Harrison County Commission Meeting
Wednesday, January 8, 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

10:10 A.M. --- Public Hearing regarding the Merger of the Lake Floyd Public Service District with and into the Sun Valley Public Service District

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Review—Discuss—Consider** Organizational Matters for Calendar Year 2025
   - **A.** Election of President
   - **B.** Hours of Operation for Courthouse and General Service Building
   - **C.** Date & Time of Regular Meetings – Approved 12-04-2024
   - **D.** Commission Meeting Schedule of Deadline for Requisitions and Agenda items
   - **E.** Holiday Schedule for 2025
   - **F.** Appointments to Boards and Committees
     Exhibit A – Boards and Committees Commission Serves On
     Exhibit B – HCC Board Appointees for 2025
2. **Public Comment Period**
3. **Consent Agenda**
4. **Payroll Change Notices:**
   - **A.** Tiara Weisenberger – Prosecuting Attorney – Part-time to Full-time – Effective January 15, 2025
   - **B.** Nicole Warnerz – Prosecuting Attorney – Decided not take position – Effective December 30, 2024
   - **C.** Angela Hoskinson – Parks & Rec – Full-time to Part-time – Effective December 19, 2024
   - **D.** Kailynn Sinnett – 911 – Resignation – Effective December 31, 2024
   - **E.** Joseph Carbacio – Law Enforcement – Resignation – Effective December 31, 2024
   - **F.** Tabitha Robey – 911 – New Hire – Effective January 10, 2025
   - **G.** Brandy Salinetro – County Commission – Decided not to take job offer – Effective January 2, 2025

H. Donna Stuart – Parks & Rec – Resignation – Effective January 31, 2025

I. Cody Ball – Maintenance – Resignation – Effective January 3, 2025

5. **Minutes and/ or Amended Minutes of Previous Meetings (NONE)**
6. **Requisitions --- Purchase Orders --- Invoices**
   A. Vendor List of Payments
7. **Exonerations --- Corrective Tickets --- Joint Property Applications: (NONE)**
8. **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:**
   A. Series 2008A - $3,380.08
   B. Series 2019A&B - $5,905.50
9. **Review—Discuss—Consider** Order to Approve the Merger of the Lake Floyd Public Service District with and into the Sun Valley Public Service District
10. **Review—Discuss** Update from Parks & Recreations
    - Mike Book, Director
    - James Richards, Deputy Director
11. **Review—Discuss—Consider** MOU by and between The Harrison County Commission and The Harrison County Development Authority regarding Wolfe Summit Energy LLC
12. **Review—Discuss--Consider** Proposed Application for Relief from Erroneous Assessment related to CED Assessments due and payable for the 2017 Tax Year, 2018 Tax Year, 2019 Tax Year, 2020 Tax Year, 2021 Tax Year, and 2022 Tax Year re: Charles Pointe
13. **Review—Discuss--Consider** Potential conveyance to Town of Lost Creek – FEMA Property – DB 1475, PG 0585
14. **Review—Discuss—Consider** Resignation of Robert L. Greer as Fiduciary Commissioner
15. **Review—Discuss – Consider** Request to Attend a Meeting for 911 Employees to go to Barbour County 911 on January 14 & 15 for Class - ICS400: Advanced ICS for Complex incidents
    A. Steve Martin
    B. Megan Rowand
    C. Gary Keith
    D. Lindsay Atha
16. **Review—Discuss—Consider** CY 2025 Appalachian HIDTA Subaward Agreement
17. **Administrator's Report**
18. **Commissioner Comments – Questions**

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

A. Weekly Fiduciary Report from the County Clerk
   1. December 11, 2024 through December 17, 2024
   2. December 18, 2024 through December 24, 2024
   3. December 25, 2024 through December 31, 2024

B. Monthly Fiduciary Commission Settlements:
   1. Jeffrey A. Dye

2. John Wilbur Brewer

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

1.

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

1. Funding Request --- Clarksburg History Museum (03-27-2024)
2. Joseph Carbacio – Law Enforcement – Resignation – Effective December 31, 2024 (12-18-2024)
3. Robert G. Matheny – Tax Office – New Hire, Chief Deputy Administrator (Paygrade/Step I-1 - $79,543.00) – Effective January 1, 2025 (12-18-2024)

1st and 3rd Wednesday Every Month

2025

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Homemade GIFTS MADE EASY



HARRISON COUNTY COURT HOUSE

Harrison County Commission

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

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

2025
THE COURTHOUSE WILL BE CLOSED TO OBSERVE THE FOLLOWING HOLIDAYS

Wednesday, January 01	New Year's Day
Monday, January 20	Martin Luther King Jr. Day
Monday, February 17	Presidents' Day
Friday, April 18	Good Friday
Monday, May 26	Memorial Day
Thursday, June 19	Juneteenth
Friday, June 20	West Virginia Day
Friday, July 4	Independence Day
Friday, August 29	Close at 12:00 pm
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Observance of Lincoln Day
Wednesday, December 24	Close at 12:00 pm
Thursday, December 25	Christmas Day
Wednesday, December 31	Close at 12:00 pm

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

APPROVED:

Susan J. Thomas

David L. Hinkle

Patsy S. Trecost, II

2025 Harrison County Commission Meeting Schedule

Date of Meeting Wednesdays	Meeting Time	Deadline for Submissions:				Posted to the Public:		
				Requisitions	Agenda Items			
January 8, 2025	10:00am	Thursday	01-02-2025	11:00am	1:00pm	Friday	01-03-2025	4:00pm
January 15, 2025	10:00am	Thursday	01-09-2025	11:00am	1:00pm	Friday	01-10-2025	4:00pm
February 5, 2025	10:00am	Thursday	01-30-2025	11:00am	1:00pm	Friday	01-31-2025	4:00pm
February 19, 2025	10:00am	Wednesday	02-12-2025	11:00am	1:00pm	Thursday	02-13-2025	4:00pm
March 5, 2025	10:00am	Thursday	02-27-2025	11:00am	1:00pm	Friday	02-28-2025	4:00pm
March 19, 2025	10:00am	Thursday	03-13-2025	11:00am	1:00pm	Friday	03-14-2025	4:00pm
April 2, 2025	10:00am	Thursday	03-27-2025	11:00am	1:00pm	Friday	03-28-2025	4:00pm
April 16, 2025	10:00am	Thursday	04-10-2025	11:00am	1:00pm	Friday	04-11-2025	4:00pm
May 7, 2025	10:00am	Thursday	05-01-2025	11:00am	1:00pm	Friday	05-02-2025	4:00pm
May 21, 2025	10:00am	Thursday	05-15-2025	11:00am	1:00pm	Friday	05-16-2025	4:00pm
June 4, 2025	10:00am	Thursday	05-29-2025	11:00am	1:00pm	Friday	05-30-2025	4:00pm
June 18, 2025	10:00am	Thursday	06-12-2025	11:00am	1:00pm	Friday	06-13-2025	4:00pm
July 2, 2025	10:00am	Thursday	06-26-2025	11:00am	1:00pm	Friday	06-27-2025	4:00pm
July 16, 2025	10:00am	Thursday	07-10-2025	11:00am	1:00pm	Friday	07-11-2025	4:00pm
August 6, 2025	10:00am	Thursday	07-31-2025	11:00am	1:00pm	Friday	08-01-2025	4:00pm
August 20, 2025	10:00am	Thursday	08-14-2025	11:00am	1:00pm	Friday	08-15-2025	4:00pm
September 3, 2025	10:00am	Wednesday	08-27-2025	11:00am	1:00pm	Thursday	08-28-2025	12:00pm
September 17, 2025	10:00am	Thursday	09-11-2025	11:00am	1:00pm	Friday	09-12-2025	4:00pm
October 1, 2025	10:00am	Thursday	09-25-2025	11:00am	1:00pm	Friday	09-26-2025	4:00pm
October 15, 2025	10:00am	Wednesday	10-08-2025	11:00am	1:00pm	Thursday	10-09-2025	4:00pm
November 5, 2025	10:00am	Thursday	10-30-2025	11:00am	1:00pm	Friday	10-31-2025	4:00pm
November 19, 2025	10:00am	Thursday	11-13-2025	11:00am	1:00pm	Friday	11-14-2025	4:00pm
December 3, 2025	10:00am	Tuesday	11-25-2025	11:00am	1:00pm	Wednesday	11-26-2025	4:00pm
December 17, 2025	10:00am	Thursday	12-11-2025	11:00am	1:00pm	Friday	12-12-2025	4:00pm

