Harrison County Commission Meeting
Wednesday, March 19, 2025
10:00 A.M.

The Harrison County Commission Meeting is held on the 3rd floor of the Harrison County General Services Building (229 South 3rd St.), if you are unable to attend in person, you may join and listen via Zoom Conference Call by the following steps. Public participation will only be allowed during public comment period and/or scheduled appointments.

Join Zoom Meeting
****
https://us02web.zoom.us/j/7628160712
Dial: 1-646-568-7788
Meeting ID: 762 816 0712
Passcode: 26301

Appointments:
10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Madison Knight – Prosecuting Attorney – New Hire – Effective 03-20-2025
   - **B.** William Gibson – 911 – Probation period Complete – Effective 03-25-2025
   - **C.** Katalia Trimmer – 911 – Resignation – Effective 03-13-2025
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** Regular Meeting Minutes for February 5, 2025
   - **B.** Regular Meeting Minutes for March 5, 2025
   - **C.** Regular Meeting Minutes for February 19, 2025
   - **D.** Board of Equalization and Review Minutes for February 5, 2025
   - **E.** Board of Equalization and Review Minutes for February 10, 2025
   - **F.** Board of Equalization and Review Minutes for February 12, 2025
   - **G.** Board of Equalization and Review Minutes for February 18, 2025
   - **H.** Board of Equalization and Review Minutes for February 19, 2025
   - **I.** Board of Equalization and Review Minutes for February 24, 2025
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** SunValley ARPA - $12,962.10
   - **B.** Vendor List of Payments
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 - $2,190.33
    - **B.** Series 2019 A&B - $5,830.00
8. **Review—Discuss—Consider** Memorandum of Understanding between West Virginia State Rail Authority, Harrison County Commission, and Hope Gas for Hope Gas Inc.'s Pipeline Replacement Project
9. **Review—Discuss—Consider** Awarding the Bid for the Architect and Engineering Firm
    - The Thrasher Group
    - Civil & Environmental Consultants
    - McKinley Architecture & Engineering
10. **Review—Discuss—Consider** Awarding the Demolition Bid for Round 5 of DEP Demolition Program
    - Beatty Construction - $139,400.00
    - Blue & Gold Development - $137,600.00
    - Hoffman Excavating - $119,300.00
11. **Review—Discuss—Consider** Destroying Records from the Grants Department per the retention cycle
12. **Review—Discuss—Consider** Putting a RFP for an Auctioneer to sell the following properties:
    (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(s) of the County)
    - **A.** 420 Buckhannon Pike
    - **B.** 279 Property – Parcel 4, District 15, Map 290
    - **C.** 279 Property – Parcel 11.3, District 16, Map 290
    - **D.** 279 Property – Parcel 11.4, District 16, Map 290
13. **Review—Discuss-- Consider** Resolution Authorizing the Submission of a Proposal to the West Virginia DEP; 2025 AML Economic Revitalization (AMLER) program for the Harrison County Animal Control Facility
14. **Review—Discuss—Consider** Resolution Authorizing the Submission of a Proposal to the West Virginia DEP; 2025 AML Economic Revitalization (AMLER) program for the Meadowbrook- Simpson Creek Rail Trail Bridge Connector
15. **Review—Discuss—Consider** Resolution to Accept the Fund from the West Virginia Justice Assistance Grant Program for Prevention Resource Officers
16. **Review—Discuss – Consider** FMLA for Mica Giaguinto
17. **Review—Discuss—Consider** Request to travel for 911 employees to go to Cacapon State Park in Berkeley Springs, WV for NENA Classes on May 19th through May 21st
    - Becca Martin

- Lorenda McConnell
- Rebecca Ayers

18. Administrator's Report

19. Commissioner Comments – Questions

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

A. Weekly Fiduciary Report from the County Clerk

1. February 26, 2025 through February 4, 2025

2. March 5, 2025 through March 11, 2025

B. Monthly Fiduciary Commission Settlements:

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

1. Sun Valley PSD Regular Board Meeting Minutes for February 20, 2025

2. Sun Valley PSD Outstanding Invoices as of February 2025

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

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

3 - A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
3-20-25		| | |-| | |-| | | | |
NAME Madison Knight		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☒ OTHER _____	Ø	$20 hr
☐ 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) Part-Time

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 03/13/2025
HUMAN RESOURCES MANAGER	DATE

Rev 3/16 Re-order Form #08320 ©copyright 2022 Amsterdam Printing, Amsterdam, N.Y. 12010
Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

3-B

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-25-2025		

NAME	ADDRESS
Gibson, William A.	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE	PG 3-1	PG 4-1 - $17.27 / 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) Effective 03-25-2025 - Completion of training. Upgrade to Telecommunicator.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrew D. Bailey	DATE 03-12-2025
HUMAN RESOURCES MANAGER	DATE

Rev 3/16 Re-order Form #08320 ©copyright 2022 Amsterdam Printing, Amsterdam, N.Y. 12010
Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

3-C

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-13-2025		

NAME	ADDRESS
Trimmer, Katalia	

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 03-13-2025

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrew D. Bailey	DATE 03-13-2025
HUMAN RESOURCES MANAGER	DATE

Rev 3/16 Re-order Form #08320 ©copyright 2022 Amsterdam Printing, Amsterdam, N.Y. 12010
Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

At the regular meeting of the County Commission of Harrison County held on Wednesday February 5, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

1. **Public Comment Period:** NONE
2. **Consent Agenda:** Trecost moved to approve. Commission concurred.
3. **Payroll Change Notices:** Laura Pysz-Laulis advised that item F was being removed. Trecost moved to approve A through E and G. Commission concurred.
   - **A.** Emily ReBelo – Community Corrections – Promoted to Supervising Counselor – Effective February 10 ,2025
   - **B.** Hannah Kyle – County Commission – New Hire – Effective February 10 , 2025
   - **C.** Shine Kellison – Security – New Hire – Effective February 5, 2025
   - **D.** Bianca Jamen – 911 – New Hire – Effective February 10, 2025
   - **E.** Mikayla Shepherd – 911 – Resignation – Effective January 24, 2025
   - **F.** Michelle McCauley – Janitorial – New Hire – Effective February 10, 2025
   - **G.** Buddy Neal – Maintenance – New Hire – Effective February 10, 2025
4. **Minutes and/ or Amended Minutes of Previous Meetings:** Trecost moved to approve 4A though C. Commission concurred.
   - **A.** Regular Meeting Minutes for January 8, 2025
   - **B.** Regular Meeting Minutes for January 15, 2025
   - **C.** Board of Review Meeting Minutes for January 29, 2025
5. **Requisitions --- Purchase Orders --- Invoices:** Trecost moved to approve 5A through D. Commission concurred.
   - **A.** ARPA – West Milford - $16,400
   - **B.** ARPA – Greater Harrison Public Service District - $11,950
   - **C.** ARPA – Sun Valley Public Service District - $8,163.28
   - **D.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** Trecost moved to approve 6A. Commission concurred.
   - **A.** Exonerations – 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**

DRAFT

Pointe Project No. 2- North Land Bay Improvements: Trecost moved to approve A and B. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

A. Series 2008A - $427.50

B. Series 2019C - $8,301,398.40

10:05 A.M. --- Proclamation for Jim Jarrett: Commissioner Thomas read and presented the Proclamation for Jim Jarrett that discussed his many accomplishments. The Harrison County Commission hereby declares February 5, 2025 as "James S Jarrett Day".

