Harrison County Commission Meeting
Wednesday, May 21st, 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

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https://us02web.zoom.us/j/7628160712

Dial: 1-646-568-7788

Meeting ID: 762 816 0712

Passcode: 26301

Appointments:

10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
10:05 A.M. --- Carol Keavney Estate Hearing
10:10 A.M. --- Proclamation commemorating the 100th Growing Season of Bice's Greenhouse, Enterprise, West Virginia
10:15 A.M. --- Proclamation Community Educational Outreach Service (CEOS) Week
10:20 A.M. --- Acknowledgment for Jonathan Sparks, David Jones & Billy Dunn for the Fire on January 4th in the Erie area of Harrison County
10:25 A.M. --- Special Funding Request for BHS Thespian Troupe #7549 requesting $2400 for two students in need of sponsorship for the International Thespian Festival 2025 at Indiana University, Bloomington, IN (June 23-28, 2025)
10:30 A.M. --- Special Funding Request for Mountaineer Food Bank requesting $10,000 to support the Veterans Table Program in Harrison County by providing monthly food assistance to 20 Veterans for one year.
10:35 A.M. --- Special Funding Request for the Benedum Airport Authority requesting $500,000 to assist in finishing the New Terminal Facility

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Jenna Ahern – 911 – Resignation – Effective 05/03/2025
   - **B.** Carrie S. Watkins – 911 – New Hire – Effective 05/25/25
   - **C.** Kayla D. Dozer – 911 – New Hire – Effective 05/25/25
   - **D.** McKenzie B. Kovar – 911 – New Hire – Effective 05/25/25
   - **E.** Daniel Dorsey – Assessors – Merit Increase / Re-Evaluation – Effective 05/25/25
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   (None)
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA - Enlarged Hepzibah PSD Requisition #7 - $9134.00
   - **B.** ARPA - Sun Valley Requisition #10 (IIIA Project 1) - $2,750
   - **C.** ARPA - Sun Valley Requisition #4 (IIIB Project 2) - $780
   - **D.** Vendor List of Payments
   - **E.** Quotes
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
   - **A.** Exonerations – See Exhibit A

7. **Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements:**
    A. **Series 2008A** - $1858.50
8. **Review—Discuss—Consider** Approve and sign an Incumbency certificate authorizing MuniCap to perform TIF related administrative functions on behalf of the Commission. MuniCap is the Administrator retained by the Commission to perform services related to the Series 2008 and 2019 TIF bonds. Revised certification forms are requested occasionally by MuniCap in order to keep file documents current. This form gives MuniCap limited permissions to perform certain administrative tasks on behalf of the commission relating to these bonds. This form was most recently signed by the Commission in December 2023.
9. **Review—Discuss—Consider** Approval for Thrasher to put the Meadowbrook Bridge Project out for public bid.
10. **Review—Discuss—Consider** Rail Trail Projects
11. **Review—Discuss—Consider** State Auditor's Office pulling tickets from May 15th Tax Sale (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
12. **Review—Discuss—Consider** Purchase of Ellis Property (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
13. **Review—Discuss—Consider** Budget Revisions
    - General County budget revisions FY 2024-2025
    - Vital Services Levy budget revisions FY 2024-2025
14. **Review—Discuss—Consider** Appointing Jeff Crislip to the Planning Commission
15. **Review—Discuss—Consider** Letter from Harrison County Farmland Protection Board acknowledging two Board Members term expirations
16. **Review—Discuss—Consider** Agreement between the Harrison County Commission and the Arc of Harrison County
17. **Review—Discuss—Consider** Italian Heritage Festivals electric lines and new meter on the Courthouse property. Bill Boyles – Chairman
18. **Review—Discuss—Consider** Access and Remediation Letter Agreement
    - Gary Heater - 1314 Capitol Ave, Clarksburg, WV
19. **Review—Discuss—Consider** A Resolution Authorizing the Filing of the Application to the West Virginia DEP Litter Control Grant Program
20. **Review—Discuss—Consider** Travel Request for Emily Rebelo from Community Corrections to go to Advanced Alcohol & Drug Counselor (AADC) Exam in Morgantown May 17th, 2025
21. **Review—Discuss—Consider** Travel Requests for 911 Employees to go to West Virginia Northern Community College – New Martinsville Campus
    A. Natasha McDaniel
    B. Matthew Gump
    C. Consuela Jones
22. **Administrator's Report**
23. **Commissioner Comments – Questions**

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

A. Weekly Fiduciary Report from the County Clerk

1. Wednesday, April 30, 2025 through Tuesday, May 6, 2025
2. Wednesday, May 7, 2025 through Wednesday, May 14, 2025

B. Monthly Fiduciary Commission Settlements:

- None

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

1. Greater Harrison PSD Agenda for May 15th, 2025
2. Enlarged Hepzibah PSD's Regular Board Meeting Agenda for May 12th, 2025
3. Johnstown Volunteer Fire Department Form 8879-TE
4. Sun Valley PSD Regular Board Meeting Minutes April 8th, 2025
5. Sun Valley PSD Vendor Invoice Report
6. Greater Harrison PSD Water Division Income Statement April 2025

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

1. Funding Request --- Clarksburg History Museum (03-27-2024)

VARNER & VAN VOLKENBURG PLLC

JAMES A. VARNER, SR.
OF COUNSEL
DIRECT DIAL: (304) 918-2843
FACSIMILE: (304) 362-0124
E-MAIL: JAVARNER@VV-WVLAW.COM
* ALSO LICENSED IN PENNSYLVANIA *

360 WASHINGTON AVENUE ♦ CLARKSBURG, WV 26301 ♦ TEL: (304) 918-2840 ♦ FAX: (304) 362-0124

10:05

March 19, 2025

Mr. John Spires
Harrison County Clerk
229 South Third Street
Clarksburg, WV 26301

Petition to Remove Administrator
Estate of Carol Sue Keavney

Dear Mr. Spires:

A hearing was held before the Harrison County Commission on April 10, 2024, in regards to the above-mentioned estate. As a result of that hearing, it was determined that the Administrator, John Zroske needed to obtain an administrator bond and establish an estate checking account in order to remain as the administrator of the above-mentioned estate. Mr. Zroske was able to obtain bonding and was able to open an estate checking account, so Mr. Zroske was not removed as administrator of the estate.

Since that hearing, multiple issues have arisen between a couple of the heirs and the administrator. One of the heirs has asked for personal items to be removed from the home. The administrator gave her a date to obtain her items, but the date was not convenient for the heir.

We have had two cash offers on the home and have had a preliminary discussion with Kauffman Real Estate Auctions on possibly auctioning the property. All sales and attempts to dispose of the property were thwarted by two heirs.

At this point real estate, the only asset of the estate, is now in foreclosure.

At this time, we are requesting that the Harrison County Commission remove Mr. Zroske and appoint the Sheriff in order to finalize the last and only remaining asset of the estate so that the estate can close. The estate was opened on December 6, 2022, and will become a delinquent and non-progressed estate soon. Due to the conflict among some of the heirs, I believe it is in the best interest that no heir be appointed administrator/administratrix and that the Sheriff of Harrison County be appointed in order to adequately deal with any potential issues remaining.

I would request that you contact me in regard to any potential hearing date, if an additional date is required, so that I may coordinate with my schedule.

Very truly yours,

James A. Varner, Sr.
Fiduciary Commissioner

JAVSr/wje

cc: Harrison County Commission
229 South Third Street
Clarksburg, WV 26301

10:25

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: May 2, 2025

Organization Name: Bridgeport High School Thespians

Name and Title of Requester: Trina Byard Play Director

Mailing Address of Organization and Responsible Person:
441 James St. Bridgeport WV 26330
If approved, this is where the check will be sent

Telephone (304) 625-1956 Fax: _____ E-mail: trina.byard@k12.wv.us

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

TOTAL Cost of Project/Activity: $ 2400

Dollar Amount REQUESTED - Grant: $ 2400 Loan: $ _____

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

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

Purpose of request (one sentence): Cover Tuition for Students in need for ITF

If for a fair/festival/event, give dates and location: Date: June 22 - 28 Location: Bloomsburg, Penn, PA

Describe the proposed activities with dollar amounts to be funded by this request:
Please see Attached typed letter

Are your financial statements audited by an outside accounting firm? Y N
If Yes, by whom:

Do you plan to recognize the Harrison County Commission 's contribution? Y N
If Yes, how? Harrison County Commission will be added to our Sponsors and Special Thanks of Playbills for the next Season and in our Theatre lobby.

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

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

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant [signature] Play Director **Date** May 2, 2023

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

To whom it may concern,

This year Bridgeport High School Thespian Troupe #7549 entered the annual West Virginia Thespian festival one-act play competition. In February, at the Robinson Grande in Clarksburg they competed against 5 other schools where they ranked top three and advanced to the state level. At the state festival they competed against over a dozen schools around the state and received a perfect score garnering them Superior ranking. Their one act play "Antigone, Always Here" written by JA Loyd was selected as the chapter select play to move on the International Thespian Festival in Bloomington, IN this summer. As the chapter select one-act play the troupe has the honor of representing the state of West Virginia on the International stage. We will be the face of the state of West Virginia amongst Thespian troupes from all over the world!

Bridgeport High School Thespian Troupe #7549 is honored to have been invited to attend the International Thespian Festival at Indiana University this June. This event provides our students with access to workshops, performances, and national-level recognition in the performing arts.

We are currently seeking sponsors to help cover the cost of attendance. The cost per student is outlined below:

Event: International Thespian Festival 2025
Location: Indiana University, Bloomington, IN
Dates: June 23–28, 2025

Total Requested Per Sponsored Student: $1,200.00

We currently have two students that are in need of sponsorship.

Total requested: $2400

Checks should be made payable to:
Cultural Foundation of Harrison County
Memo: BHS Thespians

Mail to:
Cultural Foundation of Harrison County
P.O. Box 2252
Clarksburg, WV 26302-2252

We sincerely appreciate your consideration and support of the arts in our schools. Your sponsorship helps open doors for students to grow, perform, and represent our community on a national stage.

BHS Thespian Troupe #7549

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This year Bridgeport High School Thespian Troupe #7549 entered the annual West Virginia Thespian festival one-act play competition. In February, at the Robinson Grande in Clarksburg they competed against 5 other schools where they ranked top three and advanced to the state level. At the state festival they competed against over a dozen schools around the state and received a perfect score garnering them Superior ranking. Their one act play “Antigone, Always Here” written by JA Loyd was selected as the chapter select play to move on the International Thespian Festival in Bloomington, IN this summer. As the chapter select one-act play the troupe has the honor of representing the state of West Virginia on the International stage. We will be the face of the state of West Virginia amongst Thespian troupes from all over the world!

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Funding is derived from the State of West Virginia/Video Lottery Funding.

Date of Request: 4/17/2025

Organization Name: Mountaineer Food Bank

Name and Title of Requester: Becky Conrad - Foundation Relations Officer

Mailing Address of Organization and Responsible Person:
484 Enterprise Drive, Gassaway, WV, 26624
If approved, this is where the check will be sent

Telephone: 304-364-5518 Fax: _____ E-mail: becky@mountaineerfoodbank.org
grants@mountaineerfoodbank.org

FEIN# 55-061100 Is your organization an IRS 501(c) 3 not-for-profit? [Y] N
If yes, attach IRS Status Letter
If no, please explain: _____

TOTAL Cost of Project/Activity: $ $623,848.93

Dollar Amount REQUESTED - Grant: $ $10,000.00 Loan: $ _____

Was project funded previously by HCC? Y [N] If so, when _____; how much: $ _____

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

Purpose of request (one sentence): To support the Veterans Table Program in Harrison County, providing monthly food assistance to 20 veterans for one year.

If for a fair/festival/event, give dates and location: Date: _____ Location: _____

Describe the proposed activities with dollar amounts to be funded by this request:
Funds will directly support 12 months of food assistance for 20 veterans in Harrison County:
$9,600 will be used to purchase and distribute food boxes
$400 will support outreach and communication to ensure veterans are connected to the program

Are your financial statements audited by an outside accounting firm? [Y] N
If Yes, by whom:

Do you plan to recognize the Harrison County Commission 's contribution? [Y] N
If Yes, how? We will:Issue a press release announcing the Commission's support, Host a check presentation with photos, Publish two social media recognition posts, Provide two volunteer opportunities specifically for the Commission or its designees throughout the year

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

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant _____ **Date** 4/17/2025

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant _____

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ _____

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

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
TOTAL	$ _____

NAME OF PROJECT/EVENT: _____

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

INCOME SOURCE:	_____	$ _____
	_____	$ _____
	_____	$ _____
	TOTAL	$ _____
EXPENSE ITEM:	_____	$ _____
	_____	$ _____
	_____	$ _____
	TOTAL	$ _____

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

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
TOTAL	$ _____

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

Whereas, the Harrison County Commission has previously authorize a special fund, namely the Harrison County Community Improvement Fund (Number 026); and

Whereas, the Harrison County Commission maintains a General Fund (Number 001) as authorized and required by statute and/or regulations; and

Whereas, the Community Improvement Fund will be utilized for contributions for fairs, festivals

and/or other special funding requests approved by the Harrison County Commission as originally set forth in the establishment of the Fund; and

Whereas, the General County Fund may be utilized *for* any lawful expenditure which may Include contributions to fairs and festivals and/or special funding requests, and

Whereas, the Harrison County Commission, by this Order, set forth the same for any contribution to any entity, as set forth herein.

Now, therefore, it is the Order of the Harrison County Commission that any contribution to any entity shall comply with the following policy and procedure unless otherwise expressly indicated. A contribution may be considered **for** funding only upon proper documentation being presented to the Office of the Harrison County Commission, which shall include, but not be limited to:

a) "Harrison County Commission Special Funding Request Form", the most recent copy attached and Included for reference;

b) All requested documentation as out lined In the "Special Funding Request Form,

c) If previously funded, the "Final Report of the Special Funding Request Form", the most recent copy attached and included for reference.

Now, therefore be it further resolved, funding requests from fairs and festivals, Including but not limited to the following, will be considered throughout the year. Such allocation will be $1,500 for a one day event and $3,000 for any event of more than one day.

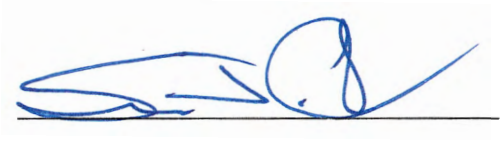
1. Apple Butter Festival - City of Salem
2. Fort New Salem Holiday - Christmas Activity
3. Frontier Days - City of Shinnston ,
4. Glen Elk Village Wine Musical & Art? Festival

5. Jesus Fest ·
6. Johnstown CEOS Community Fair
7. Lost Creek Community Festival
8. North Central WV Scottish Festival
9. Pine Bluff Fall Festival
10. St. Spyridon Greek Food Festival
11. Town of West Milford Old Mill Festival
12. Wallace VFD Fair & Festival
13. *WV* Black Heritage Festival
14. *WV* Italian Heritage Festival

Now, therefore be it further resolved, funding requests from any other entity or agency must be submitted to the Office of the Harrison County Commission on or before March 1st to be considered for funding in the budget for the next fiscal year, which would begin July 1st and end June 30th. For the fiscal year beginning July 1 and ending June 30, the submission deadline for a special funding request will be May 1 of each year.

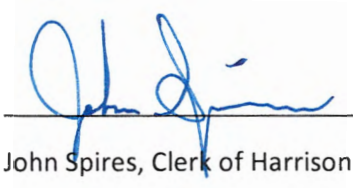
Now, therefore be it further resolved, the Harrison County Commission does hereby direct the administrative staff with the Office of the County Commission to take the necessary steps to communicate and provide this Order to the entities and agencies that have received funding during the past four fiscal years.

Order is hereby approved and entered this 20th day of July, 2022.