Boards & Committees the County Commission Serve On

Area Council on Aging/ Region VI

Farmland Protection Board

Harrison – Clarksburg Board of Health

Harrison County Ambulance Authority

Harrison County Community Corrections Advisory Board

Harrison County Development Authority

Harrison County E911 Advisory Board

Harrison County Economic Development Corporation

Harrison County Emergency Squad

Harrison County Juvenile Crime Enforcement Coalition

Harrison County Local Emergency Planning Committee

Harrison County Parks & Recreation

Harrison County Planning Commission

Harrison County Senior Citizens

Region VI Local Elected Officials (LEO) Board

Region VI Planning & Development Council

Region VI Workforce Investment Board

WVU Cooperation Extension Service

Harrison County Commission Board Appointees 2025

Susan J. Thomas

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

David Hinkle

Harrison County Economic Development Corporation
Region VI Workforce Investment Board

Patsy Trecost II

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

4-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1-15-25		| | |-| | |-| | | | |
NAME Tiara Weisenberger		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____	$10 hr	4-3
☐ 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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 12.25
HUMAN RESOURCES MANAGER	DATE

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4-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
123024		| | |-| | |-| | | |

NAME	ADDRESS
Nicole Warner	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____	48	D
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

☐ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☐ RESIGNATION
☐ TRANSFER	☐ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE

☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

TYPE OF LEAVE _____

☒ OTHER (Explain) Decided not to take position

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 1.2.25
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

4-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-19-2024 ASAP	(0629) Badge # 6540	

NAME	ADDRESS
Angela D Hoskinson	43 Recreation Dr.

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
304 624-8721	Clarksburg WV	900 Parks & Rec	Reg pco

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☑ OTHER _____	Regular	part-Time
☐ 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) Requested by employee & Approved by Management

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Michael Roth	DATE 12.19.2024
HUMAN RESOURCES MANAGER	DATE

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4-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-31-24		| | | - | | - | | | |

NAME	ADDRESS
KAILYNN SINNETT	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

☐ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☑ RESIGNATION
☐ TRANSFER	☐ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE

☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

TYPE OF LEAVE _____

☐ OTHER (Explain) RESIGNATION EFFECTIVE 12-31-2024

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrew D. Bailey	DATE 12-27-24
HUMAN RESOURCES MANAGER	DATE

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HARRISON COUNTY
SHERIFF AND TREASURER

ROBERT G. MATHENY

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

January 2, 2025

John Spires, Harrison County Clerk
229 South 3rd Street
Clarksburg, WV 26301

Dear Mr. Spires:

Please find enclosed a Payroll Change notice for Joseph Carbacio. Mr. Carbacio has resigned his position effective December 31, 2024.

Thank you for your attention to this matter.

Sincerely,

Robert G. Matheny II
Sheriff

4-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12/31/2024		| | |-| | |-| | | | |

NAME	ADDRESS
Joseph Carbacio	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Resignation effective 12/31/2024

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE R. D. [illegible]	DATE 1/2/25
HUMAN RESOURCES MANAGER	DATE

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4-F

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
01/10/2025		

NAME	ADDRESS
Robey, Tabitha D.	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☑ JOB		
☐ SHIFT		
☑ RATE		PG 3-1 ($16.41/hr.)
☐ 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) _____

New E911 Telecommunicator Trainee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 01/02/2025
HUMAN RESOURCES MANAGER	DATE

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4-G

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1/2/2025		| | |-| | |-| | | | |
NAME Brandy Salvatore	ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 401 / SHIFT

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

☐ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☐ RESIGNATION
☐ TRANSFER	☐ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE

☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

TYPE OF LEAVE _____

X OTHER (Explain) Decided not to take job after

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Pyle	DATE 01/02/2025

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4-H

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12/31/2025		| | |-| | |-| | | |
NAME Donna Stuart	ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 900 / 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 out remaining vacation Days

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 1/3/2025
HUMAN RESOURCES MANAGER Laura Tyler	DATE 1/3/2025

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Amsterdam

4-I

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1/03/2025		| | |-| | |-| | | | |
NAME Cody Ball	ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 424 / 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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Pope	DATE 1/3/2025

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Amsterdam

8-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. (01/08/25)

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 **$3,380.08**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$3,380.08** 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) **$3,380.08** 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 **8th day of January, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #122024-068	Dated: 12/27/24	$1,288.75
UMB Bank	Invoice #997780	Dated: 12/18/24	$2,091.33
		Total	**$3,380.08**

INVOICE

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

Invoice Date	Invoice #
12/27/2024	122024-068

Balance Due $1,288.75

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

or

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

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

Bill To:

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

Project: Charles Pointe Series 2008 — 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 12/27/2024

Invoice # 122024-068

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
Proj Mgr (SAM)	11/8/2024	Review and discuss personal property revenues with associate.	0.5	107.50
Proj Mgr (SAM)	11/11/2024	Follow up related to developer's quarterly report.	0.25	53.75
Proj Mgr (SAM)	11/12/2024	Review developer's quarterly report and provide comment. Prepare and provide quarterly report to be posted.	1.25	268.75
Director (JLA)	11/12/2024	Post quarterly statement to EMMA.	0.25	56.25
Sr Assoc (MS)	11/12/2024	Prepare account statements for updating account reconciliation.	0.25	50.00
Sr Assoc (MMM)	11/14/2024	Verify EMMA posting.	0.25	50.00
Proj Mgr (SAM)	11/14/2024	Prepare notice related to developer's quarterly report requirements and discuss with associate. Finalize notice and provide to be posted.	1.75	376.25
Director (JLA)	11/14/2024	Post notice to EMMA.	0.25	56.25
Proj Mgr (SAM)	11/19/2024	Update account reconciliation file with October transactions.	0.5	107.50
Sr Assoc (MMM)	11/20/2024	Provide follow-up regarding management of project tasks and reports in project management software program.	0.25	50.00
Director (JLA)	11/26/2024	Assist with identification and provision of material information related to on-going compliance.	0.5	112.50
		Subtotal Fees:		1,288.75

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

Total **$1,288.75**

PK/SAM

Billing Inquiries? Call (443) 539-4104

E

UMB

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

Invoice 997780

Invoice Date:	**December 18, 2024**
Account Number:	**141961.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

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

Billing Period: **November 1, 2024 through November 30, 2024**

Prior Balance:	$ 10,005.82
Payments Received as of December 6, 2024	$6,647.99
Adjustments	$ 0.00
Outstanding Balance:	$3,357.83