10:10 A.M. --- Estate Hearing Rollie Jackson Neal Jr.: John Scott spoke of no Fiduciary Commissioner objections and requested witness testimony. Julie Garvin stated that she filed a witness list per the Commission's directive. Ms. Garvin also stated that the will was accepted, then later denied. Jimmie Mazzie confirmed the publication date. Trey Simmerman, County attorney suggests that the attorneys file witness lists, get a clear record and proceed. Both attorneys agreed on two hours. The status order will be prepared. Trecost moved to schedule the hearing for February 26th at 1:00 pm to reconvene and submit documents to the Commission by February 19th. Commission concurred.

10:15 A.M. --- Special Funding Request from the Flying Wing Nutz for their Carl Hopkins Youth Aviation Expo

- 2024 - $3,000.00
- 2025 - $3,000.00

Ed Waske, Aviation Business Owner, advised that this is the ninth year for this event. Mr. Waske explained that volunteers and donations are what supports the event and it is free to the public. Pat Waske gave an overview of the activities that are held at the Carl Hopkins Youth Aviation Expo that will be held on August 8th and 9th. Trecost moved to grant a total of $6,000.00, $3,000.00 for 2024 and $3,000.00 for 2025. Commission concurred.

8. **Review—Discuss—Consider** Proposed Application for Relief from Erroneous Assessment related to CED Assessments due and payable for the 2017 Tax Year, 2018 Tax Year, 2019 Tax Year, 2020 Tax Year, 2021 Tax Year, and 2022 Tax Year re: Charles Pointe (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(s) of the County): Laura Pysz-Laulis requested to table number eight. Trecost moved to table item eight. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
   Hinkle moved to enter into executive session. Commission concurred.
   Trecost moved to enter into regular session. Commission concurred.
9. **Review—Discuss—Consider** Approval of a Requisition for Payment From Series 2019 C Excise Tax Bonds Project Fund No. 39 for the County Commission's $17,600,000 Junior Subordinate Special District Excise Tax Revenue and Improvement Bonds, Series 2019 C

DRAFT

(Charles Pointe Economic Opportunity Development District) and the execution and delivery of such Requisition (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(s) of the County): Trecost moved to approve. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

10. **Review—Discuss—Consider** Adoption of a Resolution and Order of the County Commission which would approve the execution and delivery of a Second Supplemental Indenture of Trust by and between the County Commission and UMB Bank, N.A., as Trustee, an Amended and Restated Series 2019 C Excise Tax Bond and related documents in order to extend the period of time available to requisition costs of the Project to fund a corresponding amount of Amended and Restated Series 2019 C Excise Tax Bonds for the County Commission's $17,600,000 Junior Subordinate Special District Excise Tax Revenue and Improvement Bonds, Series 2019 C (Charles Pointe Economic Opportunity Development District) (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(s) of the County): Trecost moved to approve as read. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Commissioner Hinkle asked why this is being extended. Tom Aman spoke of exceeding the bond period.
11. **Review—Discuss—Consider** Approval of an engagement letter between the County Commission and Ballard Spahr LLP pursuant to which the law firm of Ballard Spahr would be engaged to provide special tax counsel services to the County Commission with respect to the outstanding Series 2008 Property TIF Bonds and Series 2019 Excise Tax Bonds and any additional obligations issued by the County Commission with respect to the Charles Pointe Project, including but not limited to the restructuring or refunding of such obligations. (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(s) of the County): Trecost stated that with conditions upon the parties reaching a written agreement in principal to restruture, motion to engage Ballard Spahr LLP for the purpose of retaining necessary tax options regarding requisitions thirty-eight and thirty-nine to the excise tax TIF Series 2019C bonds and the anticipated restructuring of the 2008 property tax TIF and 2019 excise tax bonds issued by the County for the Charles Pointe Economic Development District and further that the Commission anticipates being reimbursed all such costs from bond proceeds. Tom Aman spoke on Fred Williams, a tax attorney and his professional expertise. Mr. Aman advised that Mr. Williams handled the 2018 and 2019 bonds for Charles Pointe. Trecost added

DRAFT

to his motion to add a $10,000.00 cap for the County and a $10,000.00 cap from the developer with a total of $20,000.00. Commission concurred.

12. **Review—Discuss—Consider** Approving Rail Trail Projects: Hinkle moved to table this item. Commission concurred.
    - **A.** Update on Master Plan
    - **B.** Update on Bridge over West Fork River
    - **C.** Update on Bridge over Simpson Creek
    - **D.** Update on Trail from Clarksburg to Salem
    - **E.** Update on Trail from Clarksburg to Spelter
    - **F.** Update on Spelter to Haywood
    - **G.** Update on Trail from Shinnston to Marion County line
    - **H.** Update on Agreements with State DOT
13. **Review—Discuss—Consider** Approving Budget and Location for New Animal Control Facility: Trecost moved to locate the new Animal Control Facility on the 40 acres of the Ellis Drive In property. Commission concurred.
14. **Review—Discuss—Consider** Approving to go out to bid for an Architect for Live Stock Facility: Hinkle asked for this to be placed on the next agenda.
15. **Review—Discuss—Consider** Approving to go out to bid for an Architect for a Master Plan for Route 19 Property: Hinkle moved for items 15, 16, 18 and 22 go to bid to hire a firm to handle present and future engineering. Commission concurred.
16. **Review—Discuss—Consider** Approving to go out to bid for an Architect to do a Spaced Utilization of Courthouse: Handled within item fifteen.
17. **Review—Discuss—Consider** Approving to go out to bid for an Engineering Firm to replace elevators at Courthouse: There was discussion of this matter not needing to go out for bid because of the emergency situation.
18. **Review—Discuss—Consider** Approving to go out to bid for an Engineering Firm to Demo Jail Building: Handled within item fifteen.
19. **Review—Discuss—Consider** 911 Employee Survey Results: No Action Taken.
20. **Review—Discuss—Consider** Approving to go out to bid for a Law firm or a Human Resources firm to update Employee Handbook: Trecost moved to hire an outside firm to update the handbook. Commission concurred.
21. **Review—Discuss—Consider** Approving to go out to bid for a firm to evaluate County Commission Operations: Hinkle moved to remove. Commission concurred.
22. **Review—Discuss—Consider** McKinley's Proposal for Master Plan for Route 19 property for Animal Control: Handled within item fifteen.
23. **Review—Discuss—Consider** FMLA for Heather Mick: Trecost moved to approve FMLA. Commission concurred.
24. **Review—Discuss—Consider** Appointment of Fiduciary Commissioner: Hinkle moved to approve A and B. Commission concurred.
    - **A.** Robert Pevler
    - **B.** Zach Dyer
25. **Review—Discuss-- Consider** New Program, GovWell: Trecost moved to approve GovWell. Commission concurred.
26. **Review—Discuss—Consider** Letter to the Alcohol Beverage Control Administration –

