the Federal government and the West Virginia Division of Highways, and

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

1. The Harrison County Commission authorizes the acceptance of the award from the Congressionally Directed Spending funds in the total amount of **$1,300,000** and said program shall be in proper form and comply with all federal, state, and local laws.

2. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission.

PASSED by the Harrison County Commission on this the 17th day of December 2025.

_____

Susan J. Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

LGSD BR (Ver. 2023)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5118
Fax: 304-340-5090
Email: lgs@wvsao.gov

Person To Contact Regarding Request:
Name: Laura Pysz
Phone: 304-624-8500
Fax: 304-624-8673
Email: lpysz@harrisoncountywv.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2025-2026
Fund: 1
Rev. No. 3
Pages: 1

Harrison County Commission
GOVERNMENT ENTITY

229 South 3rd St
STREET OR PO BOX

COUNTY
Government Type

Clarksburg — CITY
26301 — ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
340	Rents & Concessions	100,000	1,000,000		1,100,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,000,000

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category) (WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	10,492,956	1,000,000		11,492,956
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 1,000,000

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Div. **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

General Fund FUND - BUDGET REVISION

REVENUE

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
340	Rents and Concessions	$ 100,000	$ 1,000,000		$ 1,100,000	Additional
					$ -	
					$ -	
					$ -	
					$ -	
			$ 1,000,000		$ 1,100,000	

DEPT County Commission

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
401-566-00	**Transfer to Other Funds**	**$ 3,598,373**	**$ 1,000,000**	**$ -**	**$ 4,598,373**	**Additional Funds**

Within Account line item adjustments

Department Net Revision:	**$ 1,000,000**	**$ -**

RESOLUTION

At a regular session of the county commission, held (Month, day and year) December 17, 2025 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Harrison . The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 3 for the fiscal year of 25/26 , a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

_____ Yes or No

_____ Yes or No

_____ Yes or No

WHEREUPON, Harrison County Commission , declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

16.

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

Memo

To: Laura Pysz

From: Rachel Romano

Date: December 10, 2025

Re: Budget Revision

Please make the following line item budget revisions to the current 2025-2026 budget for the Prosecuting Attorney's Office:

From:

405-341 Materials & Supplies	$ 2,000.00

To:

405-222 Dues & Subscriptions	$ 1,400.00
405-232 Finance Charges	$ 500.00
405-349 Charges by Other Gov Units	$ 100.00

Signature Line

17-A.

NOTICE OF VIOLATION

Location: 1532 SHINNSTON PIKE CLARKSBURG

Owner or Lessee: ROBERT GRIFFITH

In Care of: VIRGINIA GRIFFITH

Address: 238 HELENS PLACE CLARKSBURG

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

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

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

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

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

Time: _____

Date: 9/23/2025

Copy Received by: _____

Code Enforcement Officer: ROBERT LEONARD

'532



1532 Shinnston Pike

	Depending upon the condition of the structure is how it is ranked	Y/N	Rank
	Criteria for Demolition		
	Emergency situations/ Burnt or Deteriorated beyond Repair or Vandalized		
1	Imminent Collapse		2
2	Immediate threat to the Public		3
3	Damage from disaster		2
4	Unfit for human habitation		3
5	Attractive nuisance		4
	Standard situations		
1	Is the property vaccant and/or abandoned	Y	
2	Is the property a nuisance due to abandonment or adverse coditions	Y	
3	Do the property exists in a predominatly rural area	Y	
4	Air-Quality- Is Sewer odor detected	N	
5	Air Quality- Is Propane, Natural Gas or Methane Gas Detected	N	
6	Electrical Hazzard - exposed wires open panel service entrance	N	
7	Electrical Hazzardwater- leaks on and/or near electrical equipment	N	
8	Excessive materials, abandoned vehicles,toxic substance tires	N	
9	Hazzards- sharp edges tripping	N	
10	Infestation of insects	N	
11	Infestation of rats, mice or vermin	Y	
12	Hazzards other	N	
13	Is Mold visible inside	N	

They look at the Building Frame and Structure, Roof, Chimney, Windows, Doors, Siding and porch

Rank 1-5, with 5 being the worse case

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

Virginia Griffith
238 Helens Place
Clarksburg, WV 26301

9590 9402 8323 3094 0446 86

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

7018 1830 0001 3940 5293

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

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

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

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ sured Mail Restricted Delivery
- ☐ ver $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

7018 1830 0001 3940 4951

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees *(check box, add fee as appropriate)*

- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

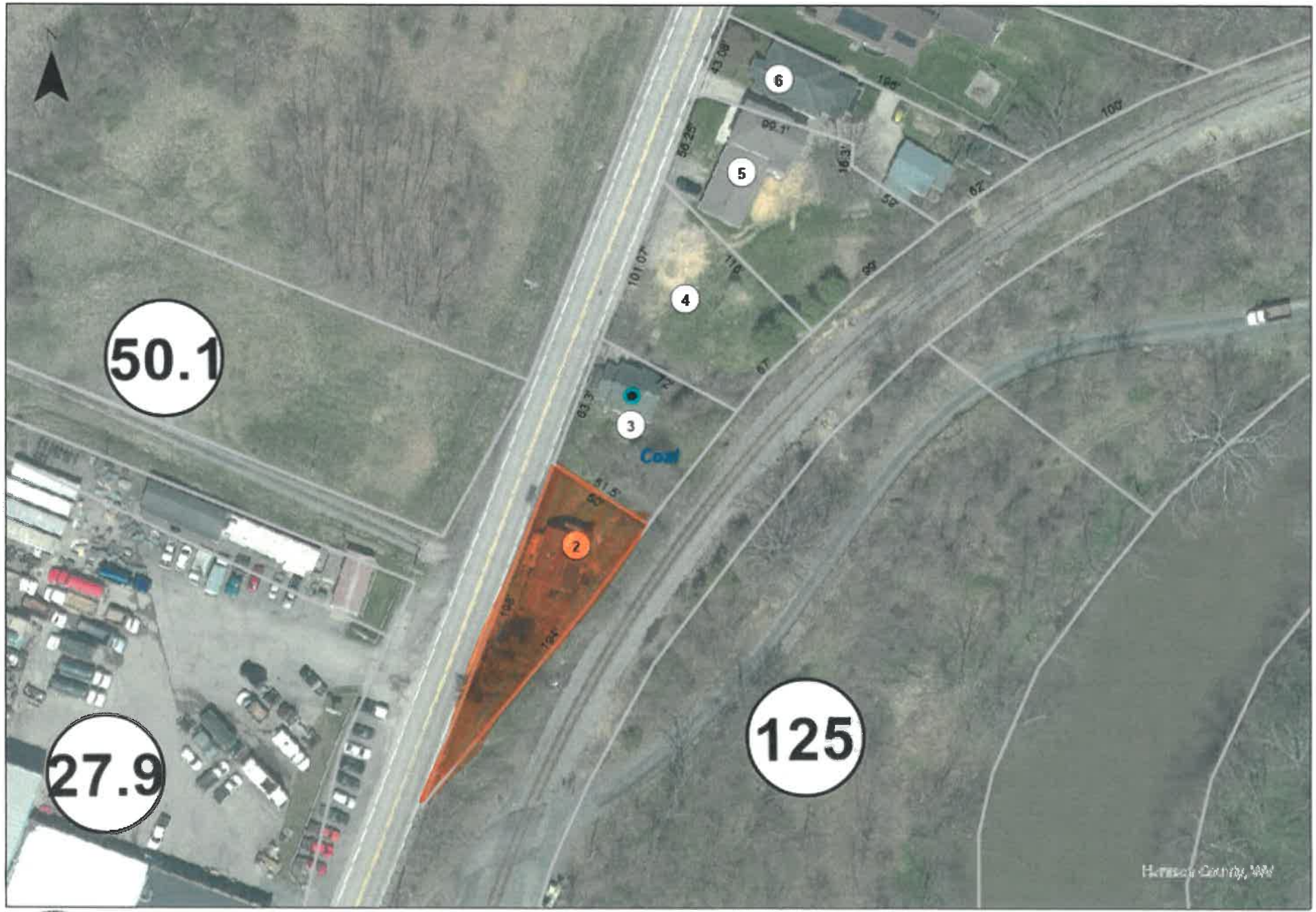
Postmark Here

9/24/2025

Sent To
Robert Griffith c/o Virginia Griffith
Street and Apt. No., or PO Box No.
238 Helens Place
City, State, ZIP+4®
Clarksburg

PS Form 3800, April 20[illegible] PSN 7530-02-000-9047 See Reverse for Instructions

Harrison County Tax Parcel Viewer



Date: 9/23/2025

Allen R. Ferree
Harrison County Assessor

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

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mi

Harrison County Tax Parcel Viewer



1532 SHINNSTON PIKE

Date: 9/23/2025

Allen R. Ferree
Harrison County Assessor

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0 0.01 0.01 0.03 0.04 0.06 mi

Harrison County WV

Sheriff of Harrison County • 229 South 3rd Street • • Clarksburg, WV 26301
(304) 624-8685

Pay your taxes online

Harrison County Real Property - Tax Year: 2025

Ticket Number: 0000021975 **Account Number:** 06412893

District: 07 - COAL-OUTSIDE **More Info:** Details

Owner Name: GRIFFITH ROBERT **In Care of:** C/O VIRGINIA GRIFFITH 26 **Address:** 238 HELENS PL CLARKSBURG WV 263017498 **Lending Inst:**	**Property:** 1 LOT 4700 SQ FT GORE STOP **Map:** 267B **Parcel:** 0002 0000 0000 **Lot Size:** **Acreage:** **Book:** 1241 **Page:** 896

Tax Class:	Exemption:	Back Tax:	Exoneration:	Prior Delinquents:	Special Disposition:
2	✔				

DUE: First Half: none due **Second Half:** none due **Total Due:** none due

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	4020	4020	
Building	9900	9900	
Total	13920	0	.00

PAYMENTS RECEIVED:

	First Half	Second Half
Net	.00	.00
Discount	.00	.00
Interest	.00	.00
Total	.00	.00
Date	none paid	none paid

Format for Printer

Click here to begin a new search.

Software Systems, Inc.
75 South University Avenue
Morgantown, WV 26508

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17-B.

NOTICE OF VIOLATION

Location: 755 SUMMIT PARK AVENUE

Owner or Lessee: JOHN ROBERT AND MICHAEL PATRICK BUFFEY

In Care of: _____

Address: 755 SUMMIT PARK AVENUE, CLARKSBURG

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

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

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

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

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

Time: _____

Date: NOVEMBER 6, 2025

Copy Received by: _____

Code Enforcement Officer: ROBERT LEONARD



755 Summit Park Avenue

	Depending upon the condition of the structure is how it is ranked	Y/N	Rank
	Criteria for Demolition		
	Emergency situations/ Burnt or Deteriorated beyond Repair or Vandalized		
1	Imminent Collapse		2
2	Immediate threat to the Public		3
3	Damage from disaster		2
4	Unfit for human habitation		3
5	Attractive nuisance		4
	Standard situations		
1	Is the property vaccant and/or abandoned	Y	
2	Is the property a nuisance due to abandonment or adverse coditions	Y	
3	Do the property exists in a predominatly rural area	Y	
4	Air-Quality- Is Sewer odor detected	N	
5	Air Quality- Is Propane, Natural Gas or Methane Gas Detected	N	
6	Electrical Hazzard - exposed wires open panel service entrance	N	
7	Electrical Hazzardwater- leaks on and/or near electrical equipment	N	
8	Excessive materials, abandoned vehicles,toxic substance tires	N	
9	Hazzards- sharp edges tripping	N	
10	Infestation of insects	N	
11	Infestation of rats, mice or vermin	N	
12	Hazzards other	N	
13	Is Mold visible inside	N	

They look at the Building Frame and Structure, Roof, Chimney, Windows, Doors, Siding and porch