Susan J Thomas, President

Attest:



John Spires, Clerk of Harrison County

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Balance Sheet	Individual Donation
Ordinary Income/Expense		
Income		
40000 · Federal and State Grant Income		
4002 · Governors Executive Budget	500,000.00	0.00
4003 · Local Food Purchase Assistance	0.00	0.00
4007 · WVDA-TEFAP	0.00	0.00
4008 · CSFP Income	113,750.14	0.00
4011 · WVDA-Supplement	0.00	0.00
4015 · TEFAP R&R Grant	0.00	0.00
4016 · State Pass Through Grants	3,998,448.06	0.00
4117 · Farm to Food Bank	0.00	0.00
4131 · WVU HOP	27,979.42	0.00
4132 · WVU BRIC	0.00	0.00
4140 · Dept of Education - Summer Feed	127,753.17	0.00
Total 40000 · Federal and State Grant Income	4,767,930.79	0.00
41000 · Direct Public Support		
4004 · Private and Foundation Grants	351,000.00	0.00
4106 · Feeding Americ-Cause Marketing	579,328.54	0.00
4112 · HHH-One Shot Foundation	50,000.00	0.00
4501 · Corporate Donations	274,767.33	0.00
4502 · Individual Donations	1,626,038.96	9.44
4504 · Program Sponorship Revenue	597,190.00	0.00
4506 · Local Government	28,000.00	0.00
4507 · Organization Donations	77,660.08	0.00
Total 41000 · Direct Public Support	3,583,984.91	9.44
42000 · Contributed Food Items, Net		
4200 · Contribution of Goods	0.00	0.00
Total 42000 · Contributed Food Items, Net	0.00	0.00
43000 · Cost Sharing		
4001 · Cost Shared Maintenance	277,047.26	0.00
4006 · Transportation Fees	95,268.33	0.00
4010 · Purchase Program	3,660,031.98	0.00
4012 · MFB Backhaul Fee	175.00	0.00
Total 43000 · Cost Sharing	4,032,522.57	0.00
44000 · Reimbursement Programs		
4005 · Reimbursement Programs General	258,652.03	0.00
4500 · Meat Processing-WVDNR	0.00	0.00
Total 44000 · Reimbursement Programs	258,652.03	0.00
45000 · Fundraising		
4014 · Event Registration	1,525.00	0.00
4509 · Event Fundraisers	37,661.00	0.00
Total 45000 · Fundraising	39,186.00	0.00
Total Income	12,682,276.30	9.44
Cost of Goods Sold		
4700 · Cost of Goods Distributed	0.00	0.00
6098 · Purchase-Program	0.00	0.00
6099 · Purchase Program-Produce	0.00	0.00
6200 · Meat Processing/HHH Expense	0.00	0.00

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Balance Sheet	Individual Donation
6959 · Farm to Food Bank Expense	0.00	0.00
6961 · Purchase Program-LFPA	0.00	0.00
Total COGS	0.00	0.00
Gross Profit	12,682,276.30	9.44
Expense		
5001 · Wages	2,724,561.53	0.00
5100 · Payroll Taxes	220,786.99	0.00
5140 · Personnel Insurance	-16,495.58	0.00
5145 · Retirement Expense	47,254.97	0.00
5501 · Travel-Staff	0.00	0.00
5502 · Staff-Misc	-155.00	0.00
5503 · Travel-Seminars	0.00	0.00
6003 · Warehouse Utilities & Phone	0.00	0.00
6013 · Warehouse-Equipment	-5,000.00	0.00
6016 · Feeding America Choice	0.00	0.00
6019 · Office-Equipment Repairs	0.00	0.00
6020 · Warehouse Exterminator	0.00	0.00
6021 · Office-Service Contracts	0.00	0.00
6022 · Office-Misc.	0.00	0.00
6023 · Office-New Computer Equipment	0.00	0.00
6024 · Office-Technology Services	0.00	0.00
6030 · Admin-Bank Charges	-46.00	0.00
6033 · Admin-Workers Comp	-141.00	0.00
6035 · Transportation-Trailer	0.00	0.00
6036 · Transportation-Misc.	0.00	0.00
6037 · Transportation-Lease	0.00	0.00
6038 · Transportation-EZ Pass	0.00	0.00
6040 · Direct Mail Contract	0.00	0.00
6041 · Fundraising-Software	0.00	0.00
6042 · Fundraising Postage	0.00	0.00
6043 · Fundraising Supplies	0.00	0.00
6046 · Fundraising-Events	-230.00	0.00
6047 · Fundraising-Marketing	0.00	0.00
6049 · Warehouse-Misc.	0.00	0.00
6050 · Warehouse-Repairs (Building)	0.00	0.00
6051 · Warehouse-Repairs (Equipment)	0.00	0.00
6070 · Warehouse-Supplies	0.00	0.00
6076 · WHSE - Depreciation	0.00	0.00
6080 · Depr State Eq - nonallowable	0.00	0.00
6150 · Pass Through Payments	0.00	0.00
6701 · Office-Supplies	0.00	0.00
6702 · Office-Postage	0.00	0.00
6801 · Admin-Insurance	0.00	0.00
6802 · Admin-Auditor	0.00	0.00
6803 · Admin-Accounting	0.00	0.00
6804 · Admin-Board Expenses	0.00	0.00
6805 · Admin-Misc.	0.00	0.00
6806 · Admin-Testing	0.00	0.00

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Balance Sheet	Individual Donation
6807 · Admin-Grant Expense	0.00	0.00
6808 · Admin-Pickering	0.00	0.00
6810 · Admin - Legal Expense	0.00	0.00
6811 · Admin-FA Membership	0.00	0.00
6852 · Transportation-Truck Operation	-293.58	0.00
6853 · Transportation-Maintenance	0.00	0.00
6855 · Trans - Truck Depreciation	0.00	0.00
6880 · Admin-Volunteer Expense	0.00	0.00
6900 · CSFP-Warehouse Lease	0.00	0.00
6905 · CSFP-Warehouse Supplies	0.00	0.00
6906 · CSFP-Supplies	0.00	0.00
6908 · CSFP-Building Repairs	0.00	0.00
6909 · CSFP-Office Misc.	0.00	0.00
6910 · CSFP-Warehouse Equip. Repairs	0.00	0.00
6911 · CSFP-Warehouse-Exterminator	0.00	0.00
6912 · CSFP-Warehouse Utilities	0.00	0.00
6913 · CSFP-Warehouse Misc.	0.00	0.00
6914 · Weston Warehouse-Utilities	0.00	0.00
6915 · Weston Warehouse-Lease	0.00	0.00
6916 · Weston Warehouse-Misc.	0.00	0.00
6917 · Flatwoods Office-Misc.	0.00	0.00
6919 · Flatwoods-Utilities	0.00	0.00
6920 · Weston Warehouse-Exterminator	0.00	0.00
6921 · Flatwoods Office-Supplies	0.00	0.00
6923 · Flatwoods-Lease Payment	0.00	0.00
6924 · Flatwoods-Technology Services	0.00	0.00
6927 · Rock Branch-Equipment Repairs	0.00	0.00
6928 · Rock Branch-Office Misc.	0.00	0.00
6931 · Rock Branch-Building Repairs	0.00	0.00
6932 · Rock Branch-Warehouse Supplies	0.00	0.00
6933 · Rock Branch-Warehouse Misc.	0.00	0.00
6934 · Rock Branch-Lease	0.00	0.00
6935 · Weston-Supplies	0.00	0.00
6937 · Weston-Office Misc.	0.00	0.00
6938 · Weston-Building Repairs	0.00	0.00
6939 · Weston-WH Equipment Repairs	0.00	0.00
6943 · Rock Branch-Trailer	0.00	0.00
6950 · Programs-Supplies	0.00	0.00
6952 · Programs-Volunteer	0.00	0.00
6958 · MFB Expansion	0.00	0.00
6965 · Org-Events	0.00	0.00
6966 · Org-Supplies	0.00	0.00
6967 · Org-Professional Development	0.00	0.00
6968 · Org-Misc.	0.00	0.00
7500 · Fundraising Misc.	0.00	0.00
Total Expense	2,970,242.33	0.00
Net Ordinary Income	9,712,033.97	9.44
Other Income/Expense		

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Balance Sheet	Individual Donation
Other Income		
8100 · Unrealized Gain (Loss) on Inves	0.00	0.00
8110 · Realized Gain (Loss) on Investm	0.00	0.00
8120 · Dividend/Interest on Investm	0.00	0.00
8200 · Bank Account Interest	73,298.06	0.00
8300 · Miscellaneous Income	697.75	0.00
8400 · Gain on sale of assets	17,750.00	0.00
8500 · Capital Campaign Donations	607,450.00	0.00
Total Other Income	699,195.81	0.00
Other Expense		
8130 · Investment (Fees)	0.00	0.00
8550 · Capital Campaign Expenses	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	699,195.81	0.00
Net Income	**10,411,229.78**	**9.44**

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
40000 · Federal and State Grant Income		
4002 · Governors Executive Budget	0.00	500,000.00
4003 · Local Food Purchase Assistance	1,906,449.90	1,906,449.90
4007 · WVDA-TEFAP	908,700.32	908,700.32
4008 · CSFP Income	429,124.41	542,874.55
4011 · WVDA-Supplement	268,650.20	268,650.20
4015 · TEFAP R&R Grant	287,150.03	287,150.03
4016 · State Pass Through Grants	200,034.75	4,198,482.81
4117 · Farm to Food Bank	14,119.30	14,119.30
4131 · WVU HOP	0.00	27,979.42
4132 · WVU BRIC	37,573.00	37,573.00
4140 · Dept of Education - Summer Feed	0.00	127,753.17
Total 40000 · Federal and State Grant Income	4,051,801.91	8,819,732.70
41000 · Direct Public Support		
4004 · Private and Foundation Grants	-20,500.00	330,500.00
4106 · Feeding Americ-Cause Marketing	0.00	579,328.54
4112 · HHH-One Shot Foundation	0.00	50,000.00
4501 · Corporate Donations	-30,000.00	244,767.33
4502 · Individual Donations	-293,760.00	1,332,288.40
4504 · Program Sponorship Revenue	0.00	597,190.00
4506 · Local Government	0.00	28,000.00
4507 · Organization Donations	0.00	77,660.08
Total 41000 · Direct Public Support	-344,260.00	3,239,734.35
42000 · Contributed Food Items, Net		
4200 · Contribution of Goods	27,568,326.00	27,568,326.00
Total 42000 · Contributed Food Items, Net	27,568,326.00	27,568,326.00
43000 · Cost Sharing		
4001 · Cost Shared Maintenance	-74.48	276,972.78
4006 · Transportation Fees	-31.36	95,236.97
4010 · Purchase Program	-26,986.85	3,633,045.13
4012 · MFB Backhaul Fee	0.00	175.00
Total 43000 · Cost Sharing	-27,092.69	4,005,429.88
44000 · Reimbursement Programs		
4005 · Reimbursement Programs General	0.00	258,652.03
4500 · Meat Processing-WVDNR	10,642.87	10,642.87
Total 44000 · Reimbursement Programs	10,642.87	269,294.90
45000 · Fundraising		
4014 · Event Registration	0.00	1,525.00
4509 · Event Fundraisers	0.00	37,661.00
Total 45000 · Fundraising	0.00	39,186.00
Total Income	31,259,418.09	43,941,703.83
Cost of Goods Sold		
4700 · Cost of Goods Distributed	27,482,421.00	27,482,421.00
6098 · Purchase-Program	5,151,835.59	5,151,835.59
6099 · Purchase Program-Produce	471,744.20	471,744.20
6200 · Meat Processing/HHH Expense	53,105.26	53,105.26

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Unclassified	TOTAL
6959 · Farm to Food Bank Expense	32,620.60	32,620.60
6961 · Purchase Program-LFPA	1,871,617.93	1,871,617.93
Total COGS	35,063,344.58	35,063,344.58
Gross Profit	-3,803,926.49	8,878,359.25
Expense		
5001 · Wages	976,561.56	3,701,123.09
5100 · Payroll Taxes	73,144.98	293,931.97
5140 · Personnel Insurance	538,927.90	522,432.32
5145 · Retirement Expense	58,508.56	105,763.53
5501 · Travel-Staff	19,676.91	19,676.91
5502 · Staff-Misc	21,880.07	21,725.07
5503 · Travel-Seminars	39,294.85	39,294.85
6003 · Warehouse Utilities & Phone	80,092.27	80,092.27
6013 · Warehouse-Equipment	0.00	-5,000.00
6016 · Feeding America Choice	14,565.52	14,565.52
6019 · Office-Equipment Repairs	306.41	306.41
6020 · Warehouse Exterminator	1,412.05	1,412.05
6021 · Office-Service Contracts	29,580.17	29,580.17
6022 · Office-Misc.	2,251.48	2,251.48
6023 · Office-New Computer Equipment	14,824.68	14,824.68
6024 · Office-Technology Services	171,784.90	171,784.90
6030 · Admin-Bank Charges	4,756.55	4,710.55
6033 · Admin-Workers Comp	41,465.00	41,324.00
6035 · Transportation-Trailer	82,672.51	82,672.51
6036 · Transportation-Misc.	30,936.49	30,936.49
6037 · Transportation-Lease	315,825.89	315,825.89
6038 · Transportation-EZ Pass	4,275.00	4,275.00
6040 · Direct Mail Contract	115,050.00	115,050.00
6041 · Fundraising-Software	12,240.25	12,240.25
6042 · Fundraising Postage	17,568.50	17,568.50
6043 · Fundraising Supplies	3,670.14	3,670.14
6046 · Fundraising-Events	31,156.96	30,926.96
6047 · Fundraising-Marketing	6,499.48	6,499.48
6049 · Warehouse-Misc.	2,321.36	2,321.36
6050 · Warehouse-Repairs (Building)	8,407.85	8,407.85
6051 · Warehouse-Repairs (Equipment)	27,658.74	27,658.74
6070 · Warehouse-Supplies	35,339.14	35,339.14
6076 · WHSE - Depreciation	109,656.00	109,656.00
6080 · Depr State Eq - nonallowable	93,120.00	93,120.00
6150 · Pass Through Payments	4,198,482.81	4,198,482.81
6701 · Office-Supplies	14,096.71	14,096.71
6702 · Office-Postage	11,553.82	11,553.82
6801 · Admin-Insurance	92,331.07	92,331.07
6802 · Admin-Auditor	22,000.00	22,000.00
6803 · Admin-Accounting	48,975.02	48,975.02
6804 · Admin-Board Expenses	17,525.67	17,525.67
6805 · Admin-Misc.	19,094.84	19,094.84
6806 · Admin-Testing	4,360.00	4,360.00

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Unclassified	TOTAL
6807 · Admin-Grant Expense	350,877.91	350,877.91
6808 · Admin-Pickering	25,000.00	25,000.00
6810 · Admin - Legal Expense	11,552.00	11,552.00
6811 · Admin-FA Membership	10,060.03	10,060.03
6852 · Transportation-Truck Operation	303,839.89	303,546.31
6853 · Transportation-Maintenance	76,925.67	76,925.67
6855 · Trans - Truck Depreciation	97,344.00	97,344.00
6880 · Admin-Volunteer Expense	3,956.43	3,956.43
6900 · CSFP-Warehouse Lease	25,200.00	25,200.00
6905 · CSFP-Warehouse Supplies	51,966.06	51,966.06
6906 · CSFP-Supplies	175.86	175.86
6908 · CSFP-Building Repairs	949.88	949.88
6909 · CSFP-Office Misc.	465.92	465.92
6910 · CSFP-Warehouse Equip. Repairs	401.49	401.49
6911 · CSFP-Warehouse-Exterminator	942.74	942.74
6912 · CSFP-Warehouse Utilities	7,786.42	7,786.42
6913 · CSFP-Warehouse Misc.	186.16	186.16
6914 · Weston Warehouse-Utilities	1,003.42	1,003.42
6915 · Weston Warehouse-Lease	130,875.42	130,875.42
6916 · Weston Warehouse-Misc.	4,617.38	4,617.38
6917 · Flatwoods Office-Misc.	719.80	719.80
6919 · Flatwoods-Utilities	6,755.88	6,755.88
6920 · Weston Warehouse-Exterminator	3,029.74	3,029.74
6921 · Flatwoods Office-Supplies	1,541.42	1,541.42
6923 · Flatwoods-Lease Payment	46,200.00	46,200.00
6924 · Flatwoods-Technology Services	3,686.60	3,686.60
6927 · Rock Branch-Equipment Repairs	3,859.86	3,859.86
6928 · Rock Branch-Office Misc.	21.15	21.15
6931 · Rock Branch-Building Repairs	862.65	862.65
6932 · Rock Branch-Warehouse Supplies	1,990.87	1,990.87
6933 · Rock Branch-Warehouse Misc.	948.06	948.06
6934 · Rock Branch-Lease	7,384.99	7,384.99
6935 · Weston-Supplies	179.25	179.25
6937 · Weston-Office Misc.	244.63	244.63
6938 · Weston-Building Repairs	8,514.23	8,514.23
6939 · Weston-WH Equipment Repairs	2,759.93	2,759.93
6943 · Rock Branch-Trailer	3,367.29	3,367.29
6950 · Programs-Supplies	3,177.28	3,177.28
6952 · Programs-Volunteer	1,144.99	1,144.99
6958 · MFB Expansion	25,300.00	25,300.00
6965 · Org-Events	2,400.20	2,400.20
6966 · Org-Supplies	1,899.15	1,899.15
6967 · Org-Professional Development	567.00	567.00
6968 · Org-Misc.	2,676.25	2,676.25
7500 · Fundraising Misc.	2,905.04	2,905.04
Total Expense	8,650,115.05	11,620,357.38
Net Ordinary Income	-12,454,041.54	-2,741,998.13
Other Income/Expense		

Mountaineer Food Bank, Inc.
Statement of Financial Income and Expense
January through December 2024

	Unclassified	TOTAL
Other Income		
8100 · Unrealized Gain (Loss) on Inves	486,278.90	486,278.90
8110 · Realized Gain (Loss) on Investm	8,766.19	8,766.19
8120 · Dividend/Interest on Investm	141,992.92	141,992.92
8200 · Bank Account Interest	93,405.51	166,703.57
8300 · Miscellaneous Income	0.00	697.75
8400 · Gain on sale of assets	0.00	17,750.00
8500 · Capital Campaign Donations	0.00	607,450.00
Total Other Income	730,443.52	1,429,639.33
Other Expense		
8130 · Investment (Fees)	37,219.03	37,219.03
8550 · Capital Campaign Expenses	183,669.75	183,669.75
Total Other Expense	220,888.78	220,888.78
Net Other Income	509,554.74	1,208,750.55
Net Income	-11,944,486.80	-1,533,247.58

Mountaineer Food Bank, Inc.
Balance Sheet
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · WesBanco Operating	220,000.00
1002 · WesBanco Reserve	2,254,965.00
1003 · United Bank	55,408.68
1004 · WesBanco Sweep	1,242,637.62
1005 · United Bank (2)	673,989.90
1006 · United Bank-Reserve Account	439,705.84
1008 · United Bank-Savings Account	1,926,866.37
1009 · United Bank (3)	779,453.34
1011 · Gift Cards	406.20
Total Checking/Savings	7,593,432.95
Accounts Receivable	
1100 · Accounts Receivable	266,055.01
1101 · Allowance for Doubtful Accounts	-26,605.00
Total Accounts Receivable	239,450.01
Other Current Assets	
1110 · Grant A/R - CSFP	107,635.50
1111 · Grant A/R - TEFAP	61,112.94
1112 · Grant A/R - LFPA	663,585.91
1113 · Grant A/R - TEFAP R&R	212,322.60
1116 · Grant A/R - DHHR BRIC	37,573.00
1200 · Inventory	3,017,142.00
Total Other Current Assets	4,099,371.95
Total Current Assets	11,932,254.91
Fixed Assets	
1500 · Land	338,343.00
1501 · Building	1,820,037.87
1502 · Warehouse Equipment	2,019,895.29
1503 · Vehicles	373,066.13
1510 · Office Equipment	186,126.51
1580 · Building Expansion Project	8,762,960.58
1590 · Accumulated Depreciation	-2,986,035.51
Total Fixed Assets	10,514,393.87
Other Assets	
1300 · Investment Acct.-Capital Group	5,550,392.39
1310 · Valuation Unrealized Gain(Loss)	643,632.89
1400 · Prepaid Expenses	47,556.54
1600 · Right of Use Lease Assets	381,876.59
1601 · Right of Use Finance Leases	350,672.53
1800 · Security Deposits Asset	9,049.50
Total Other Assets	6,983,180.44
TOTAL ASSETS	**29,429,829.22**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	