DRAFT

Jass Video Investments, LLC

- Highlife Lounge
  141C Elk Creek Road
  Mount Clare, West Virginia 26408

Hinkle moved to approve and affix signatures. Commission concurred.

27. **Review—Discuss—Consider** Request to Travel for 911 Employees to go to Four Points by Sheraton in Charleston, West Virginia on March 23-27, 2025 for WV NENA 911 Emerging Technologies Symposium: Trecost moved to approve A through D. Commission concurred.
    - **A.** Andy Bailey
    - **B.** Bradien Klema
    - **C.** Jade Hitt
    - **D.** Trevor Vance
28. **Review—Discuss—Consider** Request to Travel for Julia Pierce & Corey Hagan from 911 to go to Putnam County 911 Center in Winfield, West Virginia on March 2-5, 2025 for Class: ISC-300 Intermediate ISC for Expanding Incidents: Trecost moved to approve training. Commission concurred.
29. **Review—Discuss—Consider** Access & Remediation Letter Agreements: Trecost moved to approve letter agreements. Commission concurred.
    - Tom Shelton
    - Tammy Defazio
    - Richard Judd
30. **Review—Discuss—Consider** the Completion of Closing of Richard Edison Law for the placement of his farm in Farmland Protection and pay $300,000.00: Trecost moved to approve placement in Farmland Protection and pay $300,000.00. Commission concurred.
31. **Review—Discuss—Consider** the Completion of Closing of David Bruce Romine for the placement of his farm in Farmland Protection and pay $250,000.00: Trecost moved to approve placement in Farmland protection and pay $250,000.00. Commission concurred.
32. **Review—Discuss—Consider** Resolution Authorizing the Acceptance of Funds from the Department of Energy for the 2024 Energy Efficient Conservation Block Grant for an Electric All- Terrain Vehicle to Maintain Harrison County Rail Trails: Trecost moved to approve and to affix the President's signature. Commission concurred.
33. **Review—Discuss – Consider** Resolution Authorizing the Application for Funds from the FY2025 West Virginia Community Correction Fund for the Harrison County Community Corrections Program: Trecost moved to approve application and affix President's signature. Commission concurred.
34. **Review—Discuss—Consider** Resolution Authorizing the Application for Funds from the WV Justice Reinvestment Initiative Treatment Supervision Grant Program: Hinkle moved to approve application and affix signatures. Commission concurred.
35. **Administrator's Report: NONE**
36. **Commissioner Comments – Questions:** Commissioner Trecost wants the City of Bridgeport FOIA Request information. Commissioner Hinkle wants the Bond Expense

DRAFT

VIA FOIA. Commissioner Thomas spoke on Shortline and Clarksburg water Board PSD merger and operational agreement.

Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

At the regular meeting of the County Commission of Harrison County held on Wednesday March 5, 2025, Commissioners Patsy Trecost II and David Hinkle were present. Commissioner Susan Thomas was absent. Also present were Laura Pysz-Laulis -County Administrator, Micah Fisher – Deputy County Clerk and Trey Simmerman - County Attorney. Commissioner Hinkle opened the meeting. Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

DRAFT

1. Public Comment Period: NONE

2. Consent Agenda: Trecost moved to approve Consent agenda. Commission concurred.

3. Payroll Change Notices: Trecost moved to approve A through N. Commission concurred.
   A. Christy Mizia – Prosecuting Attorney – Probationary Period Completed – Effective March 10, 2025
   B. Scott Marks – 911 – Discharge – Effective February 27, 2025
   C. Katalia Trimmer – 911 – New Hire – Effective March 10, 2025
   D. Andy Bailey – 911 - Promoted to Deputy Director – Effective March 10, 2025
   E. Travis Miller – 911 – Promoted to Communication Room Manager – Effective March 10, 2025
   F. Becca Martin – 911 – Promoted to Captain – Effective March 10, 2025
   G. Cathy Willis – 911 – Promoted to Captain – Effective March 10, 2025
   H. Gary Keith – 911 – Promoted to Lieutenant – Effective March 10, 2025
   I. Heather Mick – 911 – Promoted to Lieutenant – Effective March 10, 2025
   J. Lindsay Atha – 911 – Promoted to Sergeant – Effective March 10, 2025
   K. Megan Rowand – 911 – Promoted to Sergeant – Effective March 10, 2025
   L. Justin Norman – 911 – Promoted to Sergeant – Effective March 10, 2025
   M. Jacob Hyre – 911 – Promoted to Sergeant – Effective March 10, 2025
   N. Nina Loar – 911 – Promoted to Sergeant – Effective March 10, 2025

4. Minutes and/ or Amended Minutes of Previous Meetings: (NONE)

5. Requisitions --- Purchase Orders --- Invoices: Trecost moved to approve A through C. Commission concurred.
   A. ARPA Sun Valley PSD - $3,000.00
   B. ARPA Greater Harrison PSD - $750.00
   C. Vendor List of Payments

6. Exonerations --- Corrective Tickets --- Joint Property Applications: (NONE)

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: Trecost moved to approve 7A. Commission concurred.

A. Series 2008A - $8,210.00

10:05 A.M --- Special Funding Request from the American Red Cross Allegheny Highlands for Blood Drive Funding for their Blood drive at the Benedum Center in Bridgeport on April 16, 2025: Christian Leonard, Board Member and Michelle Duez, Community volunteer gave an overview of the Organization and statistics for Harrison County. Michelle requested $5000.00 for Disaster Cycle Services. Trecost moved to approve. Commission concurred.