Current Billing Period:

Current Period Fees	$2,091.33
Total Fees Due	$5,449.16

Remittance Stub
Billing Period 11/01/2024 - 11/30/2024

Account Number:	141961.1
Invoice Number:	997780
Remit Balance	$5,449.16

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	997780
Attention	Fee Processing

2024

UMB

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

Invoice 997780

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

Administration Fee	$458.33
Extraordinary Administration Fees	1,633.00
Administrative Fees Total	**$2,091.33**
Account Total	**$2,091.33**

UMB

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

Invoice 997780

Statement of Receivables

Reflects Only Those Payments Received And Applied As of December 6, 2024

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
994227	November 20, 2024	October 1, 2024 to October 31, 2024	3,357.83	16 days
	Total Balance Due		**3,357.83**	

8-B

REQUISITION FOR PAYMENT FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 98 (01/08/25)

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 **$5,905.50** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

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

(b) **$5,905.50** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this **8th day of January, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB Bank	Invoice #998012	Dated: 12/20/2024	$ 5,905.50
		Total	**$ 5,905.50**

UMB

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

Invoice 998012

Invoice Date:	**December 20, 2024**
Account Number:	**158735.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

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

Billing Period: **November 1, 2024 through November 30, 2024**

Prior Balance:	$ 20,929.00
Payments Received as of December 20, 2024	$ 12,040.50
Adjustments	$ 0.00
Outstanding Balance:	$8,888.50
Current Billing Period:	
Current Period Fees	$5,905.50
Total Fees Due	$ 14,794.00

Remittance Stub
Billing Period 11/01/2024 - 11/30/2024

Account Number:	158735.1
Invoice Number:	998012
Remit Balance	$14,794.00

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	998012
Attention	Fee Processing

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

2019

Pay #98

UMB

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

Invoice 998012

Account Detail

Account Number: 158735.1

Charles Pointe EODD 2019ABC

Administrative Fees

Administration Fee	$625.00
Extraordinary Administration Fees	5,280.50
Administrative Fees Total	**$5,905.50**

Account Total **$5,905.50**

UMB

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

Invoice **998012**

Statement of Receivables

Reflects Only Those Payments Received And Applied As of December 20, 2024

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
994254	November 20, 2024	October 1, 2024 to October 31, 2024	8,888.50	30 days
	Total Balance Due		**8,888.50**	

THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

AN ORDER APPROVING THE MERGER OF
LAKE FLOYD PUBLIC SERVICE DISTRICT INTO
SUN VALLEY PUBLIC SERVICE DISTRICT

WHEREAS, pursuant to the provisions of Chapter 16, Article 13A of the West Virginia Code of 1931, as amended (hereinafter "Act"), The County Commission of Harrison County (hereinafter "County Commission") is empowered to, upon its own motion by order duly adopted, propose the merger of public service districts in Harrison County; and

WHEREAS, Lake Floyd Public Service District (hereinafter "Lake Floyd") is a public service district, public corporation and political subdivision created by order of the County Commission and formed pursuant to the provisions of the Act, to operate a public sewer system within its service territory in Harrison County, West Virginia; and

WHEREAS, by Orders of the Public Service Commission of West Virginia (hereinafter "PSC"), Lake Floyd was granted certificates of convenience and necessity to construct and operate a public sewer system serving the Lake Floyd area in Harrison County, West Virginia; and

WHEREAS, Lake Floyd currently provides sewer service to approximately 151 customers in Harrison County, West Virginia pursuant to certificates of convenience and necessity issued by the PSC; and

WHEREAS, the assets of Lake Floyd's public sewer system includes, but is not limited to, a sewer treatment plant, pumping stations, grinder pumping stations, gravity collection mains, force collection mains, manholes, connections, and all other fixtures, equipment and personal property used and useful in providing sewer service to the customers of Lake Floyd, together with all real property, interests in land, leases, easements, rights-of-way, permits, certificates of convenience and necessity, deposit accounts, savings accounts, investments, security deposits, accounts receivable, renewal and replacement accounts, customer contributions in aid of construction, service territory and all other tangible and intangible assets owned or held by Lake Floyd and used or useful in providing sewer service to Lake Floyd's customers (collectively, the "Public Sewer System"); and

WHEREAS, Sun Valley Public Service District (hereinafter "Sun Valley") is a public service district, public corporation and political subdivision created by order of the County Commission and formed pursuant to the provisions of the Act, to operate a public sewer system within its service territory in Harrison County, West Virginia; and

WHEREAS, Sun Valley owns and operates a public sewer system serving areas in Harrison County, West Virginia; and

WHEREAS, Lake Floyd currently provides sewer service to approximately 700 customers in Harrison County, West Virginia pursuant to certificates of convenience and necessity issued by the PSC; and

WHEREAS, pursuant to a Services Agreement between Lake Floyd and Sun Valley approved by the PSC by Recommended Decision, Final on November 23, 2021, Sun Valley has been operating and maintaining Lake Floyd's entire sewer system in anticipation of the merger of Lake Floyd with and into Sun Valley.

WHEREAS, the Public Service Boards of Lake Floyd and Sun Valley have determined that it is desirable for Sun Valley to acquire the sewer system and assume the service territory of Lake Floyd, through a merger (hereinafter "Merger"); and

WHEREAS, on January 9, 2025, the County Commission conducted a public hearing, which public hearing was duly noticed, regarding the proposed Merger; and

WHEREAS, not a single person, business or utility voiced any objection to the proposed Merger; and

WHEREAS, after careful consideration, and for the preservation of public health, comfort and convenience of the citizens of Harrison County, West Virginia, the County Commission does hereby approve the Merger, as described more fully herein.

BE IT ORDERED BY THE COUNTY COMMISSION OF HARRISON COUNTY:

1. The County Commission, upon its own motion, subject to approval of the PSC, finds and determines that the merger of Lake Floyd Public Service District with and into Sun Valley Public Service District is in the best interest of Lake Floyd PSD and the customers of the Public Sewer System. The Merger is in the public interest, as it serves the public purpose of Sun Valley Public Service District and will promote the health, convenience, welfare and safety of the customers of the Public Sewer System.

2. The County Commission hereby approves the merger of Lake Floyd with and into Sun Valley. Sun Valley shall be the entity surviving the Merger and assume ownership of, and responsibility for, the Public Sewer System and service territory of Lake Floyd. Upon the effective date of the Merger, Lake Floyd shall cease to exist.

3. This Order shall become effective immediately upon entry.

Entered this ____ day of January, 2025.

THE COUNTY COMMISSION
OF HARRISON COUNTY

By:_____
President

By:_____
Commissioner

By:_____
Commissioner

CERTIFICATION

Certified a true copy of an Order duly adopted by THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA, on the _____ day of January, 2025.

Dated:_____.

_____

Clerk of the County Commission

MEMORANDUM OF UNDERSTANDING

By and Between

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

And

THE HARRISON COUNTY DEVELOPMENT AUTHORITY

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

- All funds related to the transfer of the property set forth in **Exhibit A** and **Exhibit B** below, from the Harrison County Development Authority to Wolf Summit Energy, LLC, or any affiliate/successor thereof, shall be remitted to the Harrison County Commission, into the _____ account, for use by the Harrison County Commission.