Mountaineer Food Bank, Inc.
Balance Sheet
As of December 31, 2024

	Dec 31, 24
2000 · Accounts Payable	237,144.62
Total Accounts Payable	237,144.62
Other Current Liabilities	
2007 · Due to Sub-Receipients	1,411,943.00
2040 · Payroll Liabilities	
2042 · WV Withholding Payable	11,066.00
2043 · SUTA Payable	877.81
2044 · 401K Payable	1,344.14
2047 · Boston Mutual Voluntary	1,671.74
Total 2040 · Payroll Liabilities	14,959.69
2100 · Accrued Wages	183,454.00
2200 · Accrued Vacation	346,699.00
2250 · Accrued expenses	24,406.84
2255 · Grant Payable	769,453.34
2260 · Deferred Revenue	1,500,000.00
2310 · Ryder Lease 473603	147,158.59
2315 · Ryder Lease 282677	63,453.24
2320 · Ryder Lease 282668	82,814.39
2400 · ROU Lease Liab - Short Term	215,679.63
Total Other Current Liabilities	4,760,021.72
Total Current Liabilities	4,997,166.34
Long Term Liabilities	
2300 · Ryder Truck Lease	43,476.28
2305 · Ryder - Trailer Lease	13,769.63
2410 · ROU Lease Liab - Long Term	173,752.50
2500 · WesBanco Construction Loan	5,108,886.93
Total Long Term Liabilities	5,339,885.34
Total Liabilities	10,337,051.68
Equity	
3200 · Net Assets	20,626,025.12
Net Income	-1,533,247.58
Total Equity	19,092,777.54
TOTAL LIABILITIES & EQUITY	29,429,829.22

FY25 Veterans Table Funding

AEP	$70,000.00
Beckley Area Foundation	$5000.00
Equitrans Midstream	$50,000.00
First Energy	$10,000.00
Highmark Foundation	$150,000.00
Hinton Area Foundation	$2500.00
Huntington Bank	$50,000.00
Mountain Valley Pipeline	$5000.00
TC Energy	$40,000.00

10:35

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 5/13/2025

Organization Name: BENEDUM AIRPORT AUTHORITY

Name and Title of Requester: SHANNON LONG, DEPUTY AIRPORT DIRECTOR

Mailing Address of Organization and Responsible Person: 2000 AVIATION WAY, BRIDGEPORT, WV 26330
If approved, this is where the check will be sent

Telephone: 304-842-3400 Fax: _____ E-mail: SLONG@FLYCKB.COM

FEIN# 55-6009710 Is your organization an IRS 501(c) 3 not-for-profit? Y N
If yes, attach IRS Status Letter
If no, please explain: POLITICAL SUBDIVISION

TOTAL Cost of Project/Activity: $ 70,000,000

Dollar Amount REQUESTED - Grant: $ 500,000 Loan: $ _____

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

Have you previously received funds from the Harrison County Commisson: (Y) N
If Yes, how much? If funded multi years - list by fiscal year?
When: 8/8/2022 ; how much: $ 350,000
When: _____ ; how much: $ _____
When: _____ ; how much: $ _____

Purpose of request (one sentence): ASSIST IN FINISHING NEW TERMINAL FACILITY

If for a fair/festival/event, give dates and location: Date: _____ Location: _____

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

Are your financial statements audited by an outside accounting firm? (Y) N
If Yes, by whom:

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N
If Yes, how? PART OWNER OF AIRPORT

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

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant [signature] DEPUTY DIRECTOR **Date** 5/13/25

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

3-A

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
05-03-2025		

NAME	ADDRESS
Ahern, Jenna	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Resignation effective 05-03-2025

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 05-05-2025
HUMAN RESOURCES MANAGER	DATE

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Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

Outlook

FW: Good Evening

From Cutright, Christopher <ccutright@harrisoncountywv.gov>
Date Mon 5/5/2025 2:00 PM
To Bump, Paul <pbump@harrisoncountywv.gov>; Bailey, Andrew <abailey@harrisoncountywv.gov>; Miller, Travis <tmiller@harrisoncountywv.com>; Laura Pysz <lpysz@harrisoncountywv.gov>

FYI -

From: Ahern, Jenna <jenna.ahern@harrisoncountywv.gov>
Sent: Saturday, May 3, 2025 16:00
To: Cutright, Christopher <ccutright@harrisoncountywv.gov>
Subject: Good Evening

Dear Mr. Christopher Cutright,

Be advised that this letter formally certifies my resignation from my position as a 911 dispatcher at the Harrison County Commission. Yielding to my planned departure, my last day of employment will be 5/3/25. Emerging from a recent development in my personal life, this decision comes as a result of my husband's promotion. Because of this promotion, my husband is required to transition from a fully remote role to a hybrid position. In light of this change and the need to be closer to his office, we will be relocating to another state. This was a difficult decision, as I have truly valued my time at the Harrison County Commission. Clearly, I am grateful for the opportunities provided by the company. However, since I am currently in training, I will not be providing two weeks' notice. Especially given that I am in training, I hope this situation is acceptable. Sincerely, I wish you continued success.

Jenna Ahern

3-B

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
05/25/2025		| | |-| | |-| | | | |

NAME	ADDRESS
Carrie S. Watkins	

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 911 Telecommunicator Trainee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Amber D. Bailey	DATE 05/14/2025
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

3-C

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
05/25/2025		| | |-| | |-| | | | |

NAME	ADDRESS
Kayla D. Dozer	

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 911 Telecommunicator Trainee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrew D. Bailey	DATE 05/14/2025
HUMAN RESOURCES MANAGER	DATE

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3-D

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
05/25/2025		| | |-| | |-| | | | |

NAME	ADDRESS
McKenzie B. Kovar	

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 911 Telecommunicator Trainee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrea D. Kail	DATE 05/14/2025
~~HUMAN~~ RESOURCES MANAGER	DATE

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3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO	
5/25/25		- -	
NAME: DANIEL DORSEY		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE	5-10	5-11
☐ 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 [signature]	DATE 5/13/25
HUMAN RESOURCES MANAGER	DATE

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5-A

Enlarged Hepzibah PSD - Sewer
ARPA Funds Allocation
Pay Application #7

	Lake Floyd PSD	Sun Valley PSD	Enlarged Hepzibah PSD		Total
Original Allocation	$ 1,385,000.00	$ 615,000.00	$ 500,000.00		$ 2,500,000.00
Uses:					
IIIA Project		$ (409,649.00)			$ (409,649.00)
IIIB Project		$ (110,000.00)			$ (110,000.00)
Project Disbursements	$ (1,168,152.00)		$ (170,825.00)		$ (1,338,977.00)
Pay App 1			$ (76,727.20)		$ (76,727.20)
Pay App 2			$ (248,723.43)		$ (248,723.43)
Transferred To EHPSD	$ (216,848.00)	$ (95,351.00)	$ 312,199.00		$ -
Allocated to EHPSD	**$ -**	**$ -**	**$ 315,923.37**		**$ 315,923.37**
Pay Application #3					**$ (48,071.55)**
Pay Application #4					**$ (46,880.73)**
Pay Application #5					**$ (83,575.60)**
Pay Application #6					**$ (83,841.86)**

Pay Application #7

Vendor	Description	Invoice #	Amount
Jarco Enterprises	Trailer		$ 9,134.00

Pay Application #7 Total	**9,134.00**
Remaining Funds	44,419.63

Kevin C. Short
General Manager 4/28/2025

5-B

SUN VALLEY PUBLIC SERVICE DISTRICT

IJDC No. 2022S-2148

IIIA Resolution #10

RESOLUTION OF THE SUN VALLEY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ACQUISITION AND CONSTRUCTION AND OTHER SERVICES FOR THE PROPOSED IIIA SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the Sun Valley Public Service District has reviewed the invoices attached hereto for the the construction of the IIIA Sewer Project funded by WV Infrastructure and Jobs Deveopment Council ("IJDC") grants & Harrison County ARPA, and find as follows:

a) That none of the items for which payment is proposed to be made has been requested from another funding source

b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project.

c) That each of such costs has been otherwise properly incurred.

d) That the payment for each of the items proposed is due and owing.

NOW, THEREFOR, BE IT RESOLVED the Sun Valley PSD by as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

Vendor	Total	IJDC Grant	ARPA	EEG
Thrasher Group	$ 1,845.00	$ 345.00	$ 1,500.00	
JD Utilities	$ 1,250.00		$ 1,250.00	
Pro Contracting	$ 113,195.48	$ 113,195.48		$ -
	$ -			
	$ -	$ -		
Total	$ 116,290.48	$ 113,540.48	$ 2,750.00	$ -

ADOPTED BY the Sun Valley Public Service District this 13th day of May 2025

By: _____

Its: Chairman

_____

Board Member

5-C

2022S-2062
C-544587

SUN VALLEY PUBLIC SERVICE DISTRICT

IIIB Resolution #4

RESOLUTION OF THE PUBLIC SERVICE DISTRICT BOARD APPROVING INVOICES RELATING TO SERVICES FOR THE SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the Sun Valley Public Service District has reviewed the invoices attached hereto and incorporated herein by referenced relation to the funds provided by the DEP Clean Water State Revolving Fund ("SRF") Loan and Debt Forgiveness as well as WV Infrastructure Jobs and Development Council ("IJDC") Grant, Economic Enhancement Grant ("EEG"), and Harrison County Commission ARPA monies dedicated and find as follows:

a) That none of the items for which payment is proposed to be made has been requested from another funding source

b) That each item for which the payment is proposed to be paid is or was necessary in connection with the project and constitutes a Cost of the project.

c) That each of such costs has been otherwise properly incurred.

d) That the payment for each of the items proposed is due and owing.

NOW, THEREFOR, BE IT RESOLVED the Sun Valley PSD has hereby authorized and directed the payment of the attached invoices which comprise Draw #4 as follows:

Vendor	Total	CWSRF Debt Forgiveness	CWSRF Loan	Enhacement Grant	Harrison County ARPA
	$ -	$ -	$ -	$ -	$ -
Thrasher Group	$ 11,400.00	$ -	$ 11,400.00	$ -	$ -
Pro Contracting Inc.	$ 79,546.50	$ -		$ 79,546.50	$ -
SVPSD ROW Reimb	$ 780.00	$ -	$ -	$ -	$ 780.00
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -		$ -	$ -
Total	$ 91,726.50	$ -	$ 11,400.00	$ 79,546.50	$ 780.00

ADOPTED BY the Sun Valley Public Service District, at the board meeting held May 13,2025.

By:

Its: Chairman

5-D

Date of Meeting	5/21/2025	Invoice							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund 026	ARPA Fund	Needed
911 Center	**City of Bridgeport**	Water, Sewer, Sprinkler Fee, Fire Fee & Utility Tax		$274.46					
911 Center	**Hope Gas**	Gas Utility Bill		$276.63					
911 Center	**Harrison Rural Electric Association**	Electric Utility Bill Lost Creek Location		$703.45					
911 Center	**Harrison Rural Electric Association**	Electric Utility Bill Genesis Blvd Location		$2,405.14					
911 Center	**RD Wilson Sons & Company**	Clorox Bleach needed for cleaning at JSJOC Charlespointe		$31.66					
911 Center	**Costume Specialists**	Cleaning, Zipper repair, and electrical inspection of Cell Phone Sally costume		$377.50					
911 Center	**UniFirst Corp**	Carpet Runner Services for JSJOC Charles Pointe			$62.25				
911 Center	**APCO International**	Two Fire Service Communications Student Manuals & Two Law Enforcement Communications Student Manuals plus Shipping		$431.64					

911 Center	**Motorola Solutions**	Two High Density Interface Cards for Motorola Conventional Channel Gateway (to allow usage of the two additional backup radios at each dispatch console)		$10,200.00					
911 Center	**Lowes**	Windex Cleaner and a dual ring key chain for use at JSJOC Charles Pointe			$15.64				
911 Center	**Emcor Services**	HVAC Service Agreement for JSJOC Charles Pointe for May 2025		$815.42					
911 Center	**FastSpring**	Subscription Renewal for SetMe Professional Software Annual Licensing		$984.00					
911 Center	**The Water Shop**	Bottled Water for JSJOC Charles Pointe			$22.50				
911 Center	**Julia Pierce**	Balance Reimbursement for online class registration fee. Registration Fee was $160. $150 was paid with a voucher.		$10.00					

911 Center	**Megan Rowand**	Balance Reimbursement for online class registration fee. Registration Fee was $160. $150 was paid with a voucher.		$10.00					
911 Center	**Frontier**	Backup Data Circuit from PK Tower to JSJOC Charles Pointe		$766.00					
911 Center	**Eeip Holdings II, LLC**	June 2025 lease payment for Grafton Tower Site							$1,000.00
911 Center	**Lowes**	Three cans Wasp / hornet spray for use at JSJOC Charles Pointe			$10.50				
911 Center	**Lowes**	Lights, Switch kit, and wall plates needed for contractural agreement with Duncan Contracting LLC for installation of new LED lighting in upstairs EOC, OEM offices, & 911 conference room			$272.68				
911 Center	**APCO International**	FSC - Fire Service Communications recertification (Jesua Deprospero)		$50.00					

911 Center	**APCO International**	LEC - Law Enforcement Communications recertification (Braiden Klema)		$35.00					
911 Center	**A-1 Exterminating**	General Pest Control Services for JSJOC Charles Pointe			$75.00				
911 Center	**APCO International**	FSC - Fire Service Communications recertification (Braiden Klema)		$35.00					
911 Center	**State Electric Supply Co**	CAT 6 Cable clips for connections to radio cabling in upstairs server rack		$138.16					
911 Center	**Leonard Truck Outfitters**	New front and rear floor mats for 911 vehicle Unit 1801			$210.00				
911 Center	**FUBAR Enterprises**	Radio Installation, coax w/ connector, antenna, and mic holder for new Towing Comnpliance vehicle - Unit 1783			$1,671.23				
911 Center	**US Bank**	Shipping Charges for Cell Phone Sally Costume to repair broken zipper			$149.92				
Animal Control	**City of Shinnston**	Animal Control Water Utility Bill			$46.42				
Animal Control	**Enterprise Sanitation**	Garbage Utility Bill for Animal Control			$178.23				

Animal Control	**EMCOR Services (Scalise Industries)**	HVAC Maintenance Service Agreement			$371.67				
Animal Control	**US Cellular**	Animal Control Phone Bill			$245.84				
Animal Control	**Midwest Veterinary Supply, INC.**	Supplies - (10) Nobivac Canine 1 - DAPPv+Cv 25x1ds			$3,408.25				
Animal Control	**Doddridge County Humane Society**	Rescue Initiative Fee - Paid from Best Friends Grant			$200.00				
Animal Control	**Paws & Purpose Rescue**	Rescue Incentive Fee - Paid from Best Friends Grant - 3 Rescues			$600.00				
Animal Control	**SNIP WV**	Professional Services - Rachel Ray - Catch & Release Program --- Paid from money received from Rachel Ray TNVR of $25,000 receipted into 027-324-000			$1,180.00				
Animal Control	**US Bank**	Training & Education - (2) NACA ACO I & II --- Training for Olivia and Lacey			$1,818.00				
Animal Control	**Humane Society of Harrison County**	Adoption Stipend from Best Friends Grant			$375.00				

Animal Control	**US Bank**	Steven Phillips DBA Lizards - Tshirts for Animal Control Officers			$767.50				
ARPA	**Enlarged Hepzibah PSD**	Enlarged Hepzibah PSD/ARPA Funds Request - Sanitary Sewer Upgrades - Requisition #07 for ARPA Project #2 --- This is a draw from ARPA Funds)						$9,134.00	
ARPA	**Sun Valley PSD**	ARPA Funds Request - IIIB Sewer Project - Requisition #04 - This is a draw from ARPA Funds						$780.00	
ARPA	**Sun Valley PSD**	ARPA Funds Request - Phase IIIA Wastewater Collection System Project - Requisition #10						$2,750.00	
ARPA	**Greater Harrison PSD**	Greater Harrison Co PSD / ARPA Funds request - Quiet Dell Sanitary Sewer Extension - Requisition #19 - This is a draw from ARPA Funds						$8,765.00	

Assessor	**Visual Edge, IT**	Supplies - (3) HP 212X Toner (Cyan, Yellow, Magenta) @ $444.99	$1,334.97						
Assessor	**Visual Edge, IT**	Supplies - (3) HP 218X Toner (Cyan, Yellow, Magenta) @ $129.99	$389.97						
Circuit Clerk	**Truist Bank**	Credit Card Statement for Shredder from Staples	$106.99						
Circuit Clerk	**James & Law Company**	Desk with side desk for Circuit Clerk	$3,392.00						
Circuit Clerk	**Albert Marano**	Travel to and from Stonewall Resort for Circuit Clerk Meetings	$49.70						
Circuit Clerk	**Lori Thomas**	Travel to and from Stonewall Resort for Circuit Clerk Meetings	$49.70						
Circuit Clerk	**Danielle Moore**	Travel to and from Stonewall Resort for Circuit Clerk Meetings	$149.10						
Circuit Clerk	**Hart Office Solutions**	Desk name plate for Chelsea Bunnell	$62.50						
Circuit Court	**The Water Shop**	Water for Judge McMunn's Jury Room	$27.00						
Circuit Court	**The Water Shop**	Water for Judge McCarthy's Jury Room	$39.00						