Rank 1-5, with 5 being the worse case

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

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

1. Article Addressed to:

John Robert & Michael Patrick Beffey
755 Summit Park Avenue
Clarksburg WV 26301

9590 9402 8323 3094 0447 09

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

7018 1830 0001 3940 5231

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X ☐ Agent ☐ Addressee

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

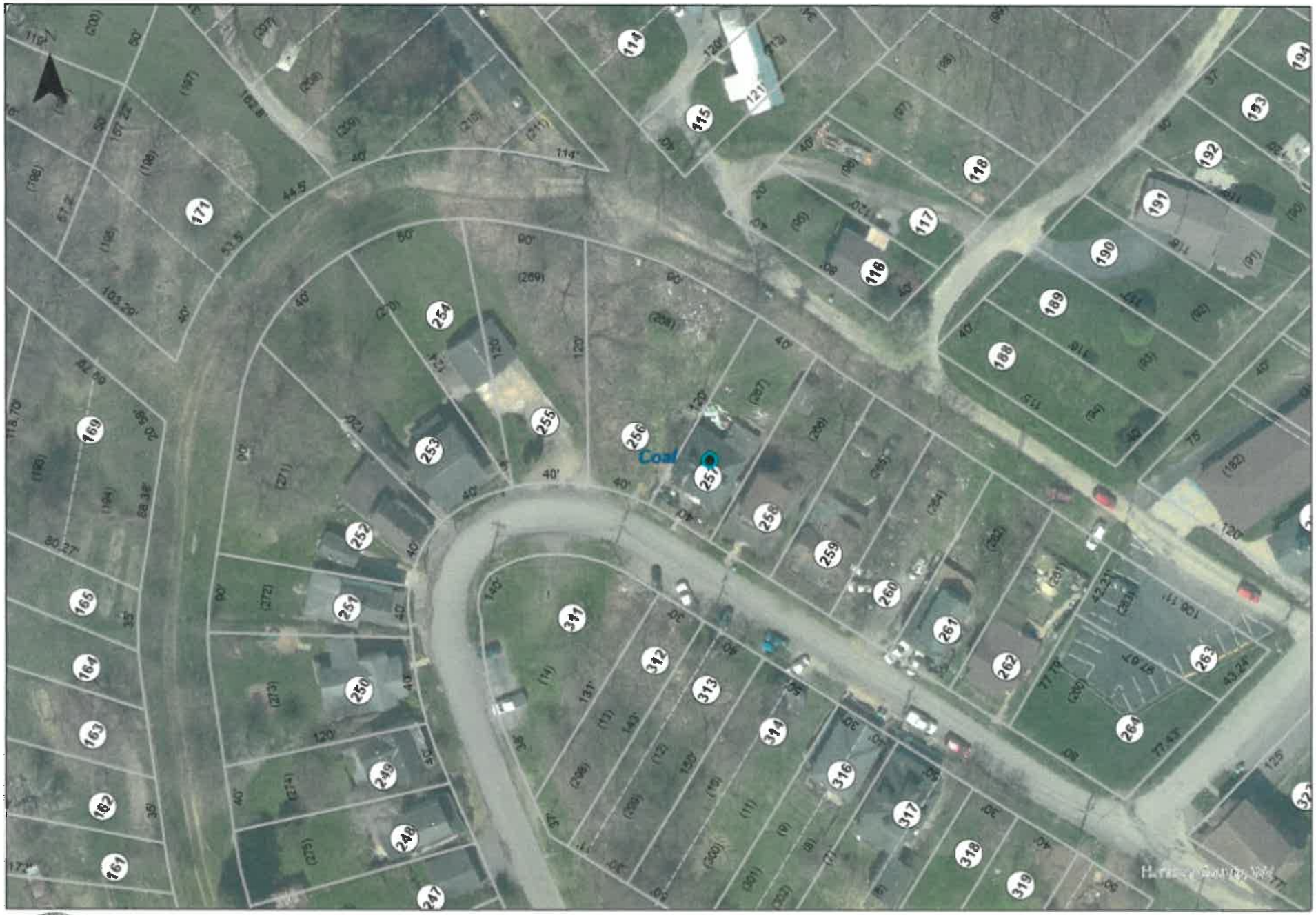
D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

Harrison County Tax Parcel Viewer



Date: 11/12/2025

Allen R. Ferree
Harrison County Assessor

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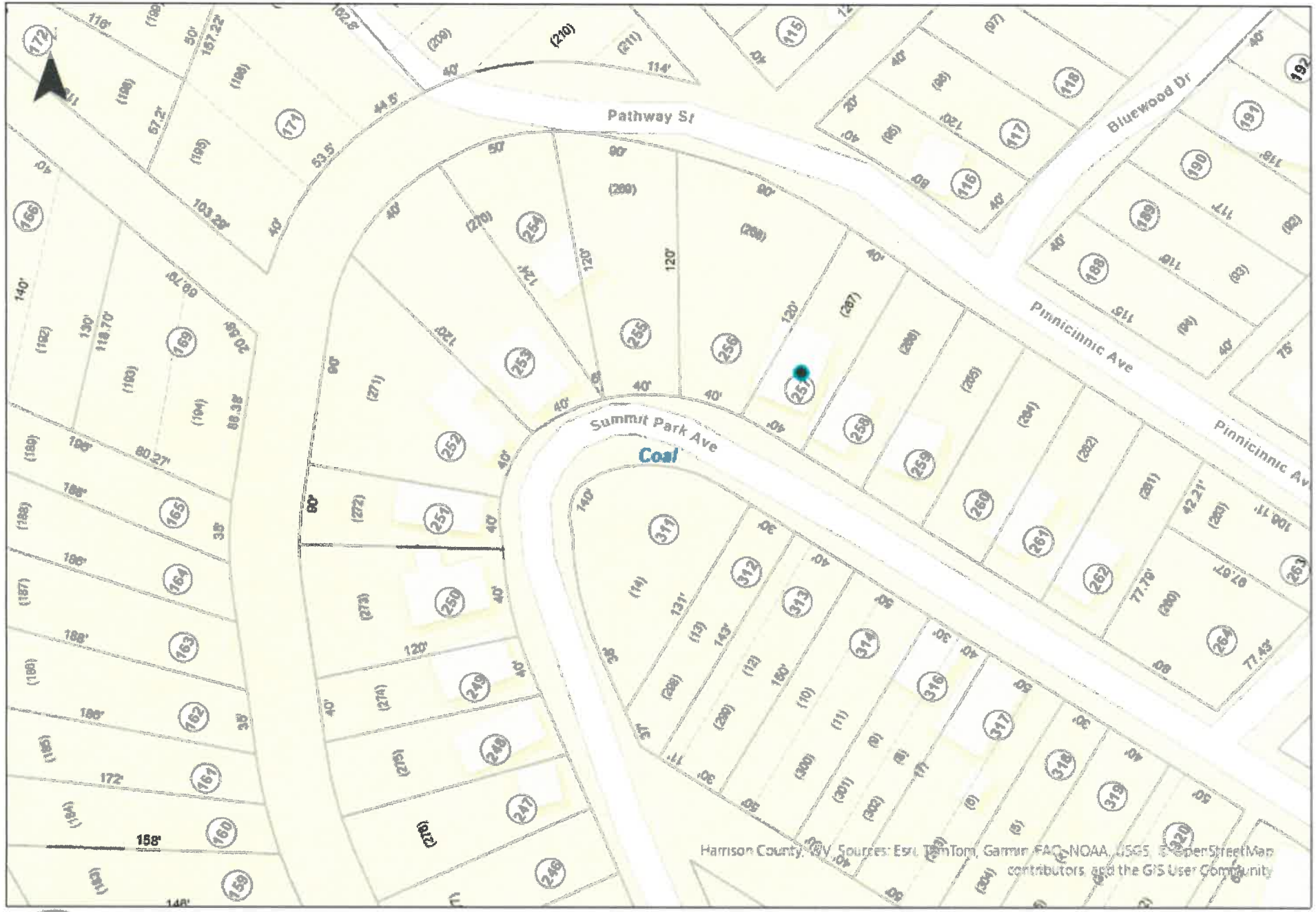
0 0.01 0.01 0.03 0.04 0.06
mi