10:10 A.M. --- Proclamation for American Red Cross Month: Laura Pysz-Laulis read and presented the Proclamation to the American Red Cross. The Commission hereby declares March 2025, Red Cross Month.

Items 8 and 9 discussed later in meeting.

10. Review—Discuss—Consider Appointing Cassandra Vanhorn to the Centra Bus Board: Trecost moved to approve appointing Cassandra Vanhorn to the Centra Bus Board. Commission concurred.

Item 11 discussed later in the meeting.

12. Review—Discuss—Consider Access and Remediation Letter Agreement for Ralph Sutton: Trecost moved to approve and affix president's signature. Commission concurred.

13. Review—Discuss—Consider Resolution to apply for the 2026 State Development Grant through WV Department of Arts, Culture, and History for the installation of new public elevators: Gina Jones – Director of Grants, explained the 2026 State Development Grant for $500,000.00. The grant is for a 50% match for the total cost. Trecost moved to approve Gina to apply for the 2026 State Development Grant with the amount of resolution of $500,000.00. Commission concurred.

14. Review—Discuss – Consider Request to Travel for Robert Leonard from Planning to attend the WVCOA Spring 2025 Seminar on March 6th through March 7th : Trecost moved to approve request to travel for Robert Leonard from Planning. Commission concurred.

15. Review—Discuss—Consider Request to Travel for Emily Rebelo from Community Corrections to attend the Annual Advanced Network Clinician Training on March 30th through

March 31st : Trecost moved to approve request to travel for Emily Rebelo from Community Corrections. Commission concurred.

8. Review—Discuss—Consider Repair Work Order from TK Elevator for Elevator Repairs: Danny Hamrick – Head of Maintenance, gave overview of repair for Elevator #2 at the courthouse. Trecost moved to approve moving forward with repair order. Commission concurred.

9. Review—Discuss—Consider Courthouse Elevator Replacement Quotes: Laura Pysz-Laulis received 3 quotes for elevator replacement. Danny Hamrick – Head of Maintenance, gave overview of quotes and recommends Schindler. Trecost moved to approve Schindler and to have engineer present when Schindler starts the project. Commission concurred.

11. Review—Discuss—Consider Awarding Bid for the Site Feasibility Study: Laura Pysz-Laulis explained studies that were done for the Route 19 property and recommends CEC. Trecost moved to approve CEC. Commission concurred.

16. Administrator's Report: Laura Pysz-Laulis states that it is budget time and she has received elected officials proposals. March 17th, 2025 will be the first Budget Meeting.

17. Commissioner Comments – Question: Trecost spoke on Cleaning Crew Agreement term – July 1st. Trecost also spoke on Parking Lot Update and that he hasn't spoken with Danny Hamrick yet.

Hinkle moved to adjourn. Commission concurred.

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

DRAFT

_____ _____

Susan Thomas, President Date

At the regular meeting of the County Commission of Harrison County held on Wednesday February 19, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

10:00 A.M. --- Alley Closure Hearing: Charlotte Shaffer, Director of Planning, recommends the alley abandonment. Trecost moved to approve abandonment of the alley and affix the proper signatures. Commission concurred.
10:05 A.M. --- Proclamation for South Harrison FFA – FFA Week:
10:10 A.M. --- Special Funding Request from Operation Firm Handshake for their Annual Day of Recognition Event on May 17th: Trecost moved to allocate $2,000.00 to Operation Firm Handshake. Commission concurred.

1. **Public Comment Period**: Mike Spatafore, President of the Clarksburg History Museum. Speaking on behalf of many museums requesting funding.
   Donnie Myers spoke of why he filed a petition against Town of west Milford. Mr. Myers cited State Code 8-35-1 and stated that elected officials have not complied with the State Code. Mr. Myers also stated that the City Officials do not have the proper oaths. David Hinkle, Bridgeport Resident and Commissioner. Stated that he was appointed to the Economic Development Corp and is resigning. Todd Summers, Town of West Milford resident, claims that some signatures were under duress. Patty Flowers from the Town of West Milford, spoke of town activity and explained the low voter turnout.
2. **Consent Agenda**: Trecost moved to approve. Commission concurred.
3. **Payroll Change Notices:** Trecost moved to approve A through E. Commission concurred. Commissioner Hinkle asked if Commissioner Trecost is satisfied with the payroll changes.
   - **A.** Theresa Hawkins – 911 – LWOP – Effective February 9, 2025
   - **B.** Lauren Farnsworth – Assessors – New Hire – Effective February 25, 2025
   - **C.** William Webb – Maintenance – Retirement – Effective January 31, 2025
   - **D.** J.A. Swisher – Law Enforcement – Resignation – Effective February 8, 2025
   - **E.** Nathan Ryan – Parks & Rec – Resignation – Effective February 8, 2025
4. **Minutes and/ or Amended Minutes of Previous Meetings**: Trecost moved to approve 4A. Commission concurred.
   - **A.** Board of Equalization & Review Minutes for February 3, 2025

DRAFT

5. **Requisitions --- Purchase Orders --- Invoices**: Trecost moved to approve. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Commissioner Hinkle asked if Commissioner Thomas has any issues. Commissioner Thomas stated the interest from Chase. Commissioner Hinkle asked Trey Simmerman to determine the authorize use of credit cards and who is responsible.
    A. Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** Trecost moved to approve going forward with 6A. Commission concurred.
    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:** Trecost moved to approve A and B. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
    A. Series 2008A - $1,923.83
    B. Series 2019 A&B - $4,716.50
8. **Review—Discuss—Consider** Hiring 2 interns for IT: Trecost moved to approve two interns for IT at $15.00 per hour. Commission concurred.
9. **Review—Discuss—Consider** Petition to dissolve the Town of West Milford: Two letters are being made part of the record. Trey Simmerman spoke of statute and town debt. Mr. Simmerman stated that the decision is up to the Commission. Commissioner Hinkle asked for debts, assets and when the last audit was done. Commissioner Hinkle proposed that the Commission being it back in two weeks after an audit and debt evaluations are done. Hinkle moved to in two weeks have the Town of West Milford bring in at least two-three years of financial data and asset list for a work session. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed. Trecost moved to not dissolve the Town of West Milford. Commission concurred.
10. **Review—Discuss—Consider** Awarding bid for 2025 Aerial Photography: Trecost moved to approve the bid for 2025 aerial photography as stated by the County Administrator. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
11. **Review—Discuss—Consider** Approving to go out to bid for an Architect for the Live Stock Facility: Trecost moved to approve going out to bid for the Live Stock Facility. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Trey Simmerman advised that they will need to enter new bidding process.
12. **Review—Discuss—Consider** Route 19 parcel due diligence – and closing timeline (potential executive session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): Laura Pysz-