Circuit Court	**The Water Shop**	Water for Judge Shaffer's Jury Room	$51.00						
Commission	**Stationers (Champion Industries)**	Supplies - Comfortmate Ultra Pens	$53.16						
Commission	**Fleetcor (dba Fuelman)**	Gasoline Purchases for April 2025 - No check needed - this will be paid online after Commission approval.	$19,251.86						
Commission	**Clarksburg Water Board**	Extension Office Water Utility Bill	$118.98						
Commission	**Clarksburg Water Board**	Courthouse Water Utility Bill	$527.50						
Commission	**Clarksburg Water Board**	306 Washington Ave, Clarksburg Water Utility Bill	$373.63						
Commission	**Clarksburg Water Board**	306 Washington Ave, Clarksburg Water Utility Bill	$321.99						
Commission	**Clarksburg Water Board**	609 West Main Street - Sheriff's Office	$115.30						
Commission	**Clarksburg Water Board**	General Service Building Water Utility Bill	$433.91						
Commission	**Stationers (Champion Industries)**	Supplies - Comfortmate Ultra Pens	$318.96						
Commission	**Advantage Technology, LLC**	Office 365 G1 & G3 Annual Commitments Paid Monthly	$4,230.00						

Commission	**UniFirst Corp**	Weekly Rugs / Maintenance Supplies Contract	$170.70						
Commission	**The Thrasher Group, Inc.**	Professional Services for Project #T30-11606.00 - Proposed Simpson Creek Rail Trail Bridge Environmental Assessment, Engineering Design & Topographic Survey, & Geotechnical Engineering --- & Professional services for Project #T30-11606.00 Proposed Simpson Creek Rail Trail Bridge Engineering Design	$53,000.00						
Commission	**Hart Office Solutions**	Copier Rental Agreement for the Circuit Clerk	$160.72						
Commission	**Canon Financial Services, Inc.**	Copier Rental Agreement for the Commission	$1,209.88						
Commission	**EMCOR Services**	HVAC Maintenance Agreement for the Commission	$371.66						
Commission	**Waste Management**	301 West Main St - Courthouse Garbage Utility Bill	$82.07						
Commission	**CityNet, LLC**	Internet Service Bill for the Commission	$11,429.42						
Commission	**The Water Shop**	Water for the Commission Office	$30.00						

Commission	**Stonewood Fire Department**	Special Funding Request for the Stonewood Volunteer Fire Department requesting $3000 for their Stonewood Firefighters Festival					$3,000.00		
Commission	**Town of West Milford**	Special Funding Request for the Town of West Milford requesting $3000 for their Old Mill & Float the Fork Festival					$3,000.00		
Commission	**Mon Power**	License Plate Readers Electric Utility Bill	$39.39						
Commission	**Hart Office Solutions**	Copier Rental for Vital Statistics	$133.62						
Commission	**Visual Edge IT**	Multiple Invoices - Supplies - Black Toner for the Assessors Office	$421.98						
Commission	**US Bank**	Quiet Dell School Water Utility Bill	$41.37						
Commission	**A-1 Exterminating Co**	General Pest Control Services for Old DHHR Building	$173.25						
Commission	**A-1 Exterminating Co**	General Pest Control Services for GSA Building	$210.00						

Commission	**A-1 Exterminating Co**	General Pest Control Services for Sheriff's Office	$90.00						
Commission	**A-1 Exterminating Co**	General Pest Control Services for the Senior Center	$90.00						
Commission	**US Cellular**	Harrison County Commission Phone Bill	$1,333.75						
Commission	**US Cellular**	Harrison County Commission Phone Bill	$1,287.38						
Commission	**Mon Power**	General Services Building Electric Utility Bill	$10,105.85						
Commission	**FedEx**	Postage Charges - Harrison County Drug Court	$23.00						
Commission	**Hart Office Solutions**	Copier Rentasl for the Assessor's Office	$220.58						
Commission	**TRUIST**	Law Enforcement Extraditions	$2,046.39						
Commission	**Hart Office Solutions**	Black Toner for the Sheriff's Office	$249.94						
Commission	**UniFirst Corp**	Weekly Rugs / Maintenance Supplies Contract for the Commission	$127.02						
Commission	**Mon Power**	Courthouse Annex Electric Bill	$22,068.50						
Commission	**West & Jones**	Purchase of Ellis Property	$535,000.00						

Community Corrections	**Alcohol Monitoring Systems**	Multiple Invoices - Scram Daily Monitoring Fees & Equipment Supplies				$1,994.76			
Community Corrections	**BestNotes, LLC**	Monthly EMR Subscription				$582.00			
Community Corrections	**Hazelden Publishing**	Group Materials - (50) Anger Mental Health Series Workbook, (1) The ASAM Criteria Fourth Edition				$668.60			
Community Corrections	**Micro Distributing II, LTD**	Multiple Invoices - Lab Confirmations x3, & Urine Analysis				$43,790.40			
Community Corrections	**Opans LLC**	Blood Card Lab Confirmations				$15,300.00			
Community Corrections	**R.D. Wilson & Sons Co**	Supplies -(3) Disinfectant Wipes - 75/Canister, 6 Canisters/Carton				$102.00			
Community Corrections	**Stationers Inc**	Multiple Invoices - Office Supplies -Ink, Correction Tape, Sheet Protectors				$712.11			
Community Corrections	**UniSafe Inc.**	Office Supplies - Gloves + Shipping Charges				$1,103.76			
County Clerk	**The Water Shop**	(11) Water for the County Clerks Office	$66.00						

County Garage	**Fisher Auto Parts, Inc.**	Multiple Invoices - Supplies - (25) 3M Green Corps Roloc Disc 60 Grit, (25) 3M Scotch-Brite Flex Hand Pad VF Gray, (25) 3M Rolod Disc 40 Grit --- 3M Tube Windo-Weld Super-Fast Urethane Black 10.5 floz --- Wilmar 9pc Tamer Proof Star Socket Set --- 3M 3'' A MED Scotch-Brite Roloc Surface Conditioning	$345.37						
County Garage	**Fisher Auto Parts, Inc.**	Multiple Invoices - Parts - (1) Silent Stop Disc Brake Caliper, (2) Dorm Hydraulics Brake Hydraulic Hose, (1) Silent Stop Disc Brake Caliper, (1) Dorm Hydraulics Brake Brake Hydraulic Hose	$257.31						
County Garage	**Toothman Ford**	Parts - Repairs for Dump Truck. Per Wayne Ford Paid $10,000 on repair.	$3,436.50						
County Garage	**Sandy's True Value**	Shop Supplies - Tool - 2Ton RatchDR PWR Puller	$65.99						
County Garage	**Harry Green 7 Acres**	Parts - 4 Wheel Alignment for Plate #504587	$135.95						

County Garage	**Fubar Enterprises**	Parts - Labor - Replace Faulty Star DLX-3 Grille Lights for Plate #504518	$75.00						
County Garage	**Hotsy Equipment Company**	Supplies - Tool - Pressure Washer - Switch, 2 position, 120-600vt BREMAS	$105.98						
County Garage	**Wholesale Tire, Inc.**	Tires - (7) 245/55R18 Goodyear Eagle Enforcer A/W BSW 103V	$1,021.58						
County Garage	**Chenoweth Ford**	Supplies - Stock - (1) Brake Pad, (1) Brake Lining Kit, (2) Brake Lining Kits, (2) Rotor Assembly, (2) Brake Rotor Assembly, (4) Brake Rotor Assembly (1) Engine Co Shield , Air Deflector	$1,592.32						
County Garage	**Chenoweth Ford**	Parts- (1) Link Stabilizer, (1) Oil Drain Plug, (1) DA8Z 5484 A: Bush, (1) DA8Z 5484 B: Bush, (1) Lamp Assembly plus freight out, (1) Link	$449.29						

County Garage	**Chenoweth Ford**	Supplies - Stock - (4) W713297 Pins, (24) FL 500 SB12: Oil Filter Assembly	$188.04						
County Garage	**NAPA Auto Parts (Amtower Auto Supply)**	Parts - (1) Upper Ball Joint, (1) Idler Arm Assembly, (2) Sway Bar Link, (1) Sway Bar Bushing - Front	$166.53						
County Garage	**Amazon.com**	Utility Cart for Garage	$85.31						
Courts	**Frontier**	Fiber Internet for the Courthouse	$299.24						
Family Court	**The Water Shop**	Water for Family Court	$33.00						
Farmland	**Mimi Riffle**	Farmland work completed March through May 2025 & Mileage Reimbursement							$255.98
Fire Department	**Atlantic Emergency Solutions**	Salem Volunteer Fire Department Allotment toward Invoice #21855EW for compressor for Salem VFD	$30,000.00						
Fire Department	**Mon Power**	Fire Fighters Training Building Electric Utility Bill							$52.38

Fire Department	**Johnstown Volunteer Fire Department**	Truck Payment Reimbursement --- Johnson Fire Equipment - SCBA Bottles ($8800.00) $3829.54 left	$30,000.00						
Fire Department	**Reynoldsville Volunteer Fire Department**	Truck Payment Reimbursement - Breathing Apparatus Reimbursement - $ 3728.31 ($1185.28 left)	$8,388.96						
Grants	**Audubon Animal Clinic, Inc.**	April 2025 Spay & Neuter Services for Grant Program --- Will be reimbursed from WVSNP Grant --- Please give a copy of check to Gina			$8,445.00				
Grants	**SNIP WV**	Multiple Invoices - Professional Services - Best Friends Rescue Initiative & Rachel Ray Catch & Release Program			$1,793.00				
Grants	**B&K Land Works, LLC**	Demolition & Removal of Structure at 135 Chub Run, Clarksburg - Will be reimbursed from WVDEP DLAP Grant	$9,300.00						

Grants	**B&K Land Works, LLC**	Demolition & Removal of Structure at 160 Mt. Clare Rd, Clarksburg - Will be reimbursed from WVDEP DLAP Grant	$3,500.00						
Grants	**B&K Land Works, LLC**	Demolition & Removal of Structure at 171 Vine St, Clarksburg - Will be reimbursed from WVDEP DLAP Grant	$8,200.00						
Home Incarceration	**US Cellular**	Cell Service for Home Incarceration							$558.24
Law Enforcement	**Truist**	Deputy's Credit Card Charges	$469.07						
Law Enforcement	**Skasiks Cleaners**	Dry Cleaning Charges for Deputys	$382.72						
Law Enforcement	**Robins Perfect Fit**	Diaz - Replace Patches	$18.00						
Law Enforcement	**Skasiks Cleaners**	Dry Cleaning Charges for Security	$394.40						
Law Enforcement	**The Water Shop**	Water for Staging	$42.00						
Law Enforcement	**Truist**	Multiple Invoices - Deputy's Credit Card Charges	$3,277.72						
Law Enforcement	**Audubon Animal Clinic**	VooDoo - Examination	$85.50						
Law Enforcement	**US Cellular**	Cellular Bill	$2,288.26						

Law Enforcement	**Benny's Boot Hill**	Safety Toe Shoe - Secreto	$170.91						
Law Enforcement	**Continental Coffee & Water Service**	Coffee Supplies	$124.85						
Law Enforcement	**Project LifeSaver Inc.**	Supplies for Project LifeSaver							$134.29
Magistrate Clerks	**The Water Shop**	Water for Harrison County Magistrates Clerks Office	$34.00						
Magistrate Court	**The Water Shop**	Water for Harrison County Magistrate Mike Weiss	$27.00						
Maintenance	**Sandy's True Value**	Supplies - (3) 1x4x10' White Pine #2	$18.57						
Maintenance	**Lowes**	Multiple Invoices - Supplies - Pipe, PVC Couplings, LED Strip, Deadbolt, (10) Brass Keys, & (2) Reusable Oval Sliders	$190.14						
Maintenance	**ULINE**	Supplies - (1) Parking Lot Stencil Number Kit, (1) Parking Lot Stencil Letter Kit, & (2) Stripping Paint - 1 Gal. - White	$540.58						

Maintenance	**Fisher Auto Parts**	Parts - Maintenance Trailer Repairs - (1) SMP/PRO Wires Trailer Connector Kit	$10.67						
Maintenance	**Wholesale Tire, Inc**	Tires - (4) ST205/75R14 (8) Trailer King Rst 105/101M	$220.00						
Maintenance	**Sunset Outdoor Supply**	Parts - (2) B162 Custom Belt, (2) AA60 Custom Belt, (3) 23.00x1/2 BD S Flat Blade	$318.45						
Maintenance	**NAPA Auto Parts (Amtower Auto Supply)**	Parts - Maintenance Trailer - (1) Jacktwl 155 Assembly-HD, (1) PKT Removable Foot 2''	$117.41						
Maintenance	**State Electric Supply Co**	Supplies - (30) Sylfo32/841/Eco 21781 Octron Fluorescent Lamp	$143.70						
Maintenance	**Sandy's True Value**	Supplies - (1) Small File Handle Orange Plastic, (1) Medium File Handle Orange-Ribbed, (1) Oil Husq. 2.6oz 6 pack, (6) File Saw Chain 3/16'', Bar/Chain Oil Husq. 1 gal	$75.82						

Maintenance	**Lowes**	Supplies - (3) Wasp/Hornet Spray, 9 oz LOC Power Grab ULT, 16-FLOZ Titebond II Prem, (1) 30-ft x 50ft blue/green, (1) TPCN .22 Cal Single Load YL, (2) Command White PH Strip, MS Cord Duct 2-1/2 inch x 5, DW WAS 1-1/2 INCH PIN 100C	$299.32						
Maintenance	**The Water Shop**	Water for the Maintenance Department	$18.00						
Maintenance	**Whaley Distributing Co**	Supplies - (98) Rock Salt 50# @7.99 each - Purchased 12/5/2024 --- Did not receive invoice till 5/9/2025	$783.02						
Maintenance	**Johnson Controls Fire Protection**	Yearly Contract Renewal for Fire Alarm Test & Inspection Service	$10,833.06						
Maintenance	**Lowes**	Supplies - (3) Trim Rollers,(2) 2inch brush, (2) 4inch Heavy Duty Frame, (2) 2.5inch wedge brush, (2) Clorox Cleanup, (2) Lysol Multi Cleaner, (2) Armor All Original, (5) Mini Rollers, (4) Pledge Lemon	$159.82						

OEM	**Canon Financial Services, Inc**	Copier Rental Agreement for OEM & 911			$241.98				
Parks & Rec.	**Summit Park PSD**	Water & Sewer Utility Bill for Summit Park Ball Field			$111.96				
Parks & Rec.	**Mon Power**	Electril Utility Bill for Summit Park Field			$17.72				
Parks & Rec.	**Clarksburg Water Board**	Parks & Rec. Complex Water Utility Bill			$273.14				
Parks & Rec.	**Enterprise Sanitation**	Garbage Utility Bill for Parks & Rec. Complex			$440.11				
Parks & Rec.	**UniFirst**	Weekly Rugs / Maintenance Supplies Contract for Parks & Rec.			$30.25				
Parks & Rec.	**United Rentals (North America) Inc.**	Stump Grinder - Remove Stumps from Park & Replant trees			$998.76				
Parks & Rec.	**Charter Communications (Spectrum)**	Internet Service Bill for ParkS & rEC			$171.06				
Parks & Rec.	**Mon Power**	Summit Park Field Electric Utility Bill			$10.00				
Parks & Rec.	**Mon Power**	Spelter Park Electric Utility Bill			$17.15				
Parks & Rec.	**Mon Power**	Spelter Park Electric Utility Bill			$10.00				

Parks & Rec.	**Cross Entertainment, LLC**	Professional Wrestling-Based Entertainment Show being held on June 13th, 2025			$2,000.00				
Parks & Rec.	**Compton Metals**	Signs for Parks, 3 Lays of powder coat paint lasered out letters			$3,899.36				
Parks & Rec.	**First Citizens Bank**	Copier Rental			$172.00				
Parks & Rec.	**Marsh Hardware & Builders Supply**	Gate Hinge for Gaga Ball Pit			$26.95				
Parks & Rec.	**Lowes**	Poplar Boards Park Signs framing, remaining park fencing eastside			$1,928.27				
Parks & Rec.	**Stout Company**	Replace missing Service Area items in kitchen			$386.55				
Planning Dept.	**The Water Shop**	Water for Planning	$24.00						
Process	**Skasiks Cleaners**	Dry Cleaning for Process	$178.90						
Process	**US Cellular**	Cellular Bill	$220.50						
Pros. Attorney	**Truist Bank**	Credit Card Charges for Prosecuting Attorney's Office (Staples, Snowshoe Mountain Resort, Amazon, Aqua Filter Fresh, Job Squad, Zoom)	$5,121.65						

Rail Trail	**ACE Aggregates**	Multiple Invoices - Limestone Sand for the South Trail Project	$932.65						
Rail Trail	**ACE Aggregates**	Multiple Invoices - Limestone Sand for the South Trail Project	$2,109.98						
Senior Center	**Emcor Services**	HVAC Maintenance Service Agreement for the Senior Center			$371.67				
Sheriff & Treasurer	**Truist Bank**	Amazon Monthly and Water	$65.64						
Sheriff & Treasurer									
			$798,922.37	$17,544.06	$33,025.56	$64,253.63	$6,000.00	$21,429.00	$2,000.89
					Grand Total:	$943,175.51			

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

Yellow= Sent to Bookkeeping early to be paid

5-E

Date of Meeting	5/21/2025	QUOTES		
Department	**Vendor**	**Description**	**Price**	**Line Item #**
911 Center	**Central Square Technologies**	PS Pro CAD WEAPON/NCIC Interface (allows transactions to the Criminal HX - III files straight from the CAD System)	$ 2,805.50	007-712-459-00
911 Center	**Central Square Technologies**	CAD PS Pro APCO IntelliComm Interface annual subscription fee (API - Application Programming Interface that allows the EMD, Fire, and Police call taking software to integrate and function within the CAD System)	$ 5,124.30	007-712-222-00
Animal Control	**Motorola Solutions**	Capital Outlay Equipment - Animal Control - (3) Mobil & (3) Portable CAD's --- Existing Equipment is from the original purchase back in 2005. It is no longer functional and is irreparable.	$ 24,034.35	027-716-459-00
Parks & Rec.	**CEC - Civil & Environmental Consultants, Inc**	Proposal for Professional Surveying Services - Wallace Park - CEC Project 351-995 - Boundary Survey	$ 13,000.00	027-900-223-00
Parks & Rec.	**CEC - Civil & Environmental Consultants, Inc**	Proposal for Professional Surveying Services - Good Hope Park - CEC Project 351-965 - Boundary Survey	$ 11,000.00	027-900-223-00

_____

COMMISSIONER'S SIGNATURE

_____

COMMISSIONER'S SIGNATURE

_____

COMMISSIONER'S SIGNATURE

6-A

Exhibit A Exonerations	Amount
EX-PP7016 RM ACQUISITION LLC %GRANT THORNTON LLP	$4.78
EX-PP7014 MCDANIELS, JESSICA M.	$50.28
TOTAL:	$55.06

EX-PP7016

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 21st day of May, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **RM ACQUISITION LLC %GRANT THORNTON LLP** whose address is, PO BOX 4747 OAK BROOK, IL 60522, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **157** on **Inventory**, Class **3/4** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **157**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error is assessed for the 2024 tax year, the business no longer had inventory located in Harrison County.