Harrison County Tax Parcel Viewer



Date: 11/12/2025

Allen R. Ferree
Harrison County Assessor

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0 0.01 0.01 0.03 0.04 0.06
mi

DMP 7/1111/231

Property Owners Name	Henry E Rainbolt III moved? FWD			Case# 593	
Address	523 Summit park Ave Clarksburg, WV 26301				
Address of Property In Review	573 Summit park Ave Clarksburg, WV 26301				
Date Of Complaint	3/19/24	Date of Notice		Date of Certified Mail	
Date of 1st Notice	3/19/24	Date of Certified Letter		Date of Served Process to Sheriff	
Date of Certified Letter sent	3/19/24	Date of Served Process to Sheriff		Received Date of Certified Mail	
Date of Served Process to Sheriff		Received Date of Certified Letter		Received Date of Served Process	
Received Date of Certified Letter		Received Date of Served Process		Date File transferred to Legal	
Received Date of Served Process		Hearing Date and Time		Court Date and Time	
Time for Correction		Action Taken @ Hearing		Hearing Outcome	
Extended Time		Date of Certified Mail			
		Date of Served Process to Sheriff			
		Date of Received Certified Mail			
		Received Date of Served Process			
		Extended Time			

Notes: 304-841-6019 Address 817 Wildford street Apt 4 Clarksburg

HARRISON COUNTY PLANNING DEPARTMENT
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

PHONE (304) 624-8690
FAX (304) 626-1070

Certified #: 9589071052700834265139

Date: Mar, 19 2024 **Case#: 593**

Property Owner/Address
Henry E Rainbolt III
573 Summit Park Ave
Clarksburg, WV 26301

Identification/Location of Property
District: 7
Tax Map: 1111
Parcel: 231
Address: *573 Summit Park Ave*

An initial determination has been made that you have created a public nuisance because of the condition of the referenced property. The problems noted are:

1. **Dilapidated & Unsecure Structure**

You are requested to correct these conditions within thirty (30) days from the date of the receipt of this letter. Failure to correct these conditions within (30) days from the date of receipt of this notice shall be cause for the Harrison County Commission to conduct a show cause hearing to determine if a nuisance exists. Upon such determination, the County Commission may seek an injunction in circuit court to abate the nuisance. In the event that removal by the Harrison County Commission is necessary, the property owner may be liable for all expenses incurred by Harrison County.

Information concerning this ordinance can be obtained from the office of the Harrison County Planning Department, located:

Harrison County GSA Building
229 South 3rd St
Clarksburg, WV, 26301
Telephone (304) 624-8721

HARRISON COUNTY PLANNING COMMISSION

By: _____
James Richards, Code Officer

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. 593
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Henry E Rainbolt III
573 Summit Park Ave
Clarksburg, WV 26301

9590 9402 8323 3094 0303 82

2. Article Number (Transfer from service label)

9589 0710 5270 0834 2651 39

COMPLETE THIS SECTION ON DELIVERY

A. Signature
Henry E. Rainbolt III ☐ Agent ☐ Addressee

B. Received by (Printed Name) Henry E. Rainbolt III C. Date of Delivery

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

CLARKSBURG WV 26301
MAR 29 2024
USPS

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

d Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

9589 0710 5270 0834 2651 39

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$ 593

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

Postage
$

Total Postage and Fees
$

Postmark Here
3/12/24

Sent To Henry E Rainbolt III
Street and Apt. No., or PO Box No. 573 Summit Park Ave
City, State, ZIP+4® Clarksburg, WV 26301