DRAFT

Laulis asked for an executive session. Trecost moved to enter into executive session. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

Trecost moved exit executive session and enter regular session. Commission concurred. Trecost moved to continue and have engineer review the screen. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

13. **Review—Discuss—Consider** best and final offer re: acquisition of United International, Inc. parcel(s) – Harrison County Rail Trail Northern Development/Expansion Project (potential executive session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): Trecost moved to approve a last and final offer of $120,000.00. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Trey Simmerman spoke of agreement and if it is not accepted then the County could advance to imminent domain. Hinkle moved to not purchase until the cost is known. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted in favor. Motion failed.
14. **Review—Discuss—Consider** Ethics Commission Advisory Opinion 2025-01 (potential executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee): Trecost moved to make the Ethics Ruling a part of the record and remove table item number two. Commission concurred.
15. **Review—Discuss--Consider** status of Bridgeport FOIA Response: Trey Simmerman has the files in his possession. Commissioner Hinkle asked if he was reviewing the documents. Hinkle moved to have Mr. Simmerman review all documents and compile a report. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against.
22. **Review—Discuss—Consider** Three (3) West Virginia Department of Environmental Protection's Office of Abandoned Mine Lands and Reclamation (WVDEP) Exploratory Rights-of-Entry requests:
    - Two (2) Exploratory Rights-of-Entry for the Miller Mine Drainage Phase II Project. Each Exploratory Right-of-Entry has five (5) parcels listed.
    - One (1) Exploratory Right-of-Entry for the West Fork #9 Project.

Karen Howe is contracted by the DEP and asks for exploratory rights of entry to design repair plan. Ms. Howe advised that they will come back when the design is of sixty percent to get further consent from the Commission. Trecost moved to grant the right of entry for all three County parcels and affix proper signatures. Commission concurred.

16. **Review—Discuss—Consider** Approving Rail Trail Projects:
    - **A.** Update on Master Plan
    - **B.** Update on Bridge over West Fork River
    - **C.** Update on Bridge over Simpson Creek

DRAFT

D. Update on Trail from Clarksburg to Salem
E. Update on Trail from Clarksburg to Spelter
F. Update on Spelter to Haywood
G. Update on Trail from Shinnston to Marion County line
H. Update on Agreements with State DOT

Chad Biller from Thrasher presented a report on progress to date and future potential plans and funding opportunities. Commissioner Hinkle asked for Thrasher's cost to date on this project.

17. **Review—Discuss—Consider** appointing Mike Queen as the Commission representative on the Harrison County Economic Development Corporation: Trecost moved to appoint Mike Queen as the Commission Representative on the Harrison County Economic Development Corporation. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Hinkle moved to appoint Commissioner Trecost as the Commission Representative on the Harrison County Economic Development Corporation. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed.
18. **Review—Discuss—Consider** Retainer Agreement with West Virginia University College of Law Land Use & Sustainable Development Clinic for County's Comprehensive Plan: Trecost moved to proceed with agreement and affix the proper signatures. Commission concurred.
19. **Review—Discuss—Consider** Request to Travel for 911 Employees to Attend CentralSquare Engage Conference in Orlando, Florida on April 27th – May 1st:
    A. Gary Keith
    B. Travis Miller
    C. Paul Bump

    Trecost moved to approve A through C. Commission concurred.
20. **Review—Discuss—Consider** Request to Travel for Community Correction Employees to Attend NASW 2025 Spring CE Conference for Social Workers in Charleston, West Virginia on April 23rd – April 25th:
    A. Carol Moscar
    B. Emily Rebelo
    C. Wayne Worth

    Trecost moved to approve A through C. Commission concurred.
21. **Review—Discuss—Consider** Letter to the Alcohol Beverage Control Administration – Nena's Café:
    - 199 Club Drive
      Clarksburg, West Virginia 26301

    Trecost moved to approve letter. Commission concurred.
23. **Review—Discuss—Consider** Letter of Support of the hospitals, nursing homes, and other that are supporting maintaining current CON (Certificate of Need) regulations and laws: Trecost moved to send a support letter and affix all three Commissioner's signatures. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried. Commissioner Hinkle asked why

DRAFT

and what is the need. Commissioner Hinkle prefers all three signatures at the Commissioner's discretion.

24. **Administrator's Report**: Laura Pysz-Laulis advised that she has sent out notices of when the budgets are due. Commissioner Trecost asked for update on parking lot arms.
25. **Commissioner Comments – Questions**: Commissioner Trecost wants to replace all three elevators at the Courthouse.

    Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

Wednesday February 5, 2025

The Commission sat as a Board of Review and Equalization

Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner Hinkle was absent. Also present were Laura Pysz-Laulis, County Administrator, John Spires, County Clerk, and Allen Feree, Assessor.

Commissioner Thomas reconvened the Board of Review and Equalization.

No one was scheduled and no one appeared. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Monday February 10, 2025 at 9:00 am. Commission concurred.

DRAFT

_____ _____

Susan Thomas, President Date

4-E

Monday February 10, 2025

The Commission sat as a Board of Review and Equalization

Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner Hinkle was absent. Also present were Laura Pysz-Laulis, County Administrator, John Spires, County Clerk, and Allen Feree, Assessor, Dan Dorsey, Residential Supervisor, and Steve Hathaway, Commercial Appraiser.

Commissioner Thomas reconvened the Board of Review and Equalization.

No one was scheduled and no one appeared. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Wednesday February 12, 2025 at 9:00 am. Commission concurred.

DRAFT

_____ _____

Susan Thomas, President Date

Wednesday February 12, 2025

The Commission sat as a Board of Review and Equalization

Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner Hinkle was absent. Also present were Laura Pysz-Laulis, County Administrator, John Spires, County Clerk, and Allen Feree, Assessor, Dan Dorsey, Residential Supervisor, and Steve Hathaway, Commercial Appraiser.

Commissioner Trecost reconvened the Board of Review and Equalization.

No one was scheduled and no one appeared. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Monday February 18, 2025 at 9:00 am. Commission concurred.

DRAFT

_____ _____

Susan Thomas, President Date

Tuesday February 18, 2025

The Commission sat as a Board of Review and Equalization

Commissioner Susan Thomas was present. Commissioner Patsy Trecost II were present via phone. Commissioner David Hinkle was absent. Also present were Laura Pysz-Laulis, County Administrator, John Spires, County Clerk, Allen Ferree, Assessor and Steve Hathaway, Commercial Appraiser.