District: **03 - CLARK-CLARKSBURG**
Account No. **3053296**
Ticket No. **404679**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $4.78

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-PP7014

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

At a regular term of the County Commission of Harrison County, West Virginia, held at the Courthouse of said County, Commissioners

David Hinkle **Susan J. Thomas** **Patsy Trecost II**

On the 21st day of May, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **MCDANIELS JESSICA M** whose address is, 88 CHECKERS DR SHINNSTON, WV 26431, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **2160** on **VEHICLES**, Class **3/4** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **2160**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

The commission certifies the following facts upon which it grants said relief:

The above mentioned taxpayer in error reported the vehicles in Harrison County, the taxpayer lived and paid taxes in Taylor County. Cancel this ticket and mark improper for the 2023 tax year.

District: **05 - CLAY-OUTSIDE**
Account No. **3081839**
Ticket No. **607416**
Tax Year **2023**
Parcel ID:

Amount Exonerated: $50.28

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

7-A

FORM OF REQUISITION
FOR PAYMENT FROM SERIES A
ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. (05/21/25)

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 **$1,858.50**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$1,858.50** 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) **$1,858.50** 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 **21st day of May, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Jackson Kelly	Invoice #1237834	Dated: 05/09/25	$ 1,858.50
		Total	**$ 1,858.50**

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

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

May 9, 2025
Invoice No. 1237834

Total Amount of Current Invoice # 1237834 **$1,858.50**

****PLEASE RETURN THIS PAGE WITH REMITTANCE****

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

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

2008A

PAYMENT DUE June 8, 2025

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

May 9, 2025
Invoice No. 1237834

34382
Charles Pointe Community Enhancement District

For Legal Services Rendered through April 30, 2025.

Matter 301
TIF Bond Assessments

Date	Timekeeper	Description	Hours	Amount
04/01/25	M. Imbrogno	Reviewing correspondence regarding reallocation of CED assessments due to property sale.	0.10	29.50
04/02/25	M. Imbrogno	Corresponding regarding timing of special meeting.	0.10	29.50
04/03/25	M. Imbrogno	Preparing materials for special meeting; corresponding regarding timing and agenda for special meeting.	1.20	354.00
04/04/25	M. Imbrogno	Preparing materials for special board meeting; corresponding regarding posting of meeting notice.	0.50	147.50
04/07/25	M. Imbrogno	Preparing materials for special board meeting; reviewing draft board resolution.	1.40	413.00
04/08/25	M. Imbrogno	Preparing materials for board meeting; corresponding regarding same.	0.30	88.50
04/09/25	M. Imbrogno	Attending special board meeting.	0.60	177.00
04/09/25	M. Imbrogno	Corresponding with board and County Bond Counsel regarding special meeting.	0.30	88.50
04/11/25	M. Imbrogno	Preparing draft meeting minutes; corresponding regarding execution of resolution.	0.70	206.50
04/14/25	M. Imbrogno	Corresponding regarding special meeting minutes.	0.30	88.50
04/17/25	M. Imbrogno	Corresponding regarding execution on meeting documents.	0.10	29.50
04/21/25	M. Imbrogno	Corresponding regarding execution of board resolution and minutes; finalizing executed resolution; corresponding regarding reappointment of board member.	0.60	177.00
04/22/25	M. Imbrogno	Corresponding regarding reappointment of board member.	0.10	29.50
		Total Hours	6.30	
		Services		$ 1,858.50
		Total This Matter		$1,858.50

PAYMENT DUE June 8, 2025

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

34382
Charles Pointe Community Enhancement District

May 9, 2025
Invoice No. 1237834

cc: Laura Pysz
lpysz@harrisoncountywv.gov

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

PAYMENT DUE June 8, 2025

MUNICAP, INC.
PUBLIC FINANCE

April 30, 2025

Attn: Michelle Tonkin
Harrison County, West Virginia
301 West Main Street
Clarksburg, WV 26301

RE: UMB Bank Incumbency Certificate for the Tax Increment Revenue and Refunding, Series 2008A and 2008B Bonds, Special District Excise Tax Revenue and Improvement Series 2019A Bonds, and Subordinate Special District Excise Tax Revenue and Refunding Series 2019B Bonds (Charles Pointe Economic Opportunity Development District)

Ms. Michelle Tonkin:

MuniCap, Inc. has been retained as the Administrator by the County Commission of Harrison County, West Virginia (the "County Commission") for services related to the administration of the Tax Increment Revenue and Refunding Bonds, Series 2008A and 2008B (the "Series 2008 Bonds"), Special District Excise Tax Revenue and Improvement Bonds, Series 2019A (the "Series 2019A Bonds"), and Subordinate Special District Excise Tax Revenue and Refunding Bonds, Series 2019B (the "Series 2019B Bonds" and, with the Series 2008 Bonds and Series 2019A Bonds, the "Bonds").

MuniCap is requesting the attached form be signed by the County Commission, authorizing MuniCap to provide direction of the funds on deposit at UMB Bank (the "Trustee") with relation to the Bonds on the County Commission's behalf, when necessary, to the Trustee. This form also provides the Trustee with MuniCap contact information, in the event MuniCap or the Trustee will need to communicate in relation to the Bonds.

MuniCap will not provide monetary direction of funds or request information from the Trustee outside of the permissions set by the Bond documents unless directed by the Commission.

MuniCap, Inc.
The Administrator

By: _____
Patrick Kennedy
Vice President

Attachment: Incumbency Certificate

INCUMBENCY CERTIFICATE

__The County Commission of Harrison County, West Virginia__

The undersigned, a duly authorized officer of The County Commission of Harrison County (the "Company") HEREBY CERTIFIES that the persons whose names, titles and signatures appear below are duly qualified and acting representatives of the Company on the date hereof. Each holds the office set forth beside his\her name, and the signature appearing opposite his\her name is the genuine signature of such representative. Each is authorized to act on behalf of the Company with respect to all matters requiring the direction, consent or other action of the Company.

Name	Title	Signature
Keenan Rice	President	
Emily Metzler	Executive Vice President	
Molly Dearstine	Executive Vice President	
Charles Kungu	Vice President	
Patrick Kennedy	Vice President	
Eric Mitzel	Vice President	
Max Heskes	Manager	
Jason Jee	Manager	
Nancy Gomes-Hilditch	Project Manager	
Viktoria Johnson	Project Manager	

IN WITNESS WHEREOF, the undersigned has executed this Certificate for and on behalf of the Company on this ___ day of _____, 2025.

By:_____

Title:_____

APPOINTMENT DATA
BOARDS AND/OR COMMISSIONS

14

Last Name Crislip

First Name Jeffrey

Middle Name A

Home Address *(If PO Box, give street address)*

114 Brown Bear Dr.

City Bridgeport

State Wv

Zip Code 26330

Employer Name

Retired

Employer Address

City

State

Zip Code

Home Phone 304-842-7308

Business Phone 304-203-4085 Cell

Position Sought

Planning committee

Prior service on City or County Boards No

Years Served 0

Qualifications

48 years of experience in the field of new road construction, maintenance of roads, commercial and residential developments and airports. Owner of a residential construction business. Construction manager for an engineering company to oversee budgets and crews in 3 states and reviewed plans for projects.. Highway administrator for the West Virginia

Hours available per month

8

Education Background

High School

I will serve if appointed (•) YES ( ) NO

Reset Print Submit

Harrison County Farmland Protection Board
Harrison County Commission
Attn: Harrison County Farmland Protection
229 South 3rd St, 3rd Floor
Clarksburg, WV 26301

May 13, 2025

Dear Harrison County Commission,

The Harrison County Farmland Protection Board would like to acknowledge two board members as their terms expire. William Suan, Farm Bureau representative, and William Coffindaffer, Conservation District representative, have terms expiring on June 30, 2025. These expiring terms were noted in the May 2025 minutes for the Farmland Protection Board.

Please allow this letter to serve as notice of their expiring terms. New Board appointments will be forthcoming from the board.

Sincerely,

Harrison County Farmland Protection Board

A CONTRACT BETWEEN
THE HARRISON COUNTY COMMISSION (hereinafter referred to as "HCC")
301 W. Main St.
Clarksburg, WV 26301
304-624-8500
AND
THE ARC OF HARRISON COUNTY
(hereinafter referred to as "The Arc")
1 00 N. 1st St.
Clarksburg, WV 26301
304-624-3641

Dated this __ day of ___ 2025

Whereas The Arc is willing to enter into this agreement to provide services according to the terms and conditions set forth herein.
Now, therefore, in consideration of the promises and mutual agreements set forth below, the parties agree to the following:

I.SERVICES RETAINED

HCC agrees to retain the services of The Arc to provide services to HCC as outlined in this agreement.

II. TERM

The retainer for this agreement shall begin on _, 2025 and continue until termination. The agreement will automatically renew annually unless terminated by either party. Either party may terminate this contract without cause with thirty (30) days' notice.

III.. RESPONSIBILITIES OF THE Arc

During the period of this Retainer Agreement, The Arc can and will provide the following:

- Cleaning of the Plaza and the perimeter of the Harrison County Courthouse
- Cleaning public areas inside the Harrison County Courthouse
- Provide competent staff and supervision necessary to complete these duties
- Provide adequate liability and workman's compensation for said staff
- Assure that procedures, protocols, and rules set forth by the HCC are followed
- Provide an invoice monthly for services rendered

V. RESPONSIBILITIES OF THE HCC

During the period of this retainer agreement, HCC can and will provide the following:

- Equipment, tools, and disposables necessary for the completion of this service
- The HCC will provide a primary contact person for this service
- The HCC will determine the hours per day for this service

1. * The Arc understands that hours of service and the number of hours per week will vary according to weather, seasons, special events, and other concerns.

V. REMUNERATION

- HCC will pay $10.20 per hour for the services rendered by The Arc upon receipt of all appropriate invoices.
- The HCC will pay The Arc every month based on the invoice.

VI. RELATIONSHIP BETWEEN PARTIES

HCC retains The Arc solely for the purposes in this agreement. Additional duties or services will need to be negotiated. Both parties acknowledge that The Arc is an independent contractor and can provide services to others.

VII. WEST VIRGINIA LAW

Both parties agree that this agreement shall be construed under the laws of the State of West Virginia.

VIII. SIGNATURES

IN WITNESS WHEREOF, HCC and The Arc herein execute this agreement by their duly authorized representatives as of the day and year written.

_____

Trish Armstead — Date
Executive Director
The Arc of Harrison County

_____

Susan Thomas — Date
President
Harrison County Commission

ACCESS AND REMEDIATION LETTER AGREEMENT

This **ACCESS AND REMEDIATION LETTER AGREEMENT** ["Agreement"] is made and entered into to be effective as of the 14th day of May, 2025, by and among the Harrison County Commission, West Virginia, ("the Commission"), and Gary Heater, Individuals (collectively "the Parties").

RECITALS

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

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

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

AGREEMENT

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

TERMS OF THE AGREEMENT

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

- That the Parties property located at District 01, Map 104, Parcel 90.93 is a nuisance in Harrison County, West Virginia – and the provisions herein apply as to this parcel, and the materials situate thereon.

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

- The Parties shall allow the Commission to remove all such materials, construction materials, tires, car parts/rubbish/trailers and other unsightly and offensive materials on 1314 Capital Ave property situate within the County, no sooner than fifteen (15) days of the execution of Agreement, at a time convenient to the Commission or its contractors. **THIS FIFTEEN (15) DAY TIMEFRAME IS INSERTED HEREIN SO THAT Gary Heater HAS TIME TO REMOVE PERSONAL ITEMS.**

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

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

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

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

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

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

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

REPRESENTATIONS AND WARRANTIES

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

GOVERNING LAW

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

COUNTERPARTS

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

FURTHER ASSURANCES

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

UNKNOWN AND UNANTICIPATED DAMAGES

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

HEADINGS

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

MUTUAL DRAFTING

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

ENTIRE AGREEMENT; AMENDMENT

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

SEVERABILITY

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

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

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

By:_____

Its:_____

Dated:_____

Its owner

Dated: 5-14-25

The foregoing Agreement was acknowledged before me this_____day of_____,

2024, by _____.

My commission expires _____

_____

NOTARY PUBLIC

[SEAL]

[insert Exhibit 1 – Nuisance Packet]



Harrison County Tax Parcel Viewer



Date: 5/15/2025

Allen R. Ferree
Harrison County Assessor

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

0 0 0.01 0.02 0.02 0.03 mi

A RESOLUTION
AUTHORIZING THE FILING OF THE APPLICATION TO THE WEST VIRGINIA DEP LITTER CONTROL GRANT PROGRAM ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID APPLICATION; COMMITTING SUFFICIENT FUNDS TO THE PROJECT.

WHEREAS, the Harrison County Commission recognizes the existence of a dilapidated structures within the boundaries of Harrison County, and

WHEREAS, the West Virginia Litter Control Program of 1985 provides matching grants of "litter control funds" through the West Virginia Department of Environmental Protection for the purpose of establishing local litter control programs, that include the Razing of Structures, and

WHEREAS, the Harrison County Commission has determined that it is eligible for funds from the West Virginia Department of Environmental Protection, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the filing of an application for participation in the Litter Control Grant Program, and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all special conditions and assurances contained in, and made a part of, said West Virginia DEP Litter Control Grant Program, and

WHEREAS, it is required that the Harrison County Commission appoint an official representative of the Harrison County Commission to administer said program and to provide all additional information required by the West Virginia Department of Environmental Protection, and

WHEREAS, it is required that the Harrison County Commission commits sufficient funds to the project.

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

1. The Harrison County Commission authorizes the filing of the application for funds from the West Virginia Department of Environmental Protection, in a maximum amount of $5,000 and said application shall be in proper form and comply with all federal, state, and local laws.

2. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said Grant, including providing necessary additional information to the West Virginia Department of Environmental Protection.

3. The Harrison County Commission hereby commits to the required 50% match to the project.

PASSED by the Harrison County Commission on this the 21st day of May, 2025.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

Harrison County Commission

Approval to Travel

Travelers Name: Emily Rebelo
Department: Harrison County Community Corrections
Destination: 6 Riddle Ct. Morgantown, WV 26505-2693
Travel Dates: May 17, 2025
Reason: Advanced Alcohol and Drug Counselor AADC Exam

Estimated Cost $61.18

Transportation $61.18

Air	$					
County Vehicle	$					
Private Vehicle	$	$61.18	87.4	miles @	$0.70	per mile
Rental Car	$			days @		per day

Lodging ____ nights @ $0.00 /night $0.00

Registration $0.00

Meals

Toll Fee

Approving Authority (Elected Official/Departmental Head) _____ Date 5/5/2025

5/5/2025

County Commission Action ( ) Approve ( ) Disapprove

Date _____

CANDIDATE ADMISSION LETTER

5/5/2025

Emily Rebelo
1014 McCoy St. Apt. 10 Apt 10
Fairmont WV 26301
United States

Dear Emily Rebelo,

!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!

You must bring THIS Candidate Admission Letter with you on the day of your exam.If you do not, you will be denied entry to your scheduled exam and any fees paid will be forfeited.