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

HARRISON COUNTY COMMISSION, WEST VIRGINIA

_____

Its:_____

Dated:_____

HARRISON COUNTY DEVELOPMENT AUTHORITY

_____

Its: President

Dated: 12/23/2024

EXHIBIT A

Description of the Property

The Property consists of five tracts, described with reference to Harrison County tax maps as follows:

TRACT 1 – Harrison County Commission (Coal-Outside Dist., Map 307, Parcel 5 and Map 1110, Parcels 38 & 51), consisting of:

- Tract "A" (Tax Map 307, Parcel 5) (138.05 Acres), inclusive of the New Eastern Tract identified in Exhibit B below of 34.66 acres
- Tract "B" (Tax Map 1110, Parcel 51) (1.18 Acres)
- Tract "C") (Tax Map 1110, Parcel 38 (0.48 Acres)

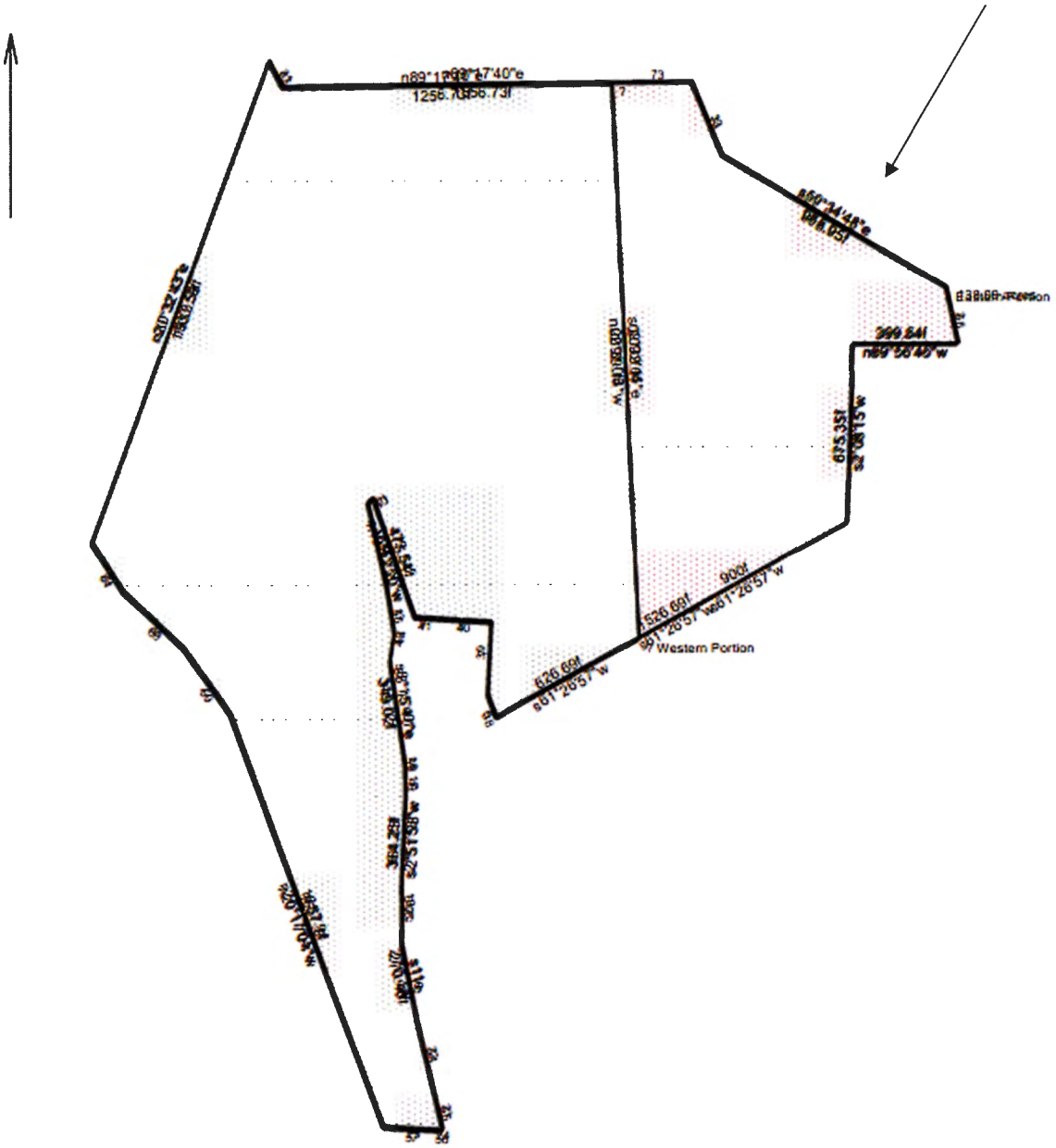
TRACT 2 – County Commission of Harrison County (Coal-Outside Dist., Map 1110, Parcel 59.1) and Harrison County Commission (Coal-Outside Dist., Map 1110, Parcel 111), consisting of:

- Tract "A" (Tax Map 1110, Parcel 59.1 (2.21 Acres)
- Tract "B" (Tax Map 1110, Parcel 111) (2.18 Acres)

EXHIBIT B

Identification of New Eastern Tract within Tax Map 307, Parcel 5

New Eastern Tract – 34.66 acres more or less



GREER LAW OFFICES, P.L.L.C.

P. O. BOX 4338
CLARKSBURG, WEST VIRGINIA 26302-4338
304-842-8090

Robert L. Greer

November 21, 2024

Susan Thomas, President
Harrison County Commission
229 South Third Street, 3rd Floor
Clarksburg, West Virginia 26302

Re: Closing Law Practice

Dear President Thomas:

This letter will serve as a notification that I am closing my law practice no later than January 14, 2024. I have accepted a job out of state, and I will be unable to continue as a Fiduciary Commissioner. I greatly appreciate the opportunity to serve the Harrison County community.

If you have any questions, please do not hesitate to contact my office.

Very truly yours,

Robert L. Greer

RLG/dmf
Cc: John R. Spires, Clerk
Harrison County Clerk

Harrison County Commission

Request to Attend Meeting

Name: Steve Martin

Department: 911

Destination: Barbour County 911, Philippi, WV

Travel Dates: January 14 & 15, 2025

Reason: Class - ICS400: Advanced ICS for Complex Incidents

(*will travel each day in County vehicle)

Total Estimated Cost $ 0.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .655	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 0.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: December 12, 2024

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



West Virginia

Emergency Management Division

ICS-400 Advanced ICS for Complex Incidents

Dates: January 14 & 15, 2025 (8:30 am-4:30 pm) Course #25-413-03

Location: Barbour County 911 Center

111 Overlook Drive

Philippi, WV. 26416

***Course is FREE* Student materials will be provided; Travel and meals are NOT included. Students are required to bring a laptop for the course materials.**

Instructor: Brent Burger

Description: This course is designed for those emergency response personnel who would function as part of Area Command, Emergency Operations Center, or Multiagency Coordination System during a large, complex incident or event, or those personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command.

Prerequisites: IS-100, IS-200, IS-700, IS-800 & ICS 300

Registration: Following the guidelines in the attached document using the course number in this posting. Registration closes **January 10, 2025, at 1600 hrs.**

If you have any questions or issues registering, please contact Eva Godbey at eva.godbey@k12.wv.us

Harrison County Commission

Request to Attend Meeting

Name	Megan Rowand
Department	911
Destination	Barbour County 911, Philippi, WV
Travel Dates	January 14 & 15, 2025
Reason	Class - ICS400: Advanced ICS for Complex Incidents (*will travel each day in County vehicle)

Total Estimated Cost $ 0.00

Transportation			$ $0.00	
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 0.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: Megan D Rowand Date: December 12, 2024

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



West Virginia

Emergency Management Division

ICS-400 Advanced ICS for Complex Incidents

Dates: January 14 & 15, 2025 (8:30 am-4:30 pm) Course #25-413-03

Location: Barbour County 911 Center

111 Overlook Drive

Philippi, WV. 26416

***Course is FREE* Student materials will be provided; Travel and meals are NOT included. Students are required to bring a laptop for the course materials.**

Instructor: Brent Burger

Description: This course is designed for those emergency response personnel who would function as part of Area Command, Emergency Operations Center, or Multiagency Coordination System during a large, complex incident or event, or those personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command.