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

NOTICE OF VIOLATION

Location: 573 SUMMIT PARK AVE CLARKSBURG

Owner or Lessee: HENRY RAINBOLT III

In Care of: _____

Address: 573 SUMMIT PARK AVENUE CLARKSBURG

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

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

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

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

Date: MARCH 14, 2024

Copy Received by: _____

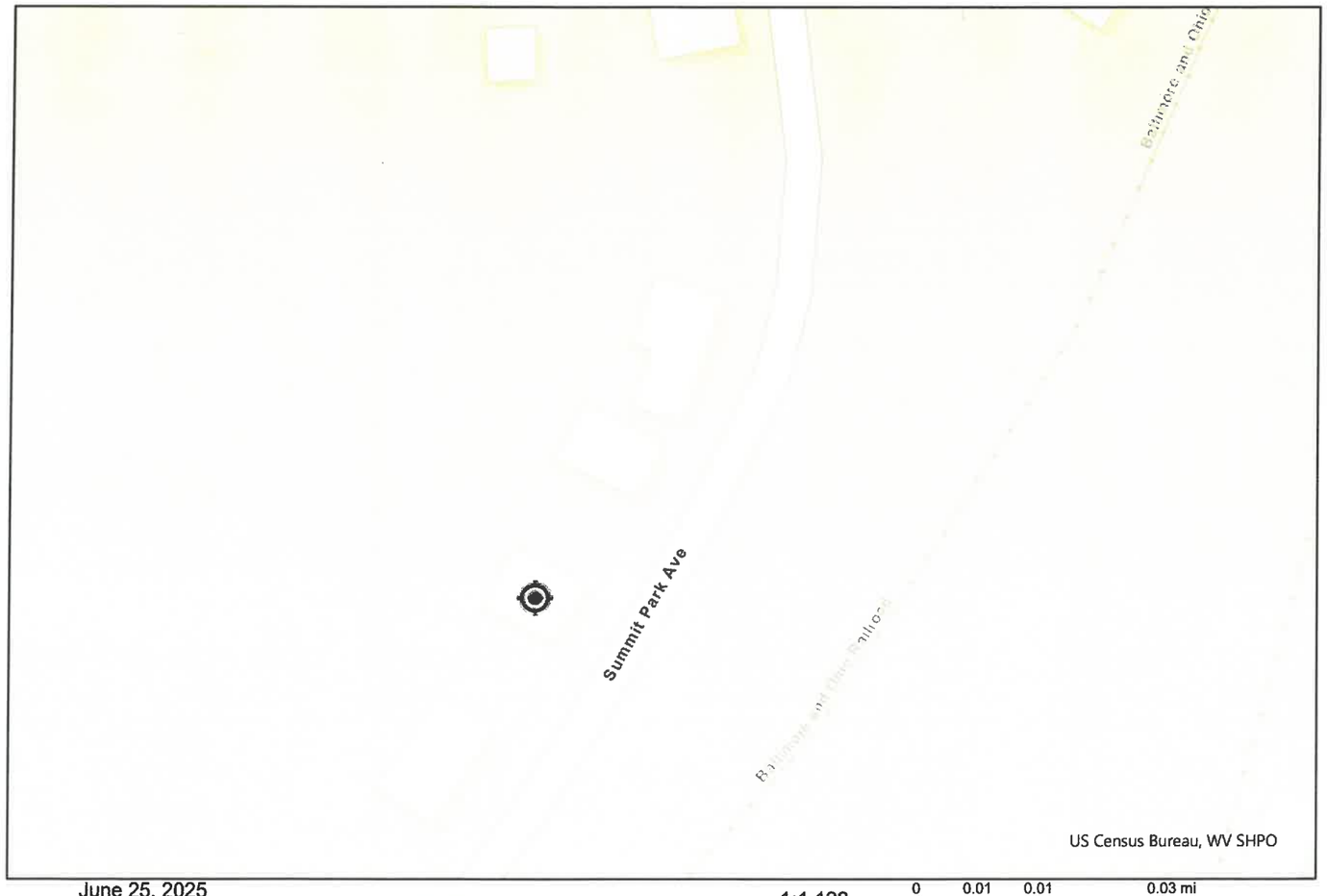
Code Enforcement Officer: ROBERT LEONARD



Property Condition Checklist

Inspected Area:	Site 573 Summit Park Ave.	Inspection Date: 4/25/2025		
Property Address:		Inspected By: RL		
City, County:		Year Home Built: 1930		
Property Information:	**Qualification Observations**	**Yes**	**No**	**N/A**
Eligibility Criteria	Single Family Dwelling(one to four unit home)	✓		
	Property Vacant and/or abandoned	✓		
	Property a nuisance due to abandonment or adverse conditions	✓		
	Property exists in a predominatly rural area		✓	
Inspected Item	**Observable Deficiency**			
Health and Safety	Air Quality-Sewer Odor Detected		✓	
	Air Quality- Propane, Natural Gas, Methane Gas Detected		✓	
	Electrical Hazzard- exposed wires open panel service entrance		✓	
	Electrical Hazzardwater leaks on and/or near electrical equipment		✓	
	Excessive materials abandoned vehicle toxic substance tires		✓	
	Hazzards-sharp edges tripping		✓	
	Infestation Insects		✓	
	Infestation rats, mice or vermin		✓	
	Hazzards other		✓	
	Mold Visible Inside		✓	

WV SHPO Map



June 25, 2025

U.S. 250th Anniversary – Predates 1800 (National Register Polygon)
Year
Pre-1730
1730-1739
1740-1749
1750-1759
1760-1769
1770-1779
1780-1789
1790-1800

U.S. 250th Anniversary – Predates 1800 (National Register Point)
Year
Pre-1730
1730-1739
1740-1749
1750-1759
1760-1769
1770-1779

Architecture Survey - Area
Cemeteries - Area

National Register - Area
Condition
Demolished
Active

Architecture Sites - Area
Condition
Demolished
Active

Cemeteries - Point

National Register - Point
Condition
Demolished
Active

Architecture Sites - Point
Condition

1:1,128

0 0.01 0.01 0.03 mi

Notes:

WVGISTC, WVSHPO

Ownership Search Detail

View on Map (https://harrisoncounty.maps.arcgis.com/apps/webappviewer/index.html?id=1c2f8b775e5a4900b3eb7a9e2afb8548&find=071111023100000000)

PARID: 071111023100000000
Tax Year: 2023
Owner: RAINBOLT HENRY EUGENE III
Address: 573 SUMMIT PARK AVE
City/State/Zip: CLARKSBURG, WV 26301
Deed Book: W178 Deed Page: 579

ASSESSMENT DISTRICT	LEGAL DESCRIPTION
Coal, Outside Lots	1 TRT (291 + 292) ~~#295~~ Summit Park

MAP NO.	PLOT NO.	LOT SIZE	ACREAGE
11-11	231	40x120	

	OWNER'S NAME	ADDRESS	DATE ACQUIRED	FED. TAX STAMPS	DEED BOOK	PAGE NO.
11	PCL 232 cons w/ PCL 231		7-29-02	606	70	551
10						
9						
8						
7						
6						
5						
4	Rainbolt Henry Eugene III		03.24.13	WB	178	579
3	Lowther Elma		May '86	R/S	919	31
2	Lowther, Leo G. & Elma		4/30/66	4000.	919	31
1	Dish, ~~Frank et ux~~	Clarksburg, W. Va.	5-20-25	$2.00	359	477

Address

Harrison County Assessor's Office
229 South 3rd Street
Clarksburg, WV 26301
P: (Phone) 304-624-8510 F: (Fax) 304-626-1066

18.