Congratulations! You have successfully registered to sit for the Advanced Alcohol and Drug Counselor AADC Examination - Site Only examination, in English, on the IQT computer based testing network. Your appointment information to take the examination is as follows:

Candidate UserID:	**emilyrebelo6@gmail.com**
Candidate Passcode:	**jqhkcwhd**
Exam Date:	**Saturday, May 17, 2025 8:00 AM**
Exam Duration:	**180 minutes**
Test Center Location:	**Morgantown - Riddle Court**
Show Map	**6 RIDDLE CT. WEST VIRGINIA UNIVERSITY MORGANTOWN WV 26505-2693 United States**

Please carefully read and note the following important additional information:

- **Changing candidate information:** If your candidate information listed above is incorrect, you must contact your IC&RC member board to update the information. Contact information for all IC&RC member boards can be found at this link:

  http://www.internationalcredentialing.org/memberboards

  Do not contact IQT, IC&RC, or your scheduled testing center to update this information.
- **Exam No Shows:** If you fail to show up for your examination at the scheduled time, do not have the proper identification or do not have your admission document you will not be allowed to sit for your exam. You will be considered a "No-Show", your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam
- **Cancellation and Rescheduling:** You may cancel or reschedule your examination five (5) or more calendar days prior to your scheduled examination date by logging on to the IQT website, www.iqttesting.com.
- **You will be required to pay a rescheduling or cancellation fee to IQT before you are able to reschedule or cancel your exam. Acceptable forms of payment are Visa, Master Card or American Express.**
  Complete instructions for cancelling or rescheduling your examination are listed below. For technical assistance, please contact IQT at (866) 773-1114 (toll free).
  - Visit www.iqttesting.com.
  - Select **"Exam Registration."**
  - Log in using the username and password provided to you in your pre-registration email. If you forgot your password, click the "forgot password" link and it will be emailed to you.
  - Select **"IC&RC"** from the organization dropdown menu and click the **"Next"** icon.
  - To reschedule an exam, click **"edit."** This will cancel your current exam date and prompt you to immediately select a new date.
  - To cancel an exam, click **"cancel."** Once your exam is cancelled, you can log on to

EXAM REGISTRATION RECEIPT

Advanced Alcohol and Drug Counselor AADC Examination - Site Only

!!! IMPORTANT !!!
You must bring your Candidate Admission Letter with you on the day of your exam.
If you do not you will be denied entry to your scheduled exam, and any fees paid will be forfeited.

Candidate: Emily Rebelo
1014 McCoy St. Apt. 10, Apt 10
Fairmont, WV 26301
United States
erebelo@harrisoncountywv.gov
(304) 423-7054 (home)
(304) 423-7054 (work)

Exam Time: Saturday, May 17, 2025 8:00 AM (180 minutes)
Location: Morgantown - Riddle Court
6 RIDDLE CT.
WEST VIRGINIA UNIVERSITY
MORGANTOWN, WV 26505-2693
United States

You have consented to the IQT Examination Agreement.

Note: This examination may not be rescheduled or cancelled after Sun 8:00am on May 11, 2025.

Note that this receipt has been automatically emailed to you.

Section 1 of 3

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ISO Quality Testing, Inc. - An SMT 'Sister' Company

Google Maps

220 Washington Ave, Clarksburg, WV 26301 to 6 Riddle Ct, Morgantown, WV 26505

Drive 44.0 miles, 50 min

220 Washington Ave
Clarksburg, WV 26301

Get on I-79 N from US-50 E/Northwestern Turnpike

7 min (3.9 mi)

1. Head west on Washington Ave toward S 3rd St

125 ft

2. Turn right onto S 3rd St

0.2 mi

3. Take the ramp onto US-50 E/Northwestern Turnpike

3.1 mi

4. Use the right lane to merge onto I-79 N via the ramp to Fairmont

0.6 mi

Continue on I-79 N to Cheat Lake. Take exit 7 from I-68 E

33 min (36.3 mi)

5. Merge onto I-79 N

29.1 mi

6. Use the right 2 lanes to take exit 148 to merge onto I-68 E toward Cumberland

6.8 mi

7. Take exit 7 toward Airport/Pierpont Rd/WV-705

0.4 mi

Continue on Cheat Rd. Take W Run Rd to Riddle Ct

9 min (3.8 mi)

8. Use the left 2 lanes to turn left onto Cheat Rd

1.1 mi

9. Keep right to continue on US-119 N

0.3 mi

10. Turn left onto W Run Rd

2.1 mi

11. Turn left onto Riddle Ave

0.3 mi

12. Turn right onto Riddle Ct

144 ft

Google Maps

6 Riddle Ct, Morgantown, WV 26505 to 220 Washington Ave, Clarksburg, WV 26301

Drive 43.4 miles, 48 min

6 Riddle Ct
Morgantown, WV 26505

Get on I-68 W from W Run Rd and Cheat Rd

10 min (4.0 mi)

1. Head northeast on Riddle Ct toward Riddle Ave

144 ft

2. Turn left onto Riddle Ave

0.3 mi

3. Turn right onto W Run Rd

1.2 mi

4. Continue straight to stay on W Run Rd

0.9 mi

5. Turn right onto US-119 S

0.2 mi

6. Turn left onto Cheat Rd

1.0 mi

7. Turn right to merge onto I-68 W toward I-79

0.3 mi

Take I-79 S to US-50 W/Northwestern Turnpike in Harrison County. Take exit 119 from I-79 S

33 min (36.2 mi)

8. Merge onto I-68 W

6.3 mi

9. Use the left 2 lanes to merge onto I-79 S toward Fairmont

29.6 mi

10. Take exit 119 to merge onto US-50 W/Northwestern Turnpike toward Clarksburg

0.3 mi

Continue on US-50 W/Northwestern Turnpike. Drive to Washington Ave

5 min (3.2 mi)

11. Merge onto US-50 W/Northwestern Turnpike

2.8 mi

12. Take the 2nd St exit toward Downtown

0.1 mi

13. Continue onto S 2nd St

0.3 mi

14. Turn right onto Washington Ave

Destination will be on the right

180 ft

220 Washington Ave
Clarksburg, WV 26301

Nancy Jackson

From: Emily Rebelo
Sent: Monday, May 5, 2025 9:52 AM
To: Nancy Jackson
Subject: Travel Request for AADC Exam
Attachments: AADC Exam Registration 5.17.25.pdf

Sensitivity: Confidential

Nancy,

Can I put in a travel request for my AADC Exam? I signed up to take it Saturday May 17th. See attached my registration details with address.

Thanks,

Emily Rebelo, MSW, LCSW
Harrison County Community Corrections
Supervising Counselor
erebelo@harrisoncountywv.gov
Ph: 304-423-7054
F: 304-626-1085

CONFIDENTIALITY NOTICE: This electronic message contains information which may be legally confidential. The information is intended solely for the individual or entity named above and access by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying distribution or use of the contents of this information is prohibited and may be unlawful. If you have received this electronic transmission in error, please reply immediately to the sender that you have received the message in error, and delete it. Thank you.

21-A

Harrison County Commission

Request to Attend Meeting

Name: Natasha McDaniel

Department: 911

Destination: West Virginia Northern Community College - New Martinsville Campus

Travel Dates: June 23 & 24, 2025

Reason: Class - APCO Fundamentals of Tactical Dispatch
(no per diem - will drive county vehicle each day)

Total Estimated Cost $ 205.00

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

Employee Signature: Natasha N McDaniel Date: 5/12/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

21-B

Harrison County Commission

Request to Attend Meeting

Name: Matthew Gump

Department: 911

Destination: West Virginia Northern Community College - New Martinsville Campus

Travel Dates: June 23 & 24, 2025

Reason: Class - APCO Fundamentals of Tactical Dispatch
(no per diem - will drive county vehicle each day)

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

Employee Signature: _____ Date: 5-9-25

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

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

Date: _____

A8 Form Revised: May 1, 2014

21-C

Harrison County Commission

Request to Attend Meeting

Name: Consuela Jones

Department: 911

Destination: West Virginia Northern Community College - New Martinsville Campus

Travel Dates: June 23 & 24, 2025

Reason: Class - APCO Fundamentals of Tactical Dispatch
(no per diem - will drive county vehicle each day)

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

Employee Signature: Consuela Jones Date: 5/14/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, April 30, 2025, through Tuesday, May 6, 2025

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

On, Wednesday, April 30, 2025, the following matters were disposed of in the presence of the Clerk:

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

MARK DAVID DEMARY, who was named in the last will and testament of **JOHN DAVID DEMARY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

MARK DAVID DEMARY, who was named in the last will and testament of **KATHRYN ANN DEMARY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

ANDREW BANKO III, who was named in the last will and testament of **BETTY BANKO**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Thursday, May 1, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **CATHERINE JEAN NEWELL-SMITH**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

PAMELA SUE FLEECE, who was named in the last will and testament of **CATHERINE JEAN NEWELL-SMITH**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

JAMES L SNIDER, who was named in the last will and testament of **LOIS LOUISE SNIDER**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **MARTHA JEAN STOUT**, deceased, late a resident of Taylor, West Virginia, was admitted to record.

On, Friday, May 2, 2025, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **ZENNA MAE WALLACE**, deceased, late a resident of LUNENBURG, VIRGINIA, was admitted to record.

On, Monday, May 5, 2025, the following matters were disposed of in the presence of the Clerk:

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

ANN MICHELLE PALMER, who was named in the last will and testament of **WILLIAM LYLE PALMER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

CARL JASON LAKE, who was named in the last will and testament of **BERTHA ELLEN LAKE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

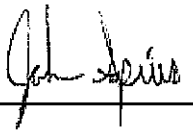
On, Tuesday, May 6, 2025, the following matters were disposed of in the presence of the Clerk:

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

CHARLES ROBERT HARMAN, who was named in the last will and testament of **HAELEY ELIZABETH HARMAN**, deceased, as ADMINISTRATOR CTA thereof, qualified as such. No bond was required.

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

SANDRA JEAN HARDING, who was named in the last will and testament of **MARGARET ANN MCKOWN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.



John R Spires
Clerk of the Harrison County Commission

Wednesday, May 21, 2025

Confirmed

A-2

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, May 7, 2025, through Wednesday, May 14, 2025

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

On, Thursday, May 8, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **GUILLERMINA CLUTTER**, deceased was referred to **ZACH DYER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

On, Friday, May 9, 2025, the following matters were disposed of in the presence of the Clerk:

A duly certified copy of the last will and testament of **PATRICIA A MORRIS**, deceased, late a resident of WOOD, WEST VIRGINIA, was admitted to record.

On, Monday, May 12, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **TIFFANY FRUM** was appointed and qualified as ADMINISTRATOR of the estate of **THOMAS HAROLD DOWNS**, deceased. No bond was required.

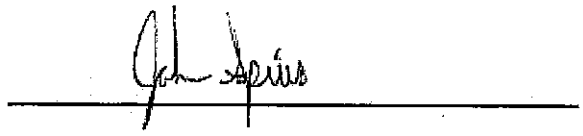
More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **JAMES WILLIAM COX JR** was appointed and qualified as ADMINISTRATOR of the estate of **JAMES WILLIAM COX SR**, deceased. No bond was required.

On, Tuesday, May 13, 2025, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **DORIS LEE WHITE**, deceased, late a resident of FAIRFAX, VIRGINIA, was admitted to record.

On, Wednesday, May 14, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **PRESTON SEARS** was appointed and qualified as ADMINISTRATOR of the estate of **NICHOLAS JOE SEARS**, deceased. Bond was 60,000.00.



John R Spires
Clerk of the Harrison County Commission

Wednesday, May 21, 2025

Confirmed

C-1

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
May 15, 2025
9:00 am

Appointments
9:00 am – Call to order

ACTION ITEMS

1. Approve/Edit Previous Minutes
2. Public Comment Period
3. Edward Jones – Jason Glaser
   3.1 Review of accounts – Review, discuss and act
4. P&B Services, LLC
   4.1 Package Plant Report
5. Bennett and Dobbins, PLLC
   5.1 Drawdowns – Review, discuss and act.
6. Ruth Ann Messenger – Treasurer – Review, discuss and act
   6.1 Sewer Check Register and debit card transactions
   6.2 Water Check Register
7. The Thrasher Group, Inc.
   7.1 Sewer
      7.1.a. Quiet Dell – Review, discuss and act
         - Construction Update
         - Change Order #1 – Contract #1
      7.1.b. Woodstock Heights Sanitary Sewer Extension Project- Review, discuss and act
         - Construction Update
      7.1.c. River Crossings – Review, discuss and act
         - Project Update
      7.1.d. 10-year Plan – Review, discuss and act
         - 2025 Review as necessary
   7.2 Water
      7.2.a. Overall Water Project – Review, discuss and act
         - Construction Update
      7.2.b. Buffalo Lake Road Water Line Extension
         - Planning Update
      7.2.c. 10-year Plan – Review, discuss and act
         - 2025 Review as necessary
8. Bill Hoover – General Manager
   8.1 Water
      8.1.a. Water Loss Report
      8.1.b. Water Leak Report

8.1.c. General Updates

8.2 Sewer

8.2.a. General Updates

8.3 Good of the District

8.3.a. General Update

9. Sam Harold – Mountain State Law

9.1 Available for general consult

10. Executive Session

Adjournment of meeting

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

C-2

Enlarged Hepzibah Public Service District
Regular Board Meeting

Monday
May 12, 2025
4:30 PM

AGENDA

1. Call meeting to order
2. Reading of the Minutes and Approval of Check Signing Document
3. Manager's Report
4. Old Business
5. New Business
6. Public Comments
7. Adjournment

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

C-3

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

IRS e-file Signature Authorization for a Tax Exempt Entity

For calendar year 2023, or fiscal year beginning _____, 2023, and ending _____, 20__

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

OMB No.

2023

Name of filer
JOHNSTOWN VOLUNTEER FIRE DEPT

EIN or SSN
55-0637582

Name and title of officer or person subject to tax
DEBRA GRAY TREASURER

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 6a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here		**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b
2a	**Form 990-EZ** check here	X	**b Total revenue,** if any (Form 990-EZ, line 9)	2b 107,161
3a	**Form 1120-POL** check here		**b Total tax** (Form 1120-POL, line 22)	3b
4a	**Form 990-PF** check here		**b Tax based on investment income** (Form 990-PF, Part V, line 5)	4b
5a	**Form 8868** check here		**b Balance due** (Form 8868, line 3c)	5b
6a	**Form 990-T** check here		**b Total tax** (Form 990-T, Part III, line 4)	6b
7a	**Form 4720** check here		**b Total tax** (Form 4720, Part III, line 1)	7b
8a	**Form 5227** check here		**b FMV of assets at end of tax year** (Form 5227, Item D)	8b
9a	**Form 5330** check here		**b Tax due** (Form 5330, Part II, line 19)	9b
10a	**Form 8038-CP** check here		**b Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☒ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of this electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize H AND R BLOCK to enter my PIN 37582 as my signature
ERO firm name
Enter five numbers, but do not enter all zeros

on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 433632 48034

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature _____ Date _____

ERO Must Retain This Form – See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

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Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning , 2023, and ending , 20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
JOHNSTOWN VOLUNTEER FIRE DEPT

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
4597 JOHNSTOWN RD

City or town, state or province, country, and ZIP or foreign postal code
LOST CREEK WV 26385

D Employer identification number
55-0637582

E Telephone number
(304) 622-8775

F Group Exemption Number

G Accounting Method: ☒ Cash ☐ Accrual Other (specify):

H Check ☒ if the organization is not required to attach Schedule B (Form 990).

I Website: N/A

J Tax-exempt status (check only one) -- ☒ 501(c)(3) ☐ 501(c)( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other:

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ ..... $ 107,161

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ..... ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	107,084
	2	Program service revenue including government fees and contracts	2	65
	3	Membership dues and assessments	3	
	4	Investment income	4	10
	5a	Gross amount from sale of assets other than inventory — 5a		
	b	Less: cost or other basis and sales expenses — 5b		
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than $15,000) — 6a		
	b	Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) — 6b		
	c	Less: direct expenses from gaming and fundraising events — 6c		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
	7a	Gross sales of inventory, less returns and allowances — 7a		
	b	Less: cost of goods sold — 7b		
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	
	8	Other revenue (describe in Schedule O)	8	2
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	107,161
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	400
	14	Occupancy, rent, utilities, and maintenance	14	4,946
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	57,518
	17	**Total expenses.** Add lines 10 through 16	17	62,864
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	44,297
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	282,827
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	327,124

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Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II ☐

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	187,566	22	175,728
23	Land and buildings	45,809	23	44,054
24	Other assets (describe in Schedule O)	146,052	24	180,703
25	**Total assets**	379,427	25	400,485
26	**Total liabilities** (describe in Schedule O)	96,600	26	73,361
27	**Net assets or fund balances** (line 27 of column (B) must agree with line 21)	282,827	27	327,124

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III ☒

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

What is the organization's primary exempt purpose? FIRE PROTECTION AND PREVENTIO

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 SEE ATTACHMENT

(Grants $ 107,084) If this amount includes foreign grants, check here ☐ 28a 62,232

29

(Grants $) If this amount includes foreign grants, check here ☐ 29a

30

(Grants $) If this amount includes foreign grants, check here ☐ 30a

31 Other program services (describe in Schedule O)

(Grants $) If this amount includes foreign grants, check here ☐ 31a

32 **Total program service expenses** (add lines 28a through 31a) 32 62,232

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated -- see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV ☒

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SEE ATTACHMENT				

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Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34		X
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		X
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		X
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		X
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		X
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911: ____; section 4912: ____; section 4955 ____			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ____			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ____			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		X
41	List the states with which a copy of this return is filed WV			
42a	The organization's books are in care of SEE ATTACHMENT Telephone no. ____ Located at: ____ ZIP + 4 ____			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b		X
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ____	42c		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** -- Check here ☐ and enter the amount of tax-exempt interest received or accrued during the tax year 43			

			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		X
c	Did the organization receive any payments for indoor tanning services during the year?	44c		X
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O N/A	44d		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		X
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b		X

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		Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		X
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		X
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If "Yes," was the related organization a section 527 organization?	49b		X

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SEE ATTACHMENT				

f Total number of other employees paid over $100,000 .....

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
SEE ATTACHMENT #6		

d Total number of other independent contractors each receiving over $100,000 .....