Prerequisites: IS-100, IS-200, IS-700, IS-800 & ICS 300

Registration: Following the guidelines in the attached document using the course number in this posting. Registration closes **January 10, 2025, at 1600 hrs.**

If you have any questions or issues registering, please contact Eva Godbey at eva.godbey@k12.wv.us

Harrison County Commission

Request to Attend Meeting

Name	Gary Keith
Department	911
Destination	Barbour County 911, Philippi, WV
Travel Dates	January 14 & 15, 2025
Reason	Class - ICS400: Advanced ICS for Complex Incidents (*will travel each day in County vehicle)

Total Estimated Cost $ 0.00

Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 0.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: _____ Date: December 12, 2024

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



West Virginia

Emergency Management Division

ICS-400 Advanced ICS for Complex Incidents

Dates: January 14 & 15, 2025 (8:30 am-4:30 pm) Course #25-413-03

Location: Barbour County 911 Center

111 Overlook Drive

Philippi, WV. 26416

***Course is FREE* Student materials will be provided; Travel and meals are NOT included. Students are required to bring a laptop for the course materials.**

Instructor: Brent Burger

Description: This course is designed for those emergency response personnel who would function as part of Area Command, Emergency Operations Center, or Multiagency Coordination System during a large, complex incident or event, or those personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command.

Prerequisites: IS-100, IS-200, IS-700, IS-800 & ICS 300

Registration: Following the guidelines in the attached document using the course number in this posting. Registration closes **January 10, 2025, at 1600 hrs.**

If you have any questions or issues registering, please contact Eva Godbey at eva.godbey@k12.wv.us

Harrison County Commission

Request to Attend Meeting

Name	Lindsay Atha
Department	911
Destination	Barbour County 911, Philippi, WV
Travel Dates	January 14 & 15, 2025
Reason	Class - ICS400: Advanced ICS for Complex Incidents (*will travel each day in County vehicle)

Total Estimated Cost $ 0.00

Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 0.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: Lindsay A Date: December 12, 2024

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

December 9, 2024

President
Harrison County Commission
301 W Main Street
Clarksburg, WV 26301

Dear President:

We are pleased to inform you that the CY 2025 Appalachia HIDTA Subaward Agreement is ready for your review and signature.

The original Subaward Agreement for CY 2025 and the subaward conditions are enclosed. By accepting this subaward, you assume the administrative and financial responsibilities outlined in the enclosed Subaward Conditions. Should your organization not adhere to these terms and conditions, Appalachia HIDTA may terminate the grant for cause or take other administrative action.

Also enclosed you will find a copy of your agency's CY 2025 HIDTA budget and information regarding the AHIDTA Reimbursement Form LC-07.

If you accept this subaward, **please sign and date both the Subaward Agreement on page 1 and the Subaward Conditions on page 11 and return via email or regular mail to the following:**

Email: Finance@ahidta.org

Mail: Finance Department
Appalachia HIDTA
400 South Main Street, 3rd Floor
London, KY 40741

Please return the completed Subaward Agreement by January 20, 2025.

If you have questions, please feel free to call. Remember that we are always here to assist you, and we look forward to working with your agency.

Sincerely,

Vic Brown, Director
Appalachia HIDTA

Encl.

Financial Commission for Appalachia HIDTA (FCAHIDTA)	Subaward Agreement
1. Recipient Name and Address: Harrison County Commission 301 W Main Street Clarksburg, WV 26301	**7. Federal Award Project Description:** *This grant will support initiatives designed to implement the Strategy proposed by the Executive Board of the Appalachia HIDTA and approved by the Office of National Drug Control Policy.*
2. Subrecipient Unique Entity ID (UEI) number (If this number is not correct, please make pencil changes before returning this agreement. If no number is listed in the box below, please provide your agency UEI number when returning this signed document). **Y7HEJWCK2277** (The Unique Entity ID (UEI) number is a 12-character alphanumeric ID assigned to an entity by SAM.gov. A non- Federal entity is required to have a UE ID in order to apply for, receive, and report on a federal award. A UE ID may be obtained from SAM.gov.)	**8. Federal Award/Subaward Number (FAIN):** G25AP0001A **9. Federal Award Date:** January 1, 2025 **10. Subaward period of Performance:** From: 01/01/2025 to 12/31/2025 **10a. Budget Amount:** See budget detail at the end of this document.
3. Federal Award Identification: High Intensity Drug Trafficking Areas (HIDTA) Program	**11. Pass-through entity name:** Laurel County Fiscal Court
4. Federal Awarding Agency: Office of National Drug Control Policy	**12. Pass-through entity contact information:** Jodi Albright, Commissioner 400 South Main Street, 3rd Floor London, KY 40741
5. CFDA Name and Number: *High Intensity Drug Trafficking Areas Program – 95.001*	**13. Indirect Cost Rate:** $0.00
6. Award Type: B-Projects	**14. R&D Award:** No

FCAHIDTA APPROVAL		RECIPIENT ACCEPTANCE	
15a.Typed Name and Title of Approving Official: Jodi Albright, Commissioner Financial Commission for Appalachia HIDTA		**17a. Typed/Printed Name and Title of Authorized Official:**	
15b. Signature of Approving FCAHIDTA Official:	**Date:** 12/6/24	**17b. Signature of Authorized Recipient:**	**Date:**
16a. Typed Name and Title of Approving Official: Jackie Steele, Commissioner Financial Commission for Appalachia HIDTA		**18. Authorized Official e-mail address:**	
16b. Signature of Approving FCAHIDTA Official:	**Date:** 12/10/24	**19. Authorized Official telephone number:**	

SUBAWARD CONDITIONS

1. PURPOSE: This agreement is entered into by and between the Harrison County Commission (hereinafter referred to as "Subrecipient") and the Financial Commission for Appalachia High Intensity Drug Trafficking Area (hereinafter referred to as "Financial Commission"). The Subrecipient has been selected by and agrees to accept funds awarded from the United States Office of National Drug Control Policy (hereinafter referred to as "ONDCP") and Financial Commission pursuant to this subaward agreement. The funds will be administered by the Financial Commission and the HIDTA Assistance Center on behalf of ONDCP. The purpose of this agreement is to clarify the conditions under which the funds are to be accepted, and may be used, by the Subrecipient and to outline the responsibilities of the participating parties.

2. AUDIT READINESS AND COMPLIANCE: The Subrecipient agrees to maintain appropriate and detailed records of its receipt and use of the funds, in accordance with the generally accepted accounting principles applying to government agencies. The Subrecipient understands that it may be subject to audit by the Appalachia HIDTA, Laurel County Fiscal Court (Financial Commission), agencies of the United States of America, and/or any other applicable agency and agree to fully cooperate with any or all of those entities in the event of inquiry or audit. The Subrecipient further agrees to maintain an inventory control system to account for all expenditures of these funds, in accordance with the policies of, and procedures required by, the Appalachia HIDTA.