Commissioner Trecost reconvened the Board of Review and Equalization.

No one was scheduled and no one appeared. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Wednesday February 19, 2025 at 9:00 am. Commission concurred.

DRAFT

_____ _____

Susan Thomas, President Date

Wednesday February 19, 2025

The Commission sat as a Board of Review and Equalization

Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner David Hinkle was absent. Also present were Laura Pysz-Laulis, County Administrator, John Spires, County Clerk, Allen Ferree, Assessor, and Steve Hathaway, Commercial Appraiser.

Commissioner Thomas reconvened the Board of review and Equalization.

No one was scheduled and no one appeared. Commissioner Trecost moved to recess the Board of Review and Equalization and reconvene on Monday February 24, 2025 at 9:00 am. Commission concurred.

DRAFT

_____ _____

Susan Thomas, President Date

Monday February 24, 2025

The Commission sat as a Board of Review and Equalization

Commissioner Susan Thomas was present. Patsy Trecost II was present via phone. Commissioner David Hinkle was absent. Also present were Kimberly Tenda, Deputy County Clerk, and Allen Ferree, Assessor.

Commissioner Trecost reconvened the Board of Review and Equalization.

No one was scheduled and no one appeared. With no other business to come before the Board of Review and Equalization, meeting adjourned sine die.

DRAFT

_____ _____

Susan Thomas, President Date

5-A

SUN VALLEY PUBLIC SERVICE DISTRICT

IJDC No. 2022S-2148

Resolution #8

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	$ 10,662.10		$ 10,662.10	
JD Utilities	$ 2,300.00	$ -	$ 2,300.00	
Pro Contracting	$ 86,273.88	$ 86,273.88	$ -	$ -
	$ -	$ -		
	$ -	$ -		
Total	$ 99,235.98	$ 86,273.88	$ 12,962.10	$ -

ADOPTED BY the Sun Valley Public Service District this 11th day of March 2025

By: _____

Its: Chairman

Board Member

5-B

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
911 Center	Mon Power	Grafton Tower Electric Utility Bill							$422.65
911 Center	City of Bridgeport	Water, Sewer, Sprinkler Fee, Fire Fee, Utility Tax		$264.53					
911 Center	Shinnston Ace Hardware	Service & Tune Up on String Trimmer used to Maintain Tower Sites							$66.97
911 Center	APCO International	Communications Training Officer Recertification for Gary Keith, Emergency Medical Dispatch Recertification for Gary Keith		$85.00					
911 Center	Wholesale Tire Inc.	4 Replacement Tires for Chevy Silverado Truck			$527.52				
911 Center	Frontier	Internet Service for JSJOC Charles Pointe, Taylor Co. Phone Exchange w/ rollover to JSJOC Charles Pointe, Phone Service & Data Circuits for JSJOC Charles Pointe		$3,054.02					
911 Center	Waste Management	Refuse Disposal for JSJOC Charles Pointe			$197.51				
911 Center	Lowes	Replacement Toilet Seat & Disinfectant Wipes for JSJOC Charles Pointe			$40.34				
911 Center	Emcor Services	HVAC Service Agreement for JSJOC Charles Pointe			$815.42				
911 Center	Hope Gas	911 Center Gas Utility Bill		$699.19					
911 Center	Harrison Rural Electric Association, Inc.	911 Center Electric Service Utility Bill - Lost Creek		$489.50					
911 Center	Harrison Rural Electric Association, Inc.	911 Center Electric Service Utility Bill - Genesis Blvd		$2,348.78					
911 Center	Truist Bank	Central Square Engage 2025 - Confirmations for Paul Bump, Travis Miller and Gary Keith		$3,297.00					
911 Center	Truist Bank	Round Trip Airfare for Paul Bump, Travis Miller & Gary Keith to Orlando, FL on Allegiant Airlines for the Engage Conference		$1,014.50					
911 Center	Frontier	911 Center Phone Bill		$5,057.59					

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
911 Center	APCO International	2 Fire Service Communications Student Manuals, 1 Law Enforcement Communications Student Manual + Shipping		$338.58					
911 Center	APCO International	FSC - Fire Service Communications Instructor Recertification - Rebecca Martin		$100.00					
911 Center	Unifirst Corporation	Carpet Runner Service for JSJOC Charles Pointe			$62.25				
911 Center	Leonard Truck Outfitters	New Ball Hitch & Pin for Chevy Truck - Needed to Tow Portable Generator			$55.98				
911 Center	The Water Shop	Bottled Water Delivery for the Dispenser at JSJOC Charles Pointe			$30.00				
911 Center	APCO International	Multiple Recertifications for Trevor Vance - EMD, FSC, LEC, PST & CTO		$175.00					
911 Center	Emcor Services	HVAC Service Agreements for Salem Tower Site, PK Tower Site, Lost Creek Tower Site		$3,033.75					
Ambulance Authority	Anmoore EMS	February 2025 Allotment - 179 runs @ $28.22			$5,051.38				
Ambulance Authority	Bridgeport Fire Department / EMS	February 2025 Allotment - 117 @ $28.22 for BEMS 51, February 2025 Allotment 127 @ $28.22 FOR BEMS 52			$6,885.68				
Ambulance Authority	Harrison County EMS	February 2025 Allotments - EMS 61 (312 runs @ $28.22), EMS 62 (72 runs @ $28.22), EMS 63 (95 runs @ $28.22), EMS 67 (234 runs @ $28.22) ---January 2025 (Shortage / Numbers Transposed)			$20,390.86				
Ambulance Authority	Nutter Fort VFD	February 2025 Allotment - 110 runs @ $28.22			$3,104.20				