HARRISON COUNTY
PUBLIC DEFENDER'S OFFICE

A nonprofit 501(c)(3) corporation

229 West Main Street, Suite 200
Clarksburg, West Virginia 26301
Telephone: (304) 627-2134
Fax: (304) 627-2138
Inmate Line: (304) 627-2185

December 5, 2025

President Susan Thomas
Harrison County Commission
229 South Third Street
Clarksburg, West Virginia 26301

RE: Commission Reappointment of Public Defender Corp. Board Members

Dear President Thomas:

On behalf of the Harrison County Public Defender Corporation, I am requesting the Commission reappoint Reverend James Harris to the Board of Directors of the Public Defender Corporation.

Reverend Harris has indicated a desire to remain on the Board for another three (3) year term.

Thank you in advance for your attention to this matter.

Sincerely,

Jordan E. Dishong
Chief Public Defender

19.

Bingamon Public Service District

PO BOX 35 SHINNSTON, WV 26431

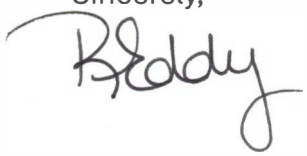
304-592-5948

December 4, 2025

Members of the Harrison County Commission:

The board of Directors of Bingamon Public Service District requests that you consider the reappointment of Edward E. Hildreth, Jr to the BPSD board of directors. His term expired on 11/24/25, and he has served the district faithfully for several years. We await your decision on this matter.

Sincerely,



Renee' Eddy, office manager, for

Michael Seiber, Chairman

Bingamon Public Service District

Bingamon Public Service District is an equal opportunity provider and employer

21-A.

Harrison County Commission

Request to Attend Meeting

Name: McKenzie Kovar

Department: 911

Destination: West Virginia Northern Community College, New Martinsville Campus

Travel Dates: February 2 & 3, 2026

Reason: APCO Disaster Operations and the Communications Center

Total Estimated Cost $ 417.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals	(Estimated)		$ 102.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 12/2/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

21-B.

Harrison County Commission

Request to Attend Meeting

Name: Steve Martin

Department: 911

Destination: West Virginia Northern Community College, New Martinsville Campus

Travel Dates: February 2 & 3, 2026

Reason: APCO Disaster Operations and the Communications Center

Total Estimated Cost $ 417.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals (Estimated)			$ 102.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 12-3-25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

21-C.

Harrison County Commission

Request to Attend Meeting

Name: Tabitha Robey

Department: 911

Destination: West Virginia Northern Community College, New Martinsville Campus

Travel Dates: February 2 & 3, 2026

Reason: APCO Disaster Operations and the Communications Center

Total Estimated Cost $ 417.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals	(Estimated)		$ 102.00
Incidentals			$ 0.00

Employee Signature: Tabitha Robey Date: 12/8/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

22-A.

Harrison County Commission

Request to Attend Meeting

Name: Brandon Delaney

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: February 4 & 5, 2026

Reason: APCO Fundamentals of Tactical Dispatch

Total Estimated Cost			$ 417.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals (Estimated)			$ 102.00
Incidentals			$ 0.00

Employee Signature: _____ Date: _____

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

22-B.

Harrison County Commission

Request to Attend Meeting

Name: Corey Hagan

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: February 4 & 5, 2026

Reason: APCO Fundamentals of Tactical Dispatch

Total Estimated Cost			$ 417.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals (Estimated)			$ 102.00
Incidentals			$ 0.00

Employee Signature: Corey Hagan Date: 12/1/2025

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

22-C.

Harrison County Commission

Request to Attend Meeting

Name: Tyara Martin

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: February 4 & 5, 2026

Reason: APCO Fundamentals of Tactical Dispatch

Total Estimated Cost			$ 417.00
Transportation			$ $0.00
Air		$0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals (Estimated)			$ 102.00
Incidentals			$ 0.00

Employee Signature: Tyara Martin Date: 11/24/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

22-D.

Harrison County Commission

Request to Attend Meeting

Name: Heather Mick

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: February 4 & 5, 2026

Reason: APCO Fundamentals of Tactical Dispatch

Total Estimated Cost			$ 417.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals (Estimated)			$ 102.00
Incidentals			$ 0.00

Employee Signature: Heather Mick Date: 12-1-25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

22-E.

Harrison County Commission

Request to Attend Meeting

Name: Michelle Payton

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: February 4 & 5, 2026

Reason: APCO Fundamentals of Tactical Dispatch

Total Estimated Cost			$ 417.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals (Estimated)			$ 102.00
Incidentals			$ 0.00

Employee Signature: M Payton Date: 12/4/2025

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

22-F.

Harrison County Commission

Request to Attend Meeting

Name: Trevor Vance

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: February 4 & 5, 2026

Reason: APCO Fundamentals of Tactical Dispatch

Total Estimated Cost $ 417.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 205.00
Meals	(Estimated)		$ 102.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 12-02-2025

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

23-A.

Harrison County Commission

Request to Attend Meeting

Name: Gary Keith

Department: 911

Destination: West Virginia Northern Community College - Wheeling Campus

Travel Dates: February 6, 2026

Reason: APCO Customer Service in Today's Public Safety Communications

* Rescheduled from cancelation on 12/02/2025 *

Total Estimated Cost $ 140.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 12-10-25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

23-B.

Harrison County Commission

Request to Attend Meeting

Name: Mica Love

Department: 911

Destination: West Virginia Northern Community College - Wheeling Campus

Travel Dates: February 6, 2026

Reason: APCO Customer Service in Today's Public Safety Communications

* Rescheduled from cancelation on 12/02/2025 *

Total Estimated Cost			$ 140.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals (Estimated)			$ 0.00
Incidentals			$ 0.00

Employee Signature: Love, Mica Date: 12/8/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

23-C.

Harrison County Commission

Request to Attend Meeting

Name: Matthew Gump

Department: 911

Destination: West Virginia Northern Community College - Wheeling Campus

Travel Dates: February 6, 2026

Reason: APCO Customer Service in Today's Public Safety Communications

* Rescheduled from cancelation on 12/02/2025 *

Total Estimated Cost $ 140.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 12-5-25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

23-D.