3. STANDARDS AND GUIDELINES: The Subrecipient acknowledges receipt and understanding of the HIDTA Program Policy and Budget Guidance produced by ONDCP as well as other guidelines that have been, or will be, approved by the Executive Board, and agrees to abide by them. The Subrecipient further agrees to comply with the terms of the Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", as well as all relevant state, county and municipal financial and accounting rules, regulations, standards and guidelines. Subrecipient further agrees to abide by all regulations and guidelines governing the use of ONDCP funds distributed for the purchase of evidence or information ("PEPI" Funds).

4. PUBLIC RECORDS COMPLIANCE: The Subrecipient agrees to comply with the provisions of Chapter 61.870, Kentucky Statutes, entitled "Public Records", as well as any other public record statutes that may be applicable to the Subrecipient's jurisdiction.

5. ROLE OF THE FINANCIAL COMMISSION FOR APPALACHIA HIDTA: The Subrecipient understands that the role of the Financial Commission for Appalachia HIDTA is limited to disbursing ONDCP funds per the instructions of the Appalachia HIDTA, through its designated representative, and/or the HIDTA Assistance Center staff. The Subrecipient understands that it may not bind or commit the HIDTA Assistance Center or Financial Commission for Appalachia HIDTA contractually, or act as an agent for either entity in any way.

6. TERMINATION, SUSPENSION OR DELAY: The Subrecipient agrees that the HIDTA Assistance Center and the Financial Commission for the Appalachia HIDTA have the right to terminate, suspend or delay any payment to Subrecipient if the payment request clearly fails to meet Financial Commission budgetary guidelines. In the event that the HIDTA Assistance Center and/or Financial Commission deem such an act necessary, the HIDTA Director and the Subrecipient shall be notified within three business days of the decision. The Director shall then make a determination regarding whether to continue the termination, suspension or delay of the payment. The Financial Commission shall act according to the directive of the Director and/or the Executive Board regarding the payment. The Subrecipient agrees that it shall have no cause of action or legal claim whatsoever against the HIDTA Assistance Center or the Financial Commission for Appalachia HIDTA in the event either decides to exercise its rights under this agreement.

7. CONDITIONS OF SIGNATURES: It is expressly understood and agreed that the agency representative's signature in execution of this Agreement does not alter or constitute a wavier in whole or part of any of the privileges or immunities otherwise enjoyed by any of the units of Government that are parties hereto. Parties agree that the signatures of Jackie Steele and/or J. L. Albright, are placed on this document in their official capacities as Financial Commissioners for HIDTA only, and this agreement constitutes an obligation only to the extent that there is money available from a grant for payment and for all other purposes shall be of no force and effect. These signatures do not to any extent bind or obligate Jackie Steele and/or J. L. Albright or Laurel County, Kentucky, to any extent, except to the extent grant funds are available, and then only from said funds.

8. LEGAL ACTION: Any and all suits or any legal action naming Appalachia HIDTA and/or Financial Commission for Appalachia HIDTA as a party; and, relating to this agreement shall be instituted and prosecuted in the appropriate Court of the Commonwealth of Kentucky or United States District Court, Eastern District of Kentucky and each party hereto waives the right to a change in venue and jurisdiction. This agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the Commonwealth of Kentucky regardless of place of its execution or performance.

9. DECONFLICTION: All officers from your agency that are assigned to an AHIDTA initiative shall use the AHIDTA's Investigative Support Center for event and case/subject deconfliction of all AHIDTA enforcement activities.

10. SUPPLEMENTAL AGREEMENTS ATTACHED: The Subrecipient acknowledges the following documents are attached to this agreement and that the policies set forth therein are acceptable to the Subrecipient and considered an integral portion of the Subaward Agreement.

    Documents are as follows:

    - A. General Terms and Conditions
    - B. Recipient Integrity and Performance Matters
    - C. Program Specific Terms and Conditions
    - D. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status and Implementing Regulations

11. REQUESTS FOR REIMBURSEMENT AND CLOSEOUT OF SUBAWARD:

    Requests for reimbursements should be submitted for processing on a monthly basis and no more than on a quarterly basis. The requests should be submitted no later than 30 days past the end of the month or quarter. Final reimbursements for each calendar year are due 60 days after the end of the year (February 28). Any reimbursements submitted past the February 28 deadline will not be reimbursed.

    All reimbursement requests must be submitted on the AHIDTA reimbursement form (LC-07). The LC-07 form and LC-07 instructions sheet are maintained on the AHIDTA website www.ahidta.org. Information regarding the submittal process for requests of reimbursement can be found on the instructions sheet.

    This subaward is considered closed after this final payment has been made. Any remaining balance in the subaward at that time will be released to the AHIDTA program to be reallocated per guidance from the AHIDTA Executive Board.

12. PAYMENT METHOD:

    All payments will be made via Electronic Funds Transfer (also referred to as ACH Direct Deposit) to the subrecipient's bank account.

13. LAW ENFORCEMENT OVERTIME REIMBURSEMENT:

    The overtime limit for the Appalachia HIDTA program is $19,000 per officer per calendar year. Appalachia HIDTA further limits overtime reimbursement to $4,000 per officer, per month without prior approval from the State Coordinator in your respective state.

    Be advised, overtime reimbursement from all Federal sources cannot exceed the lower of: (1) applicable state, local, and tribal regulations of officer's parent agency: or (2) 25% of the Federal GS-12, Step 1 level pay scale for "Rest of US" in the law enforcement general schedule in effect at the beginning of the calendar year. This overtime rate is the maximum that an officer can receive during the calendar year, fiscal year or other 12-month period from all Federal funding sources combined.

Appalachia HIDTA allocates overtime funding each calendar year based on full-time task force officer positions. If your agency has been awarded overtime funding for such a position, and the position goes unfilled for six consecutive months, Appalachia HIDTA may terminate the position and the funding will no longer be available for reimbursement. Overtime budgets may not be reprogrammed or transferred after September 30th.

14. NATIONAL DEFENCE AUTHORIZATION ACT (NDAA)

This subaward is subject to NDAA rules.

Effective January 3, 2020, Section § 889(b)(2) of the John McCain National Defense Authorization Act (NDAA) for FY 2019 prohibits executive agencies that administer loan or grant programs from permitting their funds to be used to purchase certain telecommunications and video surveillance equipment and services produced by certain Chinese entities. This applies to Executive Branch agencies like the Office of National Drug Control Policy (ONDCP) and Federal grantees, including the High Intensity Drug Trafficking Areas (HIDTA) Program.

The purpose of this legislation is to reduce the vulnerabilities of Federal agencies and their grantees to foreign interference in technology, data, and operations that rely on telecommunications or video surveillance. The covered telecommunications equipment or services include equipment manufactured or services provided by the following Chinese entities, and their subsidiaries or affiliates:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Types of prohibited items include (but are not limited to) equipment that can be used to route or redirect user data traffic or permit visibility into any user data or packets that the equipment transmits or otherwise handles. Prohibitions also include telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Any item purchased with HIDTA funds must be in compliance with NDAA. AHIDTA will not purchase or reimburse an agency for items found to not be in compliance with NDAA.

A. General Terms and Conditions

1. This award is subject to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the "Part 200 Uniform Requirements"), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

   For more information on the Part 200 Uniform Requirements, see https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200. For specific, award-related questions, recipients should contact Financial Commission for Appalachia HIDTA promptly for clarification.