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Ambulance Authority	City of Salem	February 2025 Allotment - 25 runs @ $ 28.22			$705.50				
Animal Control	City of Shinnston	Water Utility Bill			$39.10				
Animal Control	Emcor Services	HVAC Maintenance Agreement			$371.66				
Animal Control	A-1 Exterminating	General Pest Control Services			$50.00				
Animal Control	Audubon Animal Clinic, Inc.	February Spay & Neuter - Paid from County Funds awarded to HCAC - $10,000			$321.20				
Assessor	Visual Edge IT	(3) HP 414X Toner (Cyan, Yellow, Magenta) @ $274.99	$824.97						
Assessor	James & Law	Printer Stand	$221.00						
Circuit Clerk	Albert Marano	Milage to Charleston from Clarksburg & back for WVACO Meetings @ $0.70 a mile	$175.00						
Circuit Clerk	Lori Thomas	Milage to Charleston from Clarksburg & back for WVACO Meetings @ $0.70 a mile	$175.00						
Circuit Clerk	AJ - Allegheny Systems, LLC	Upgrade Date Wheel to 2025 and up	$461.70						
Commission	US Bank	Amazon.com - 202X High Yield Toner Cartridge 4-Pack for Probation Per Johnny Davis	$299.99						
Commission	Clarksburg Water Board	609 W. Main St - Sheriff's Office Water Utility Bill	$136.48						
Commission	Mon Power	Public Safety Building Electric Utility Bill	$1,072.19						
Commission	Waste Management	609 W. Main St. - Sheriff's Office Garbage Utility Bill	$138.31						
Commission	Waste Management	301 W. Main St. - Courthouse Garbage Utility Bill	$938.57						
Commission	Clarksburg Water Board	General Service Building Water Utility Bill	$369.82						
Commission	Clarksburg Water Board	Extension Office Water Utility Bill	$118.98						
Commission	Clarksburg Water Board	Courthouse Water Utility Bill	$589.02						

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Clarksburg Water Board	306 Washington Ave, Clarksburg - Water Utility Bill	$369.71						
Commission	Clarksburg Water Board	306 Washington Ave, Clarksburg - Water Utility Bill	$321.99						
Commission	Visual Edge IT	Copier Rental - Harrison County Commission Office	$602.14						
Commission	Visual Edge IT	Copier Rental Prosecuting Attorney's Office	$272.89						
Commission	Visual Edge IT	Copier Rental - Harrison County Commission Office	$277.95						
Commission	Visual Edge IT	Copier Rental Harrison County Sheriff's Office	$189.95						
Commission	Reference Services Inc.	Comp Package W/ Alias-County Criminal Records Search - Lauren Marie Farnsworth	$45.00						
Commission	US Bank	AutoAuth Standard Subscription	$50.00						
Commission	The Water Shop	Water for Planning Department	$24.00						
Commission	The Water Shop	Water for Harrison County Commission Office	$12.00						
Commission	Frontier	Courthouse - Phone Service Bill	$404.19						
Commission	Frontier	Courthouse Phone Service Bill	$355.43						
Commission	US BANK	Amazon.com - Laptop Battery for Deputy's Laptop	$39.47						
Commission	Hope Gas	Courthouse Annex Gas Utility Bill	$5,981.97						
Commission	Emcor Services	HVAC Maintenance Agreement - Storage Garage	$371.67						
Commission	UniFirst	Weekly Rugs	$103.97						
Commission	Harrison County Bank	Airport Property Payment	$34,395.48						
Commission	MVB Bank	609 West Main St Property Payment	$6,222.12						
Commission	Fleetcor (dba Fuelman)	Gasoline Purchases 2-1-2025 thru 2-28-2025	$17,247.00						
Commission	A-1 Exterminating	General Pest Control Services	$173.25						
Commission	A-1 Exterminating	General Pest Control Services - GSA Building	$210.00						

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	A-1 Exterminating	General Pest Control Services - Sheriffs Office	$90.00						
Commission	A-1 Exterminating	General Pest Control Services - Sheriffs Office - West Pike St.	$90.00						
Commission	Advantage Technology, LLC	Office 365 Annual Commitment Paid Monthly	$4,230.00						
Commission	Software Sytems Inc.	Level 2 & Level 3 Maintenance	$1,950.20						
Commission	Emcor Services	Multiple Invoices - HVAC Maintenance Agreements for Annex Building, Courthouse & 911 Extension Office Old DHHR	$7,378.33						
Commission	TK Elevator Corp.	2 Gold - Full Maintenance - Elevator	$4,379.02						
Commission	CityNet, LLC	Phone / Internet Bill	$11,432.25						
Commission	ACE Aggregates	Limestone Sand for South Trail Project	$387.14						
Commission	Bi County Nutrition	2nd & 3rd Quarter Levy Allotments					$35,500.00		
Commission	American Red Cross	Special Funding Request from the American Red Cross Allegheny Highlands for blood drive at Benedum Center in Bridgeport April 16th, 2025					$5,000.00		
Commission	John Spires	Mileage Reimbursement for WVACO Conference	$173.60						
Commission	YMCA	Corporate Gym Membership for January 2025	$96.00						
Commission	Lowes	Maintenance Supplies - 4ftx8ft poly wall wat, 1 gal Valspar Reserve Satin Paint	$131.04						
Commission	The Water Shop	Water - Harrison County Commission Service Maintenance	$6.00						
Commission	Hope Gas	609 West Main Street - Gas Utility Bill	$279.62						
Commission	US Bank	Greater Harrison PSD - Quiet Dell School Water Bill	$41.37						
Commission	Visual Edge IT	Black Toner for Assessors Office	$197.99						

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Steptoe & Johnson	Charles Pointe Bond Restructure Proceedings February 4th - March 3rd 2025	$11,041.25						
Commission	Schindler	Courthouse Elevators	$281,750.00						
Commission	TK Elevator Corp.	Repair work order for Courthouse Elevators for Controller Drive Repair	$12,261.71						
Commission	Hart Office Solutions	Copier Rental for Assessors Office	$346.39						
Commission	Hart Office Solutions	Copier Rental for Vital Statistics	$137.77						
Commission	Global Equipment Company	Supplies - Monthly Desk Pad Calendar, Chipboard	$19.84						
Commission	Waste Management	Trips to the dump	$31.74						
Commission	Stationers (Champion Industries)	Supply Restock - Legal pads, file folders, eenvelopes, paper clips, tape, white-out	$2,513.85						
Commission	State Electric Supply Co.	Octron Fluorescent Lamp	$143.70						
Commission	Glen Elk Iron	February Gym Membership for 10 Employees	$288.00						
Commission	Truist	Hollis Cobb Associates - Workers Comp. Collection Bill for Dillon Nuzum	$161.00						
Commission	Sun Valley PSD	Sun Valley PSD - ARPA Funds Request - Phase IIIA Wastewater Collection System Project - Requisition #08						$12,962.10	
Commission	UniFirst	Weekly Rugs / Maintenance Supplies Contract	$37.23						
Commission	Simmerman Law	General Advice through January 31, 2025	$37,969.37						
Commission	Mon Power	License Plate Reader Electric Utility Bill	$50.10						
Commission	Mon Power	General Services Building Electric Utility Bill	$11,725.16						
Commission	Patsy Trecost	Travel Reimbursement for travel on 2-24-25 to meeting with Agricultural Commission, and on 3-2-25 for travel to County Commissioner's Association	$352.94						