Harrison County Commission

Request to Attend Meeting

Name: Jade Haggerty

Department: 911

Destination: West Virginia Northern Community College - Wheeling Campus

Travel Dates: February 6, 2026

Reason: APCO Customer Service in Today's Public Safety Communications

* Rescheduled from cancelation on 12/02/2025 *

Total Estimated Cost $ 140.00

Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .70	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 140.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: Jade Haggerty Date: 12/8/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

23-E.

Harrison County Commission

Request to Attend Meeting

Name: Natasha McDaniel

Department: 911

Destination: West Virginia Northern Community College - Wheeling Campus

Travel Dates: February 6, 2026

Reason: APCO Customer Service in Today's Public Safety Communications

* Rescheduled from cancelation on 12/02/2025 *

Total Estimated Cost $ 140.00

Transportation			$ $0.00	
Air		$ 0.00		
Private Vehicle:				
Mileage	0	X .70	$ 0.00	
Rental Car		$ 0.00		
Lodging			$ 0.00	
Registration			$ 140.00	
Meals	(Estimated)		$ 0.00	
Incidentals			$ 0.00	

Employee Signature: Natasha J McDaniel Date: 12/19/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove
Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

23-F.

Harrison County Commission

Request to Attend Meeting

Name: Justin Norman

Department: 911

Destination: West Virginia Northern Community College - Wheeling Campus

Travel Dates: February 6, 2026

Reason: APCO Customer Service in Today's Public Safety Communications

* Rescheduled from cancelation on 12/02/2025 *

Total Estimated Cost			$ 140.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals (Estimated)			$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 12/10/25

Approving Authority: _____ Date: _____
(County Commission or Constitutional Official)

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

A-1.

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, November 26, 2025, through Tuesday, December 9, 2025

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, Monday, December 1, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **JANE DOWNIN ALDERMAN**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

HAROLD PERINE, who was named in the last will and testament of **TERESINA PERINE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **MARK ALBERT KELLEY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DONNA MENDEZ, who was named in the last will and testament of **MARK ALBERT KELLEY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **SARA JANE GILKERSON**, deceased, late a resident of PUTNAM, WEST VIRGINIA, was admitted to record.

On, Tuesday, December 2, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **KAREN KAY FEIGHT**, deceased was referred to **ROBERT PEVLER**, 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, **JULIE ANN THOMAS** was appointed and qualified as ADMINISTRATRIX of the estate of **JOSEPH LOUIS THOMAS**, deceased. Bond was 14,500.00.

A duly exemplified copy of the last will and testament of **JANET F HYDE**, deceased, late a resident of SHAWNEE, KANSAS, was admitted to record.

On, Thursday, December 4, 2025, the following matters were disposed of in the presence of the Clerk:

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

The said estate of **LADONNA FERNANDEZ-MANLEY**, deceased was referred to **ZACH DYER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The last will and testament of **WANDA I MAPES**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

CHARLES W MAPES, who was named in the last will and testament of **WANDA I MAPES**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **ROSE MARIE BRAMER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

SHARON D HARVATH, who was named in the last will and testament of **ROSE MARIE BRAMER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, December 5, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **PAUL W WINTERS**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

GARY DEMALI, who was named in the last will and testament of **BETTY DEMALI**, deceased, as ANCILLARY ADMINISTRATOR thereof, qualified as such. No bond was required.

On, Monday, December 8, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **HELEN SUE WILLIAMS**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

ROBERT GROVER WHARTON, who was named in the last will and testament of **JEAN ELSA WARNE WHARTON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **BARBARA MAE DEAN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

EDWARD WAYNE DEAN, who was named in the last will and testament of **BARBARA MAE DEAN**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Tuesday, December 9, 2025, 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, **MELVIN E MARTIN** was appointed and qualified as ADMINISTRATOR of the estate of **MARGARET SUZANNE MARTIN**, deceased. No bond was required.

The last will and testament of **ROSALENE MADGE VICTOR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MARGARET ANN VANCE, who was named in the last will and testament of **ROSALENE MADGE VICTOR**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **LOUIS ANTHONY RODINA** was appointed and qualified as ADMINISTRATOR of the estate of **PAUL ANTHONY RODINA**, deceased. No bond was required.



Wednesday, December 17, 2025

John R Spires
Clerk of the Harrison County Commission

Confirmed

Estate: 13269

C-1.

Name of Organization/Applicant Clarksburg Harrison Regional Housing Authority

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ _____

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

Attachment #1	$
	$
	$
	$
	$
TOTAL	$

NAME OF PROJECT/EVENT: _____

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

INCOME SOURCE:	Attachment #2	$
		$
		$
	TOTAL	$
EXPENSE ITEM:		$
		$
		$
	TOTAL	$

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

Attachment #3	$
	$
	$
	$
TOTAL	$

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

Donna DeMarco — 12-11-25

Applicant — Date

(Revised 8/19/14)