2. This award is subject to the following additional regulations and requirements:

   - 28 C.F.R. § 69 - "New Restrictions on Lobbying"
   - 2 C.F.R. § 25 – "Universal Identifier and System of Award Management"
   - Conflict of Interest and Mandatory Disclosure Requirements
   - Non-profit Certifications (when applicable)

3. Audits conducted pursuant to 2 CFR Part 200, Subpart F, "Audit Requirements" must be submitted no later than 9 months after the close of the grantee's audited fiscal year to the Federal Audit Clearinghouse at https://harvester.census.gov/facweb/.

4. The recipient gives the awarding agency, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.

5. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.

6. Failure to adhere to the General Terms and Conditions as well as the Program Specific Terms and Conditions may result in the termination of the grant or the initiation of administrative action. ONDCP may also terminate the award if it no longer effectuates program goals or agency priorities. See 2 CFR 200.340.

7. Conflict of Interest and Mandatory Disclosures

   A. Conflict of Interest Requirements

   As a non-Federal entity, you must follow ONDCP's conflict of interest policies for federal awards. Recipients must disclose in writing any potential conflict of interest to an ONDCP Program Officer; recipients that are pass-through entities must require disclosure from sub-recipients or contractors. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

   The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

   i. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of sub-awards and contracts.

   ii. None of your employees may participate in the selection, award, or administration of a sub-award or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients or contractors or parties to sub-awards or contracts.

iii. If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

B. Mandatory Disclosure Requirement

As a non-Federal entity, you must disclose, in a timely manner, in writing to ONDCP and the Financial Commission for Appalachia HIDTA all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII "Award Term and Condition for Recipient Integrity and Performance Matters," are required to report certain civil, criminal, or administrative proceedings to SAM, currently the Federal Award Performance and Integrity Information System. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 C.F.R. § 180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

None of the funds appropriated or otherwise made available by this grant or any other Act may be used to fund a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. This limitation shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

8. Federal Funding Accountability and Transparency FFATA/DATA Act Compliance. Each applicant is required to (i) Be registered in the System for Award Management (SAM) (ii) provide a valid UEI number on the subaward agreement; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.

9. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180.

10. As specified in 2 CFR 200.303 Internal Controls, recipient must:

a) Establish and maintain effective internal controls over the federal award that provides reasonable assurance that federal award funds are managed in compliance with federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

b) Comply with federal statutes, regulations, and the terms and conditions of the Federal awards.

c) Evaluate and monitor the non-federal entity's compliance with statute, regulations, and the terms and conditions of the federal award.

d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

e) Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP and/or the Financial Commission for Appalachia HIDTA designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

11. Recipients are prohibited from using Federal grant funds to purchase certain telecommunication and video surveillance services or equipment in alignment with §889 of the National Defense Authorization Act of 2019, Pub. L. No. 115-232. See 2 C.F.R. § 200.216. See also, HIDTA PPBG, § 7.20, Prohibited Uses of HIDTA Funds.

12. Grantees should provide a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States. See 2 C.F.R. § 200.322.

13. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, shall clearly state—

    a) the percentage of the total costs of the program or project which will be financed with federal money;

    b) the dollar amount of Federal funds for the project or program; and

    c) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

B. Recipient Integrity and Performance Matters

Reporting of Matters Related to Recipient Integrity and Performance

1. *General Reporting Requirement*

   If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as a recipient during that period of time must maintain and report current information to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administration proceedings described in paragraph 2 of this award term and condition (below). This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. *See* 2 C.F.R. Part 200, Appendix XII.

2. *Proceedings About Which You Must Report*
   Submit the information required about each proceeding that:

   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
   b. Reached its final disposition during the most recent 5 year period; and
   c. Is one of the following:

   (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
   (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or
   (4) Any other criminal, civil, or administrative proceeding if:
   (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

   (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

   (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. *Reporting Procedures*

   Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. *Reporting Frequency*

   During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. *Definitions*

   For purposes of this award term and condition:

   a. Administrative proceedings means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
   b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
   c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

      (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
      (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

C. Program Specific Terms and Conditions

The following special conditions are incorporated into this award document.

1. This award is subject to the requirements in the SUPPORT for Patients and Communities Act, 21 U.S.C. § 1701 et seq. and in the ONDCP National HIDTA Program Office HIDTA Program Policy and Budget Guidance (September 9, 2021) (PPBG). The HIDTA PPBG is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (21 U.S.C. § 1706) and the Uniform Administration Requirements (2 C.F.R. § 200) which provide the Director of ONDCP authority to coordinate funds and implement oversight and management function with respect to the HIDTA Program. The HIDTA PPBG can be accessed at the following website:
   https://www.nhac.org/hidta_guidance/Program_Policy_and_Budget_Guidance2021.pdf
   In addition, as a condition for receiving this award, recipients must complete safe and healthy workplace trainings as outlined in the PPBG.

OFFICE OF NATIONAL CONTROL POLICY

D. CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS

Instructions for the certifications

General Requirements

The Office of National Drug Control Policy (ONDCP) is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Applicants requesting monies greater than $100,000 in grants funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying" and 21 CFR part 1414, Government wide Debarment and Suspension. (Non procurement), Certification Regarding Federal debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of National Drug Control Policy determines to award the covered cooperative agreement.

1. LOBBYING
As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over $100,000, as defined at 21 CFR Part 1405, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
(c) The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTER (DIRECT RECIPIENT)
As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification. He or she shall attach an explanation to the application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)
As required by the Drug-Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;
(2) The applicant's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(a) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(b) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction:

(c) Notifying the agency, in writing, within 10 calendar days of receiving notice under subparagraph (d)(2) form an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title to: The Assistance Center, 11200 NW 20 Street, Suite 100, Miami, Florida 33172. Notice shall include identification number of each affected grant;

(d) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted.

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(e) Making a good faith effort to continue to maintain a drug-free free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

A. The applicant may insert in the space provided below the site(s) for the performance of work done in connection with the specific cooperative agreement:

Agency Name – Harrison County Commission

Place of performance (street address, city, county, state, zip code)

301 W Main Street
Clarksburg, WV 26301

Check if there are workplaces on file that are not identified here.

The regulations provide that a recipient that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for ONDCP Funding.

DRUG-FREE WORKPLACE (RECIPIENTS WHO ARE INDIVIDUALS)
As required by the Drug-Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. As a condition of the cooperative agreement, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conduction any activity with the grant; and
B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing, within 10 calendar days of the conviction, to: The Assistance Center, 11200 NW 20 Street, Suite 100, Miami, FL 33172.

4. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)
The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

5. CERTIFICATION REGARDING THE DISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794) , which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

RECIPIENT ACCEPTANCE OF SUBAWARD CONDITIONS

_____

Printed Name and Title of Authorized Official

_____

Signature of Authorized Recipent **Date**

Harrison County Commission

AHIDTA Reimbursement Form LC-07

- The LC-07 Reimbursement Form can be found under the Resources Tab on AHIDTA's website at www.ahidta.org.
- We have provided the forms in two different formats, Excel and a fillable PDF.
- We encourage you to download the form from the website with each reimbursement request to ensure you are using the most current form.
- Instructions for the LC-07 form can also be found on the AHIDTA website.