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ..... ☐ Yes ☒ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	DEBRA GRAY TREASURER	
	Type or print name and title	

	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Paid Preparer Use Only	DIANE ADAMS				P00048034
	Firm's name H AND R BLOCK			Firm's EIN	431871840
	Firm's address 1301 MAIN ST STE 107H			Phone no.	800-472-5625

May the IRS discuss this return with the preparer shown above? See instructions ..... ☒ Yes ☐ No

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SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization	Employer identification number
JOHNSTOWN VOLUNTEER FIRE DEPT	55-0637582

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☐ An organization that normally receives (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . ☐

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

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Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	107,084	90,492	79,867	87,908	107,084	472,435
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	107,084	90,492	79,867	87,908	107,084	472,435
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						472,435

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	107,084	90,492	79,867	87,908	107,084	472,435
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	23	23	11	9	10	76
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	1,158	606	581		67	2,412
11 **Total support.** Add lines 7 through 10						474,923
12 Gross receipts from related activities, etc. (see instructions)					12	

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14	Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f))	14	99.48 %
15	Public support percentage from 2022 Schedule A, Part II, line 14	15	%

16a **33 1/3% support test -- 2023.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test -- 2022.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10%-facts-and-circumstances test -- 2023.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10%-facts-and-circumstances test -- 2022.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

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Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCH A PART II SECTION B LINE 10 - CPR CLASS 65, REFUND 2

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SCHEDULE O (Form 990)	Supplemental Information to Form 990 or 990-EZ	OMB No. 1545-0047
Department of the Treasury Internal Revenue Service	Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information. Attach to Form 990 or Form 990-EZ. Go to www.irs.gov/Form990 for the latest information.	2023 Open to Public Inspection

Name of the organization	Employer identification number
JOHNSTOWN VOLUNTEER FIRE DEPT	55-0637582

PART I LINE 8 - REFUND

PART I LINE 16 - INSURANCE 10585, WORKERS COMP 1448, ADMIN 632, EQUIP 4522, INTEREST 2930, DEPRECIATION 18167, FUEL 550, TRAINING 455, POLE BLDG 7308, DUES 100, TRUCK DETAIL 10821

PART II LINE 24 - FIRE TRUCKS AND RESCUE VEHICLES

PART II LINE 26 - BALANCE ON LOAN 7478700 AT HARRISON COUNTY BANK

PART IV - NO ONE IS COMPENSATED. ALL ARE VOLUNTEERS

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2023 FORM 990 PRIMARY EXEMPT PURPOSE

ATTACHMENT 1: PAGE 1 - 990-EZ PAGE 2, PART III

OPEN TO PUBLIC INSPECTION

For calendar year 2023, or tax period beginning , and ending .

Name of Organization	Employer Identification Number
JOHNSTOWN VOLUNTEER FIRE DEPT	55-0637582

Primary Purpose
FIRE PROTECTION AND PREVENTION

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2023 FORM 990 PROGRAM SERVICE ACCOMPLISHMENT

ATTACHMENT 2: PAGE 1 - 990-EZ PAGE 3, PART III

OPEN TO PUBLIC INSPECTION

For calendar year 2023, or tax period beginning , and ending

Name of Organization	Employer Identification Number
JOHNSTOWN VOLUNTEER FIRE DEPT	55-0637582

Part III - Statement of Program Service Accomplishments

Grants and allocations	107,084	Amount includes foreign grants	Program service expenses	62,232

Exempt Purpose Achievements

JOHNSTOWN VOL FIRE DEPARTMENT PROVIDED FIRE PROTECTION AND PREVENTION FOR THE VILLAGE OF JOHNSTOWN AND THE SURROUNDING RURAL AREA. THIS INCLUDES A POPULATION OF AT LEAST 400. JOHNSTOWN AND THE ENVIRONS ARE NOT NEAR TO ANY OTHER FIRE SERVICES. THIS IS ENTIRELY A VOLUNTEER ORGANIZATION.

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2023 FORM 990 CURRENT OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

ATTACHMENT 3: PAGE 1 - 990-EZ PAGE 2, PART IV

OPEN TO PUBLIC INSPECTION

For calendar year 2023, or tax period beginning , and ending .

Name of Organization: JOHNSTOWN VOLUNTEER FIRE DEPT

Employer Identification Number: 55-0637582

(A) Name and Title	(B) Average hours per week devoted to position	(C) Compensation (Form W-2/1099-MISC) (if not paid, enter -0-)	(D) Cont. to employee ben. plans & def. comp.	(E) Expense account & other compensation
JOHN CHAPMAN FIRE CHIEF	2.00	0	0	0
WAYNE LEWIS PRESIDENT	1.00	0	0	0
JEFF ALBRIGHT VICE PRESIDENT	1.00	0	0	0
KEITH MARPLE SECRETARY	1.00	0	0	0
DEBRA GRAY TREASURER	2.00	0	0	0

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2023 FORM 990 BOOKS ARE IN CARE OF

ATTACHMENT 4 - 990-EZ PAGE 3, PART V, LINE 42A

OPEN TO PUBLIC INSPECTION

For calendar year 2023, or tax period beginning , and ending .

Name of Organization	Employer Identification Number
JOHNSTOWN VOLUNTEER FIRE DEPT	55-0637582

Part V - Line 42a

Individual Name ..... DEBRA GRAY

or

Business Name:

Street Address ..... 2356 ROOTING CREEK RD

U.S. Address:

Zip code 26385 City LOST CREEK State WV

or

Foreign Address

City .....

Province or State .....

Country .....

Postal code .....

Phone Number ..... (304)622-8775

Fax Number .....

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2023 FORM 990 FIVE HIGHEST COMPENSATED EMPLOYEES

ATTACHMENT 5: FORM 990-EZ, PAGE 4, PART VI, LINE 50

OPEN TO PUBLIC INSPECTION

For calendar year 2023, or tax period beginning , and ending .

Name of Organization: JOHNSTOWN VOLUNTEER FIRE DEPT

Employer Identification Number: 55-0637582

Part VI Five Highest Compensated Employees Other Than Officers, Directors, and Trustees and Key Employees

(a) Name and Title of Each Employee Paid More Than $100,000	(b) Title and Average Hours Per Week Devoted to Position	(c) Reportable Compensation Forms W-2/ 1099-MISC	(d) Health benefits, Contributions to Empl. Benefit Plans & Deferred Compensation	(e) Estimated amt of other compenstions
NONE				

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2023 FORM 990 PART VI – FIVE HIGHEST COMPENSATED INDEPENDENT CC

OPEN TO PUBLIC INSPECTION	For Calendar year 2023, or tax year period beginning	and enc

Name of Organization	Employer Id
JOHNSTOWN VOLUNTEER FIRE DEPT	55-0637

(a) Name and address of each independent contractor paid more than $100,000
NONE

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Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)

Attach to your tax return.
Go to www.irs.gov/Form4562 for instructions and the latest information.

OMB No. 1545-0172
2023
Attachment Sequence No. **179**

Name(s) shown on return	Business or activity to which this form relates	Identifying number
JOHNSTOWN VOLUNTEER FIRE DEPT	FOR FORM 990	55-0637582

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (busn. use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2022 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions.	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2024. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2023	17	15,614
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐		

Section B — Assets Placed in Service During 2023 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depr. (business/investment use only — see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C — Assets Placed in Service During 2023 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	2,553
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations — see instructions	22	18,167
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Part V Listed Property (Include automobiles, certain other vehicles, certain aircraft, and property used for entertainment, recreation, or amusement.)

Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete **only** 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

Section A — Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)

24a Do you have evidence to support the business/investment use claimed? [X] Yes [ ] No 24b If "Yes," is the evidence written? [X] Yes [ ] No

(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Busn./ investment use percentage	(d) Cost or other basis	(e) Basis for depr. (busn./investment use only)	(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elected section 179 cost
25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use. See instructions						25		
26 Property used more than 50% in a qualified business use:								
23 FORD F1	04-18-2023	100.0%	51,063	51,063	10	SLHY	2,553	
		%						
		%						
27 Property used 50% or less in a qualified business use:								
		%				S/L-		
		%				S/L-		
		%				S/L-		
28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1						28	2,553	
29 Add amounts in column (i), line 26. Enter here and on line 7, page 1						29		

Section B — Information on Use of Vehicles

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person. If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

	(a) Vehicle 1		(b) Vehicle 2		(c) Vehicle 3		(d) Vehicle 4		(e) Vehicle 5		(f) Vehicle 6	
30 Total business/investment miles driven during the year (don't include commuting miles)	2000											
31 Total commuting miles driven during the year												
32 Total other personal (noncommuting) miles driven												
33 Total miles driven during the year. Add lines 30 through 32	2000											
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
34 Was the vehicle available for personal use during off-duty hours?	[ ]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
35 Was the vehicle used primarily by a more than 5% owner or related person?	[ ]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
36 Is another vehicle available for personal use?	[ ]	[X]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Section C — Questions for Employers Who Provide Vehicles for Use by Their Employees

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who **aren't** more than 5% owners or related persons. See instructions.

	Yes	No
37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	[ ]	[ ]
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners	[ ]	[ ]
39 Do you treat all use of vehicles by employees as personal use?	[ ]	[ ]
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received?	[ ]	[ ]
41 Do you meet the requirements concerning qualified automobile demonstration use? See instructions	[ ]	[ ]

Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," don't complete Section B for the covered vehicles.

Part VI Amortization

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year
42 Amortization of costs that begins during your 2023 tax year (see instructions):					
43 Amortization of costs that began before your 2023 tax year				43	
44 Total. Add amounts in column (f). See the instructions for where to report				44	

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2023 AUTO EXPENSE WORKSHEET

JOHNSTOWN VOLUNTEER FIRE DEPT
55-0637582

Keep for Your Records

VEHICLE INFORMATION

1.	Vehicle description	1.	23 FORD F150
2.	Carried to form or schedule	2.	FORM 990
3.	Date vehicle was placed in service	3.	04-18-2023
4.	Odometer beginning mileage _____ ending mileage _____		

CALCULATION OF BUSINESS USE PERCENTAGES

5.	Total business mileage driven during the year	5.	2,000
6.	Total commuting mileage driven during the year	6.	
7.	Total other personal mileage driven during the year	7.	
8.	Total mileage driven during the year	8.	2,000
9.	Business use percentage (line 5 divided by line 8)	*9.	100.00 %

	CALCULATION OF THE ACTUAL EXPENSE METHOD	Input			Deduction Allowed
10.	Parking fees and tolls			10.	
11.	Gasoline and oil		x Line 9	11.	
12.	Repairs		x Line 9	12.	
13.	Licensing fees		x Line 9	13.	
14.	Registration fees		x Line 9	14.	
15.	Insurance		x Line 9	15.	
16.	Other expenses		x Line 9	16.	
17.	Total automobile expenses (line 10 through 16) (carries to auto expense line of form on line 2)			17.	
18.	Property tax (carries to taxes line of form on line 2)		x Line 9	18.	
19.	Interest expense (carries to interest expense line of form on line 2)		x Line 9	19.	
20.	Lease payments		x Line 9	20.	
21.	Inclusion amount		x Line 9	21.	
22.	Total lease expense (line 20 less line 21) (carries to lease expense line of form on line 2)			22.	
23.	Section 179 expense deduction			*23.	
24.	Special depreciation allowance			**24.	
25.	Current depreciation expense			**25.	2,553
26.	Total depreciation expense (lines 23 through 25) (carries to depreciation expense line of form on line 2)			26.	2,553
27.	Value of employer-provided vehicle		x Line 9	27.	
28.	Total expenses using Actual Expense Method (total of lines 17, 18, 19, 22, 26, and 27)			28.	2,553

* Not subject to business use percentage.

** Already adjusted for business use percentage.

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STATEMENT #1 - OCCUPANCY, RENT, UTILITIES (990-EZ PG 1 LINE 14)

UTILITIES	4,196	
BUILDING MAINTENANCE	750	
TOTAL CARRIED TO 990-EZ PG 1 LINE 14		4,946

STATEMENT #2 - OTHER EXPENSES (EOEZ PG 1 LINE 16)

INSURANCE	10,585	
WORKERS COMP	1,448	
ADMINISTRATIVE EXPENSES	632	
EQUIPMENT	4,522	
INTEREST ON LOAN	2,930	
DEPRECIATION	18,167	
FUEL	550	
TRAINING	455	
POLE BLDG	7,308	
DUES	100	
TRUCK DETAIL	10,821	
TOTAL CARRIED TO EOEZ PG 1 LINE 16		57,518

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C-4

Sun Valley Public Service District

Regular Board Meeting

Tuesday, April 8, 2025

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

Present	Employees	Also Present
Connor Thompson	Kevin Short	Cody Turner
Sandra Patterson		Zack Dobbins

1. **Approval of Minutes**
   Connor Thompson made a motion to approve the minutes from the Regular Board meeting on Tuesday March 11, 2025, as read. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Connor Thompson made a motion to approve the Check Signed Document dated 3/11/25 through 4/8/25. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

3. **Phase IIIA Sewer Project**
   Zack Dobbins informed the Board that he had the 9th Payment Request for the Phase IIIA Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #9 for the Phase IIIA Sewer Project, with $13,947.90 going to Thrasher Engineering; and $1,100.00 going to JD Utilities and $27,651.55 going to Pro Contracting for a grand total of $42,699.45, to be submitted to IJDC and Harrison County ARPA. Connor Thompson seconded the motion. All in favor, none opposed and none abstained**

4. **Phase IIIB Sewer Project**
   Zack Dobbins informed the Board that he had the 3rd Payment Request for the Phase IIIB Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #3 for the Phase IIIB Sewer Project, with $31,960.00 going to Thrasher Engineering; for a grand total of $31,960.00, to be submitted to WVDEP (SRF) and IJDC and EEG and the Harrison County Commission ARPA. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

5. **Thrasher Engineering Progress Report**
   Cody gave the Board a progress report on the construction and he said the Contractor wasn't able to make it today.

   Phase IIIA – They had their substantial completion walk through today. The contractors have change order #1 where they replaced the gravity line between MH E-1 to MH E1-A. Lift stations #1 and 2 are up and running. The Contractor's reached substantial completion on March 31, 2025. They are 196/240 days to Final Completion (82%) which includes Change

Order #1. The Construction is 89% Complete, as of today. Cody said the Inspection Budget is 80% complete, as of today and this includes Amendment #2. The next steps will be to get the punch list completed and to get the final completion. Cody said they will then be sending them a letter requesting all of their final documents to get their last pay application. After discussion, **Sandra Patterson made a motion to accept the certificate of substantial completion for Phase IIIA Sewer Project. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

Phase IIIB – Cody said he spoke to the Contractor and they are looking to start work in approximately one month. Kevin said they should be getting in the pipe next week.

Indian Run – Cody said that Kevin and Gregg were planning on going to the Infrastructure Council meeting on April 2, 2025, but they cancelled it. Cody said that he thought they were going to try to have it towards the end of the month as the Governor's office is taking a closer look at some of the Projects and some of the things going through. Much more discussion was about Indian Run.

Lake Floyd - Kevin informed the Board that we submit our invoice to Lake Floyd (Steve Turner and April Hinkle, the accountant) at the end of every month. He said that Steve Turner had surgery and our check didn't get signed until the 31st of the month. Kevin said that he called Steve Turner and told him that we wanted to set up a checking account for us to put monies in for Lake Floyd. Kevin and the Board discussed in detail.

6. **Manager's Report**

A. Kevin provided the Board with copies of the Delinquency Report Summary showing the total amounts still past due before charges were created on March 27, 2025 and discussed.

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

C. Kevin provided the Board with a copy of the Water Loss Report for July 2024 through June 2025. Kevin informed the Board that we had a Water Loss of 33.68 % for the month of March, 2025. He said that we have a 19.53% adjusted Water Loss for FY 2024-2025. Kevin and the Board discussed this in detail.

D. Kevin provided the Board with a copy of the Water and Sewer spreadsheets that show the total amount billed compared to the total amount purchased for the month of March, 2025 and discussed.

E. Kevin provided the Board with a copy of the Vendor Invoice Report dated 03/31/25 and discussed.

F. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water to Water working Capital Reserve Savings Account for FY 2024-2025 and discussed.

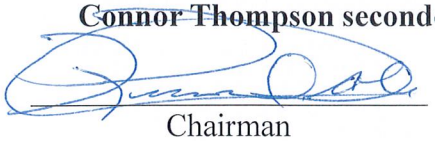
G. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer to Sewer Working Capital Reserve Savings Account for FY 2024-2025 and discussed.

7. **Employee Issues**

Kevin discussed with the Board the changes that was made in Sun Valley PSD and Enlarged Hepzibah PSD Employee Handbook. After discussion, **Sandra Patterson made a motion to approve the Sun Valley PSD and Hepzibah PSD Employees Handbook revised rules, regulations and procedures, dated April 8, 2025. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

8. **Next Board Meeting**
Sandra Patterson announced that the next Board meeting would be May 13, 2025.