SCHOOL SUPPLIES NEEDED ATTACHMENT # 1a

200 BACKPACKS

400 POCKET PAPER PORFOLIO FOLDERS

200 (24) COUNT CRAYOLA CRAYONS

200 GLUE STICKS

200 1-SUBJECT WILD-RULE SPIRAL NOTEBOOKS

100 1- SUBJECT COLLEGE-RULE SPIRAL NOTEBOOKS

200 3-HOLE PUNCH LOOSELEAF WIDE-RULES PAPER

100 3- HOLE PUNCH LOOSELEAF COLLEGE-RULES PAPER

200 RULERS

200 HI-LITERS

200 COLARED PENCILS

200 LARGE PINK ERASERS

600 # 2 PENCILS

200 PENS

200 PENCIL SHARPENERS

200 5" BLUNT SCISSORS

200 PACKAGES OF INDEX CARDS

200 PRINTED SCHOOL SCHEDULES

250 TOOTH BRUSHES

250 TOOTHPASTE

200 COMBS

200 POCKET TISSUE PACKETS

200 POCKET-SIZE HAND SANITIZERS

200 DENTAL FLOSS

SCHOOL SUPPLIES NEEDED ATTACHMENT # 1a

200 BACKPACKS

400 POCKET PAPER PORFOLIO FOLDERS

200 (24) COUNT CRAYOLA CRAYONS

200 GLUE STICKS

200 1-SUBJECT WILD-RULE SPIRAL NOTEBOOKS

100 1- SUBJECT COLLEGE-RULE SPIRAL NOTEBOOKS

200 3-HOLE PUNCH LOOSELEAF WIDE-RULES PAPER

100 3- HOLE PUNCH LOOSELEAF COLLEGE-RULES PAPER

200 RULERS

200 HI-LITERS

200 COLARED PENCILS

200 LARGE PINK ERASERS

600 # 2 PENCILS

200 PENS

200 PENCIL SHARPENERS

200 5" BLUNT SCISSORS

200 PACKAGES OF INDEX CARDS

200 PRINTED SCHOOL SCHEDULES

250 TOOTH BRUSHES

250 TOOTHPASTE

200 COMBS

200 POCKET TISSUE PACKETS

200 POCKET-SIZE HAND SANITIZERS

200 DENTAL FLOSS

Attc. # 2

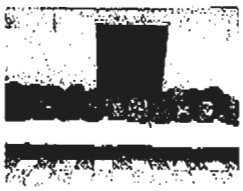
VENDOR DONATIONS AS OF 08/14/2025	
UNICARE HEALTH PLAN OF WEST VIRGINIA	
PERSONAL HYGIENE PACKS	100
WV PREVENTION SOLUTIONS	
BOOKBAGS AND SCHOOL SUPPLIES	100
DE MARCO'S MACHAINE SHOP	
ONIONS	10 LB
TOMATOES	2 ½ BUSHELS
GREEN PEPPERS	2 ½ BUSHELS
HOT PEPPERS	1 BUSHELS
YELLOW SUMMER SQUASH	2 BUSHELS
CUCUMBERS	2 BUSHELS
SWEET YELLOW CORN	2 BUSHELS
CABBAGE	2 BUSHELS
SACRED HEART CHILDREN'S CENTER	
CHECK DONATION	3,500.00
HARRISON COUNTY COMMISSION	
CHECK DONATION	$ 1,500.00
CITY OF CLARKSBURG	
CHECK DONATION	$ 400.00

Att # 3

PURCHASES as of 09/14/2025	
WALMART BOOKBAGS	$ 1,159.90
SAM'S CLUB	$ 1,901.25
WALMART	$ 267.85
PRICE CUTTERS	$ 163.25
FAMILY DOLLAR	$ 151.59
DOLLAR TREE	$ 18.73
QUANTUM PARTY RENTALS	$ 1,570.00
BATMAN'S TROPHIES	$ 31.46
AMAZON	$ 367.68
TOTALS	$5,631.71
LESS CASH DONATIONS	(- 5,400.00)
BALANCE 2022 (131.77) 2023 (994.07) 2024(511.45)	(-1,637.29)
Minus remaining balance	231.71
TOTAL COST TO HOUSING AUTHORITY	$ 0.00
BALANCE 2025	0.00
BALANCE BROUGHT FORWARD FOR NEXT YEAR	$ 1,405.58

Clarksburg-Harrison Regional Housing Authority
433 Baltimore Avenue, Clarksburg, WV 26301
Phone: 304-623-3322 fax: 304-623-5604

December 11, 2025



Harrison County Commission
Attn: Susan Thomas
Patsy Trecost
David Hinkle
301 West Main Street
Clarksburg, WV 26301

Dear Friend:

Our "Back To School Party" event for the children and families of the Laurel Lanes Community was a huge success.

We had over 100 people in attendance, with over 160 children receiving book bags filled with numerous school supplies and over 30 children visiting the community receiving bags full of school supplies.

The event consisted of inflatable games, indoor games, pinatas, face painting, hair coloring and a cookout for the families of Laurel Lanes.

Due to your generosity, this event provided the children of the Laurel Lanes community with lots of fun and a great start for the upcoming school year.

Sponsors like you make our community a better place to live and I wholeheartedly thankyou on behalf of the Clarksburg-Harrison Regional Housing Authority and the families of Laurel Lanes.

Hopefully you will be able to assist us again in next year's event.

Again, thank you so much for your support.

Sincerely,

Donna D. De Marco
Resident Services/Family Self-Sufficiency Coordinator/VASH Coordinator/Section 8 Housing Choice Specialist

C-2.

Stonewood Firefighter's Festival

Proceeds benefit The Stonewood Volunteer Fire Department

Calming Fears, Easing Minds, Saving Lives
Pride is Their Pay

Harrison County Commission
C/O Ms. Laura Pysz-Laulis
301 West Main Street
Clarksburg, WV 26301

November 20, 2025

Dear Ms. Pysz-Laulis,

On behalf of the Stonewood Volunteer Fire Department (SWVFD), thank you for being a generous sponsor of the 3rd Annual Stonewood Firefighter's Festival. With your support, the event raised more than $47,000 for the Department, which ensures that critical emergencies services will not be hindered.

This year SWVFD was able to purchase, with event proceeds, new personal protection equipment for members of the department. field. The equipment is already being put to good use by the department. Below are some photos of our recent purchases.





The Stonewood Volunteer Fire Department is devoted to providing the City of Stonewood and surrounding area with the best emergency services possible. Our volunteer members are proud of their commitment to the community and give their time to meet their needs

Not only do the members produce an impressive festival, but they also participate in extensive training programs, support other local festivals, and raise additional funds via fundraising events, like our upcoming Designer Bag Bingo. As you can see from the pictures, the members play an important part in our local communities.







Because of your support, we were able to add more entertainment options, new carnival rides and new food trucks and numerous craft vendors. We staged the second Miss Stonewood Volunteer Fire Department pageant with Aliana Ashworth winning the crown. Alisana will represent the department at the WV Fairs & Festival Pageant in January 2026. Our winning Hope Gas Harry Lynch Chili Cook-Off winners took park in the 2025 ICS World Chili Cook Off Championship this past summer.







The Department could not do what it does with the generous support of a caring and participatory community. We are thankful that you are part of our community. Thank you again for your sponsorship of the Stonewood Firefighters Festival and the Department. We hope to see you next July 31 – August 2, 2026, for the fourth annual festival.

With warm regards,

The Stonewood Volunteer Firefighter's Festival

Stonewood Firefighter's Festival

Calming Fears, Easing Minds, Saving Lives
Pride is Their Pay

THANK YOU

FOR YOUR SUPPORT OF OUR COMMUNITY'S FIRST RESPONDERS

HARRISON COUNTY COMMISSION

Sponsor 2025 3rd Annual Stonewood Volunteer Firefighter's Festival

Kristin Mallow, President

Ron Woods, Chief