2025 - Appalachia

Initiative - The Greater Harrison County Drug Task Force

Award Recipient - Financial Commission for Appalachian HIDTA (G25AP0001A)

Resource Recipient - Harrison County Sheriff's Office

Overtime	Account Number	Quantity	Amount
Investigative - Law Enforcement Officer	01-02-25-229-40-6080.05	3	$57,000.00
Total Overtime		**3**	**$57,000.00**
Total Budget			**$57,000.00**



West Virginia

Emergency Management Division

ICS-400 Advanced ICS for Complex Incidents

Dates: January 14 & 15, 2025 (8:30 am-4:30 pm) Course #25-413-03

Location: Barbour County 911 Center

111 Overlook Drive

Philippi, WV. 26416

***Course is FREE* Student materials will be provided; Travel and meals are NOT included. Students are required to bring a laptop for the course materials.**

Instructor: Brent Burger

Description: This course is designed for those emergency response personnel who would function as part of Area Command, Emergency Operations Center, or Multiagency Coordination System during a large, complex incident or event, or those personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command.

Prerequisites: IS-100, IS-200, IS-700, IS-800 & ICS 300

Registration: Following the guidelines in the attached document using the course number in this posting. Registration closes **January 10, 2025, at 1600 hrs.**

If you have any questions or issues registering, please contact Eva Godbey at eva.godbey@k12.wv.us

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, December 11, 2024, through Tuesday, December 17, 2024

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before his during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Thursday, December 12, 2024, the following matters were disposed of in the presence of the Clerk:

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

DEBRA KAY WILMOTH, who was named in the last will and testament of **ROGER DWAYNE WILMOTH SR**, deceased, as EXECUTOR 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, **CHRISTOPHER CARSON HIGHLAND** was appointed and qualified as ADMINISTRATOR of the estate of **WADE LEE HIGHLAND**, deceased. Bond was 0.00.

On, Friday, December 13, 2024, the following matters were disposed of in the presence of the Clerk:

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

JAMES E ICE, who was named in the last will and testament of **LINDA LOU ICE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

DANIELLE NICHOLE STEMPLE, who was named in the last will and testament of **JERRY DUANE AYERS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

On, Monday, December 16, 2024, the following matters were disposed of in the presence of the Clerk:

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

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

H SUZANNE OSBORNE, who was named in the last will and testament of **MARY FRANCES MUTSCHELKNAUS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

LORETTA ELAINE LEESON, who was named in the last will and testament of **FORREST JOHN LEESON II**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, December 18, 2024, through Tuesday, December 24, 2024

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before his during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Wednesday, December 18, 2024, the following matters were disposed of in the presence of the Clerk:

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

BARBARA JANE HARTLEY, who was named in the last will and testament of **EVA LORRAINE NEWLON**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
DEBRA CARLEENE HARTMAN, who was named in the last will and testament of **EVA LORRAINE NEWLON**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, December 20, 2024, the following matters were disposed of in the presence of the Clerk:

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

TIMOTHY R MAXWELL, who was named in the last will and testament of **LULA BELLE MAXWELL**, deceased, as EXECUTOR 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, **SHARON GREGA** was appointed and qualified as ADMINISTRATRIX of the estate of **JOHN JOSEPH GREGA III**, deceased. No bond was required.

On, Monday, December 23, 2024, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **MOLLY REBECCA BROADWATER** was appointed and qualified as ADMINISTRATRIX of the estate of **CHRISTOPHER RYAN BROADWATER**, deceased. No bond was required.

A duly copy of the last will and testament of **H CARL FLOYD JR**, deceased, late a resident of NUECES, TEXAS, was admitted to record.

State of West Virginia

County of H

A-3

Clerk's Fiduciary Report

Estate from Wednesday, December 25, 2024, through Tuesday, December 31, 2024

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before his during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Friday, December 27, 2024, the following matters were disposed of in the presence of the Clerk:

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

GERRY DORSEY BARNHART, who was named in the last will and testament of **ORVAL RICHARD BARNHART**, deceased, as ADMINISTRATRIX CTA thereof, qualified as such. Bond was 15,000.00.

A duly copy of the last will and testament of **RUTH JOHNSON**, deceased, late a resident of MARION, WEST VIRGINIA, was admitted to record.

B-1

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA.

NANCY A. DYE, EXECUTOR/ADMINSTRATOR OF THE ESTATE OF JEFFREY A. DYE	REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

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

GIVEN under my hand this 10th day of December 2024.

James A. Varner Sr.

Fiduciary Commissioner

United States of America

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

Affidavit and Waiver of Final Settlement

I,NANCY A. DYE, personal representative(s) in the estate of JEFFREY A DYE after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

NANCY A. DYE _____ Nancy A. Dye Storms (L.S.)
EXECUTRIX

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 2nd day of December 2024.

My Commission expires: October 8, 2026 Leanne Williams

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Leanne Williams
9471 Cost Ave., Clarksburg, WV 26301
My Commission Expires October 8, 2026

Notary Public

NANCY A. DYE _____ Nancy A. Dye Storms (L.S.)
WIFE

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 2nd day of December, 2024.

My Commission expires: October 8, 2026 Leanne Williams

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Leanne Williams
9471 Cost Ave., Clarksburg, WV 26301
My Commission Expires October 8, 2026

Notary Public

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

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

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

Given under my hand this _____day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Cochran
Deputy Clerk

B-2

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

STEPHANIE L. BAILEY, PERSONAL REPRESENTATIVE
OF THE ESTATE

OF REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

JOE WILBUR BREWER, DECEASED

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

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

Your Commissioner certifies that this estate was referred to him on the 9th day of September, 2024, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 8th day of December, 2024, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereof to the creditors and beneficiaries of this estate by publication in The Exponent-Telegram on the 9th and 16th days of October, 2022, the time so fixed being according to law; and that at the end of business hours on the 7th day of August, 2024, the claims period was formally closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Your Commissioner certifies that the name of Stephanie L. Bailey, Personal Representative of the estate of Joe Wilbur Brewer, deceased, was included in a list of fiduciaries, whose accounts were before your Commissioner for settlement, and said list was published once a week on the

12th day of December, 2024, in *The Exponent-Telegram* as required by *West Virginia Code §44-4-9,* as amended.

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

Given under my hand this 16th day of December, 2024.

Robert L. Greer
Fiduciary Commissioner

United States of America

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

Affidavit and Waiver of Final Settlement

I,STEPHANIE L BAILEY, personal representative(s) in the estate of JOE WILBUR BREWER after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

STEPHANIE L BAILEY Stephanie L Bailey (L.S.)
EXECUTRIX

STATE OF NC COUNTY OF Catawba

The foregoing instrument was acknowledged before me this 2nd day of December 2024.

My Commission expires: August 15 2025 Amanda L Shelton
Notary Public

AMANDA L. SHELTON
NOTARY PUBLIC
NORTH CAROLINA
CATAWBA COUNTY

STEPHANIE L BAILEY Stephanie L Bailey (L.S.)
DAUGHTER

STATE OF NC COUNTY OF Catawba

The foregoing instrument was acknowledged before me this 2nd day of December, 2024.

My Commission expires: August 15, 2025 Amanda L. Shelton
Notary Public

AMANDA L. SHELTON
NOTARY PUBLIC
NORTH CAROLINA
CATAWBA COUNTY

KAYCE E BAILEY (L.S.)
GRANDDAUGHTER

STATE OF NC COUNTY OF Catawba

The foregoing instrument was acknowledged before me this 2nd day of December 2024.

My Commission expires: August 15, 2025 Amanda L Shelton
Notary Public

AMANDA L. SHELTON
NOTARY PUBLIC
NORTH CAROLINA
CATAWBA COUNTY

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

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

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

Given under my hand this _____day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Cochran
Deputy Clerk