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



Chairman



Treasurer

aja

Secretary

C-5

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

** OPEN INVOICES ** DUE DATE: 4/30/25 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 4/30/25 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 651 000 00	MAINTENANCE OF MAINS	1	323.91	1	323.91
B	80 651 100 00	MAINTENANCE OF MAINS	6	4,850.61	6	4,850.61
B	80 651 200 00	MAINTENANCE OF MAINS-HYDRANTS	1	367.34	1	367.34
B	80 663 000 00	METER EXPENSES	2	6,828.06	2	6,828.06
B	80 921 000 00	OFFICE SUPPLIES & OTHER EXP	2	31.46	2	31.46
B	80 921 600 00	OFFICE SUPPLIES - POSTAGE	4	22.33	4	22.33
	FUND# 80	WATER FUND	16	12,423.71	16	12,423.71
B	81 703 000 00	SUPPLIES & EXPENSES	2	425.56	2	425.56
B	81 725 000 00	PUMPING MAINTENANCE	1	7,560.00	1	7,560.00
B	81 781 000 00	BILLING & COLLECTING	8	57.70	8	57.70
B	81 793 000 00	GENERAL & MISC SUPPLIES & EXP	2	13.48	2	13.48
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	23	29,930.72	23	29,930.72
B	81 803 250 00	LAKE FLOYD MAINTENANCE HELP SW	1	156.92	1	156.92
	FUND# 81	SEWER FUND	37	38,144.38	37	38,144.38
		ALL FUNDS	53	50,568.09	53	50,568.09

C-6

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
04/01/2025 - 04/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	221,673.17	203,958.33	17,714.84	96.00%
COONS RUN O&M AGREEMENT	6,349.95	3,850.00	2,499.95	2.75%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	880.48	83.33	797.15	0.38%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	500.00	500.00	-	0.22%
TAP FEES	1,500.00	-	1,500.00	0.65%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	230,903.60	208,391.67	22,511.93	
EXPENSES				
ACCT, BILLING, & COLLECTING	6,319.70	6,350.00	(30.30)	3.19%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	250.00	58.33	191.67	0.13%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	24,610.85	24,610.83	0.02	12.41%
DIRECTORS FEES	418.66	533.33	(114.67)	0.21%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	9,523.86	7,050.00	2,473.86	4.80%
LAB SERVICE	480.10	1,058.33	(578.23)	0.24%
LABOR	38,305.09	30,091.67	8,213.42	19.32%
MAINTENANCE	8,691.55	15,108.33	(6,416.78)	4.38%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	-	141.67	(141.67)	0.00%
OUTSIDE SERVICES/CONTRACT LABOR	6,854.15	4,233.33	2,620.82	3.46%
POWER PURCHASED	3,556.06	3,941.67	(385.61)	1.79%
PROPERTY/LIABILITY & INJURIES INSURANCE	523.31	2,366.67	(1,843.36)	0.26%
REGULATORY COMMISSION	-	875.00	(875.00)	0.00%
RENEWAL & REPLACEMENT	2,333.64	5,541.67	(3,208.03)	1.18%
RENT EXPENSE	2,500.00	2,500.00	-	1.26%
TAXES	3,218.59	2,341.67	876.92	1.62%
TRANSPORTATION	5,843.90	2,791.67	3,052.23	2.95%
UTILITIES	895.11	816.67	78.44	0.45%
WATER PURCHASED	83,923.53	87,485.00	(3,561.47)	42.33%
TOTAL EXPENSES	198,248.10	197,895.83	352.27	
NET SURPLUS (DEFICIT)	32,655.50	10,495.83	22,159.67	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
04/01/2025 - 04/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	251,413.92	230,791.67	20,622.25	94.37%
COONS RUN O&M AGREEMENT	-	-	-	0.00%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.94%
INTEREST INCOME	4,385.59	83.33	4,302.26	1.65%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	500.00	-	500.00	0.19%
UNUSUAL CHARGE	7,612.53	7,483.33	129.20	2.86%
TOTAL INCOME	266,412.04	240,858.33	25,553.71	
EXPENSES				
ACCT, BILLING, & COLLECTING	3,805.22	1,800.00	2,005.22	1.29%
BRIDGEPORT SANITARY BOARD	5,997.11	8,858.33	(2,861.22)	2.03%
TOWN OF WORTHINGTON	4,004.89	3,150.00	854.89	1.35%
CHEMICALS	-	1,791.67	(1,791.67)	0.00%
CLARKSBURG SANITARY BOARD	2,636.82	4,125.00	(1,488.18)	0.89%
DEBT SERVICE	112,379.86	112,379.83	0.03	37.98%
DIRECTORS FEES	381.34	533.33	(151.99)	0.13%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	6,425.64	7,408.33	(982.69)	2.17%
LAB SERVICE	679.20	916.67	(237.47)	0.23%
LABOR	21,176.20	26,741.67	(5,565.47)	7.16%
MAINTENANCE	26,580.07	15,450.00	11,130.07	8.98%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	2,943.76	1,891.67	1,052.09	0.99%
OUTSIDE SERVICES/CONTRACT LABOR	16,502.23	14,833.33	1,668.90	5.58%
POWER PURCHASED	18,858.49	14,850.00	4,008.49	6.37%
PROPERTY/LIABILITY & INJURIES INSURANCE	476.69	2,466.67	(1,989.98)	0.16%
REGULATORY COMMISSION	-	825.00	(825.00)	0.00%
RENEWAL & REPLACEMENT	64,519.00	8,766.67	55,752.33	21.80%
RENT EXPENSE	-	-	-	0.00%
TAXES	1,327.54	2,083.33	(755.79)	0.45%
TRANSPORTATION	5,322.93	2,500.00	2,822.93	1.80%
UTILITIES	1,902.03	1,841.67	60.36	0.64%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	295,919.02	233,213.17	62,705.85	
NET SURPLUS (DEFICIT)	(29,506.98)	7,645.17	(37,152.15)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
04/01/2025 - 04/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	473,087.09	434,750.00	38,337.09	95.13%
COONS RUN O&M AGREEMENT	6,349.95	3,850.00	2,499.95	1.28%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.50%
INTEREST INCOME	5,266.07	166.67	5,099.40	1.06%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	500.00	500.00	-	0.10%
TAP FEES	2,000.00	-	2,000.00	0.40%
UNUSUAL CHARGE	7,612.53	7,483.33	129.20	1.53%
TOTAL INCOME	497,315.64	449,250.00	48,065.64	
EXPENSES				
ACCT, BILLING, & COLLECTING	10,124.92	8,150.00	1,974.92	2.05%
BRIDGEPORT SANITARY BOARD	5,997.11	8,858.33	(2,861.22)	1.21%
TOWN OF WORTHINGTON	4,004.89	3,150.00	854.89	0.81%
CHEMICALS	250.00	1,850.00	(1,600.00)	0.05%
CLARKSBURG SANITARY BOARD	2,636.82	4,125.00	(1,488.18)	0.53%
DEBT SERVICE	136,990.71	136,990.67	0.04	27.72%
DIRECTORS FEES	800.00	1,066.67	(266.67)	0.16%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	15,949.50	14,458.33	1,491.17	3.23%
LAB SERVICE	1,159.30	1,975.00	(815.70)	0.23%
LABOR	59,481.29	56,833.33	2,647.96	12.04%
MAINTENANCE	35,271.62	30,558.33	4,713.29	7.14%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	2,943.76	2,033.33	910.43	0.60%
OUTSIDE SERVICES/CONTRACT LABOR	23,356.38	19,066.67	4,289.71	4.73%
POWER PURCHASED	22,414.55	18,791.67	3,622.88	4.54%
PROPERTY/LIABILITY & INJURIES INSURANCE	1,000.00	4,833.33	(3,833.33)	0.20%
REGULATORY COMMISSION	-	1,700.00	(1,700.00)	0.00%
RENEWAL & REPLACEMENT	66,852.64	14,308.33	52,544.31	13.53%
RENT EXPENSE	2,500.00	2,500.00	-	0.51%
TAXES	4,546.13	4,425.00	121.13	0.92%
TRANSPORTATION	11,166.83	5,291.67	5,875.16	2.26%
UTILITIES	2,797.14	2,658.33	138.81	0.57%
WATER PURCHASED	83,923.53	87,485.00	(3,561.47)	16.98%
TOTAL EXPENSES	494,167.12	431,109.00	63,058.12	
NET SURPLUS (DEFICIT)	3,148.52	18,141.00	(14,992.48)	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2024 -04/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	2,235,943.40	2,039,583.33	196,360.07	96.69%
COONS RUN O&M AGREEMENT	44,147.09	38,500.00	5,647.09	1.91%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	14,820.42	833.33	13,987.09	0.64%
MISCELLANEOUS/RECONNECT FEES	2,732.05	-	2,732.05	0.12%
QUIET DELL LEASE	6,500.00	5,000.00	1,500.00	0.28%
TAP FEES	8,400.00	-	8,400.00	0.36%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	2,312,542.96	2,083,916.67	228,626.29	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	66,652.05	63,500.00	3,152.05	2.85%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	1,965.00	583.33	1,381.67	0.08%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	246,108.50	246,108.33	0.17	10.53%
DIRECTORS FEES	5,829.82	5,333.33	496.49	0.25%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	90,510.51	70,500.00	20,010.51	3.87%
LAB SERVICE	8,724.10	10,583.33	(1,859.23)	0.37%
LABOR	379,910.28	300,916.67	78,993.61	16.25%
MAINTENANCE	183,436.11	151,083.33	32,352.78	7.85%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	902.58	1,416.67	(514.09)	0.04%
OUTSIDE SERVICES/CONTRACT LABOR	126,085.46	42,333.33	83,752.13	5.39%
POWER PURCHASED	35,943.19	39,416.67	(3,473.48)	1.54%
PROPERTY/LIABILITY & INJURIES INSURANCE	28,588.67	23,666.67	4,922.00	1.22%
REGULATORY COMMISSION	10,679.68	8,750.00	1,929.68	0.46%
RENEWAL & REPLACEMENT	147,925.98	55,416.67	92,509.31	6.33%
RENT EXPENSE	25,000.00	25,000.00	-	1.07%
TAXES	31,832.79	23,416.67	8,416.12	1.36%
TRANSPORTATION	28,676.20	27,916.67	759.53	1.23%
UTILITIES	8,297.43	8,166.67	130.76	0.35%
WATER PURCHASED	910,467.14	874,850.00	35,617.14	38.95%
TOTAL EXPENSES	2,337,535.49	1,978,958.33	358,577.16	100.00%
NET SURPLUS (DEFICIT)	(24,992.53)	104,958.33	(129,950.86)	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2024-04/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	2,337,110.20	2,307,916.67	29,193.53	93.24%
COONS RUN O&M AGREEMENT	-	-	-	0.00%
FACILITIES CHARGE	25,000.00	25,000.00	-	1.00%
INTEREST INCOME	52,297.90	833.33	51,464.57	2.09%
MISCELLANEOUS/RECONNECT FEES	22.94	-	22.94	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	2,150.00	-	2,150.00	0.09%
UNUSUAL CHARGE	89,874.61	74,833.33	15,041.28	3.59%
TOTAL INCOME	2,506,455.65	2,408,583.33	97,872.32	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	18,740.45	18,000.00	740.45	0.73%
BRIDGEPORT SANITARY BOARD	66,927.22	88,583.33	(21,656.11)	2.62%
TOWN OF WORTHINGTON	33,234.45	31,500.00	1,734.45	1.30%
CHEMICALS	-	17,916.67	(17,916.67)	0.00%
CLARKSBURG SANITARY BOARD	25,019.52	41,250.00	(16,230.48)	0.98%
DEBT SERVICE	1,123,798.60	1,123,798.33	0.27	44.01%
DIRECTORS FEES	5,270.18	5,333.33	(63.15)	0.21%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	68,669.70	74,083.33	(5,413.63)	2.69%
LAB SERVICE	10,156.50	9,166.67	989.83	0.40%
LABOR	259,097.97	267,416.67	(8,318.70)	10.15%
MAINTENANCE	249,170.60	154,500.00	94,670.60	9.76%
MISCELLANEOUS EXPENSE	5.00	-	5.00	0.00%
OFFICE SUPPLIES & EXPENSE	17,714.22	18,916.67	(1,202.45)	0.69%
OUTSIDE SERVICES/CONTRACT LABOR	240,429.38	148,333.33	92,096.05	9.42%
POWER PURCHASED	138,285.63	148,500.00	(10,214.37)	5.42%
PROPERTY/LIABILITY & INJURIES INSURANCE	25,600.33	24,666.67	933.66	1.00%
REGULATORY COMMISSION	10,369.16	8,250.00	2,119.16	0.41%
RENEWAL & REPLACEMENT	197,375.34	87,666.67	109,708.67	7.73%
RENT EXPENSE	-	-	-	0.00%
TAXES	16,135.83	20,833.33	(4,697.50)	0.63%
TRANSPORTATION	26,022.68	25,000.00	1,022.68	1.02%
UTILITIES	21,288.64	18,416.67	2,871.97	0.83%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	2,553,311.40	2,332,131.67	221,179.73	100.00%
NET SURPLUS (DEFICIT)	(46,855.75)	76,451.67	(123,307.42)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2024 -04/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	4,573,053.60	4,347,500.00	225,553.60	94.90%
COONS RUN O&M AGREEMENT	44,147.09	38,500.00	5,647.09	0.92%
FACILITIES CHARGE	25,000.00	25,000.00	-	0.52%
INTEREST INCOME	67,118.32	1,666.67	65,451.65	1.39%
MISCELLANEOUS/RECONNECT FEES	2,754.99	-	2,754.99	0.06%
QUIET DELL LEASE	6,500.00	5,000.00	1,500.00	0.13%
TAP FEES	10,550.00	-	10,550.00	0.22%
UNUSUAL CHARGE	89,874.61	74,833.33	15,041.28	1.87%
TOTAL INCOME	4,818,998.61	4,492,500.00	326,498.61	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	85,392.50	81,500.00	3,892.50	1.75%
BRIDGEPORT SANITARY BOARD	66,927.22	88,583.33	(21,656.11)	1.37%
TOWN OF WORTHINGTON	33,234.45	31,500.00	1,734.45	0.68%
CHEMICALS	1,965.00	18,500.00	(16,535.00)	0.04%
CLARKSBURG SANITARY BOARD	25,019.52	41,250.00	(16,230.48)	0.51%
DEBT SERVICE	1,369,907.10	1,369,906.67	0.43	28.01%
DIRECTORS FEES	11,100.00	10,666.67	433.33	0.23%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	159,180.21	144,583.33	14,596.88	3.25%
LAB SERVICE	18,880.60	19,750.00	(869.40)	0.39%
LABOR	639,008.25	568,333.33	70,674.92	13.07%
MAINTENANCE	432,606.71	305,583.33	127,023.38	8.85%
MISCELLANEOUS EXPENSE	5.00	-	5.00	0.00%
OFFICE SUPPLIES & EXPENSE	18,616.80	20,333.33	(1,716.53)	0.38%
OUTSIDE SERVICES/CONTRACT LABOR	366,514.84	190,666.67	175,848.17	7.49%
POWER PURCHASED	174,228.82	187,916.67	(13,687.85)	3.56%
PROPERTY/LIABILITY & INJURIES INSURANCE	54,189.00	48,333.33	5,855.67	1.11%
REGULATORY COMMISSION	21,048.84	17,000.00	4,048.84	0.43%
RENEWAL & REPLACEMENT	345,301.32	143,083.33	202,217.99	7.06%
RENT EXPENSE	25,000.00	25,000.00	-	0.51%
TAXES	47,968.62	44,250.00	3,718.62	0.98%
TRANSPORTATION	54,698.88	52,916.67	1,782.21	1.12%
UTILITIES	29,586.07	26,583.33	3,002.74	0.60%
WATER PURCHASED	910,467.14	874,850.00	35,617.14	18.62%
TOTAL EXPENSES	4,890,846.89	4,311,090.00	579,756.89	100.00%
NET SURPLUS (DEFICIT)	(71,848.28)	181,410.00	(253,258.28)	

GREATER HARRISON COUNTY PSD - WATER
Statement of Cash Flows
April 2025

OPERATING ACTIVITIES		
Net Income (Loss)	$	32,655.50
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Receivable	$	340.95
Accounts Payable	$	(24,265.89)
Customer Deposits	$	1,408.38
Due (From) To Sewer Fund	$	14,205.83
Net cash provided by Operating Activities	$	24,344.77
INVESTING ACTIVITIES		
Fixed Assets Projects	$	(225,667.79)
Interest Income	$	-
Net cash provided by Investing Activities	$	(225,667.79)
FINANCING ACTIVITIES		
5.5 Agreement	$	-
Grants/Loans	$	225,667.79
Net cash provided by Financing Activities	$	225,667.79
Net cash increase (decrease)for period	$	24,344.77
Cash at beginning of period	$	1,348,004.46
Cash at end of period	**$**	**1,372,349.23**
Unrestricted Cash	$	597,462.34
Restricted Cash		
Depreciation Reserve	$	173,609.58
Bond Commission Sweep	$	26,503.00
Construction	$	33.26
ARPA	$	100.00
SB 234	$	140,500.00
Customer Deposits	$	16,643.72
CD-Customer Deposits	$	64,645.16
CD-Depreciation Reserve	$	272,083.42
CD-SB 234	$	80,768.75
Total Restricted Cash	$	774,886.89
Total Unrestricted & Restricted Cash	**$**	**1,372,349.23**
	$	-

GREATER HARRISON COUNTY PSD - SEWER
Statement of Cash Flows
April 2025

OPERATING ACTIVITIES		
Net Income (Loss)	$	(29,506.98)
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Payable	$	15,067.64
Customer Deposits	$	1,436.87
Payroll Liabilities	$	(5,396.50)
Due (From) To Water Fund	$	(14,205.83)
Net cash provided by Operating Activities	$	(32,604.80)
INVESTING ACTIVITIES		
Interest Income	$	-
Fixed Assets	$	(1,079,139.46)
Net cash provided by Investing Activities	$	(1,079,139.46)
FINANCING ACTIVITIES		
	$	-
Loan Payment	$	(848.89)
Draw on Bond & Grants	$	1,017,278.46
Net cash provided by Financing Activities	$	1,016,429.57
Net cash increase (decrease) for period	$	(95,314.69)
Cash at beginning of period	$	2,646,203.95
Cash at end of period	**$**	**2,550,889.26**
Unrestricted Cash	$	746,919.50
Restricted Cash		
Construction Account	$	1,898.85
Depreciation Reserve	$	597,307.49
Rural Development Reserve	$	-
Bond Commission Sweep	$	74,322.76
ARPA	$	100.00
SB 234	$	145,000.00
Customer Deposits	$	114,722.65
CD-Customer Deposits	$	107,762.04
CD-Depreciation Reserve	$	655,178.07
CD-Rural Development Reserve	$	26,909.15
CD-SB 234	$	80,768.75
Total Restricted Cash	$	1,803,969.76
Total Unrestricted & Restricted Cash	**$**	**2,550,889.26**
	$	-