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Community Corrections	Micro Distributing II, LTD	Urine Analysis Supplies				$2,600.00			
Community Corrections	Uline Inc	Nurse Station Supplies				$179.59			
Community Corrections	Harrison County Commission	Rent - April, May, June 2025				$15,000.00			
Community Corrections	Alcohol Monitoring Systems, Inc.	Scram Daily Monitoring Fees				$1,744.07			
Community Corrections	OpAns, LLC	Blood Card Lab Confirmations				$12,250.00			
Community Corrections	R.D. Wilson &Sons Co.	Group Supplies - Disinfectant Wipes				$108.50			
Community Corrections	The James & Law Company	Office Supplies - 2 Black, 2 Yellow, 2 Cyan and 2 Magenta Toner				$824.90			
Community Corrections	Emily Rebelo	Reimbursement for Emily Rebelo - Drug Counselor Certification				$81.00			
Community Corrections	West Virginia DMV	3 Invoices - Remittance for Safety & Treatment Class (DUI)				$1,750.00			
Community Corrections	MPB Print & Sign Superstore	Office Business Cards				$555.00			
Community Corrections	Micro Distributing II, LTD	Lab Confirmations				$29,878.65			
Community Corrections	Unisafe Inc.	Office Supplies - Gloves - (40) Pitbull Black Nitrile Exam Gloves 100 pack size Medium, (40) Pitbull Black Nitrile exam gloves 100 pack size Large & 8 Shipping Charges				$759.84			
Community Corrections	US Bank	Multiple Invoices - 4Imprint, Amazon.com, GALLS				$741.85			
County Clerk	The Water Shop	(9) Water for County Clerk's Office	$54.00						
County Clerk	The Exponent Telegram	Legal Ad	$23.00						
County Clerk	Champion Industries	(2) Register Receipt Paper, (2) Adding Machine Paper	$108.02						
County Clerk	Amazon	Notary Acknowledgement Stamp (For Record Room)	$16.99						
County Clerk	Courtney Flesher	Mileage Reimbursement for PEIA Training	$180.04						

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
County Clerk	The Exponent Telegram	Legal Ad - Notice To Show Cause Against Delinquent or Unprogressed Estates	$62.26						
County Garage	NAPA Auto Parts (Amtower Auto Supply, Inc)	Shop Supplies - Wheel Weights	$205.21						
County Garage	NAPA Auto Parts (Amtower Auto Supply, Inc)	Parts - Tie Rod 503008	$74.73						
County Garage	Alliance Glass Corp	Parts & Labor - Windshield - 504501 Unit #47	$375.00						
County Garage	Chenoweth Ford	Parts - Multiple Invoices - Multiple Part Orders	$612.86						
County Garage	Fisher Auto Parts	Supplies - Solar Equip 1500 Peak Amp 12 Volt Jump Starter - Staying @ Courthouse	$139.99						
County Garage	Fisher Auto Parts	Parts - Multiple Invoices	$368.32						
County Garage	Sandy's True Value	Supplies - Hardware & Fasteners, Pipe - Dump Trailer Maintenance	$6.81						
County Garage	Statewide Emergency Products	Parts - Vertex Super-LED Light White & Shipping Costs	$126.03						
County Garage	Wholesale Tire Inc.	Tires - (4) Goodyear Trail Runner Tires A/T BW 115S	$476.96						
County Garage	Wholesale Tire Inc.	Stock Tires - (4) 245/55R18 Goodyear Eagle Enforcer A/W BSW 103V Tires	$583.76						
County Garage	Mountaineer Trailer Sales	2025 Sport Haven 7x14 Delux Aluminum Single Axel Utility Trailer	$4,100.00						
Courts	The Water Shop	Water for Matish, Bedell, McCarthy Jury Rooms & Family Court	$144.00						
Courts	The Water Shop	Water for Magistrate Mike Weiss	$12.00						
Courts	The Water Shop	Water for Harrison County Clerk's Office	$21.00						
Courthouse Security	Skasiks Cleaners	Dry Cleaning for Security			$287.95				
Courthouse Security	The Water Shop	Water for Harrison County Courthouse Security Marshall Goff / Tom Rohrbough			$24.00				

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Fire Department	Mon Power	Fire Fighters Training Building Electric Utility Bill							$204.84
Home Confinement	Buddi US LLC	Lost Equipment Fee - On Body Charger - Craig Rowan							$185.00
Home Confinement	Buddi US LLC	Home Incarceration Daily Monitoring Fees							$3,648.00
Home Confinement	Solid Ground Therapy Services	Social Worker Licensure				$200.00			
Home Confinement	BestNotes, LLC	Monthly EMR & Late Fee				$590.73			
I.T.	CDW-G	HP 3201 Printer for Rick Valdez in Assessors Office	$287.88						
Law Enforcement	All American Uniform	SafeLife Defense Hyperline with Concealable Carrier Level IIIA	$38,800.00						
Law Enforcement	GALLS	Commendation Bar	$76.71						
Law Enforcement	Optimum	Secure Internet + Modem fee	$156.02						
Law Enforcement	Trapuzzano's	Black Felt Hat, Chin & Hat Strap, Gold Name Tag, & Petroski Service Bar	$223.54						
Law Enforcement	Skasiks Cleaners	Dry Cleaning Bill	$508.92						
Law Enforcement	Robins Perfect Fit	Petroski (sew on patch, replace zipper), Kennedy (slacks), Petroski (patch x2)	$59.00						
Law Enforcement	Truist	Deputys Credit Card Charges	$6,618.26						
Law Enforcement	FBINAA Eastern PA Chapter	Petroski - 3 Day Training Event Registration Fee	$300.00						
Law Enforcement	Truist	Deputy's Credit Card Charges	$266.73						
Law Enforcement	USCellular	Cellular Bill	$2,582.53						
Magistrates Court	Frank DeMarco	Basic Telephone Service for January, February & March							$154.92
Magistrates Court	Warren Davis	Basic Telephone Service for January, February & March							$154.92
Magistrates Court	Michael Weiss	Basic Telephone Service for January, February & March							$154.92

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Magistrates Court	Kevin Renzelli	Basic Telephone Service for January, February & March							$154.92
Magistrates Court	Kimberly Wygal	Basic Telephone Service for January, February & March							$154.92
Magistrates Court									
Maintenance	Liberty Distributors	Restock on Maintenance Supplies	$5,029.66						
Maintenance	Sandy's True Value	Maintenance Supplies - Lav Drain, Drain Tube, Lav P Trap, Plumbers Putty	$61.02						
Parks & Rec.	Thompson's Landscaping & Garden Center	Trees for Dino Display to Replace Dead Trees on Property			$5,402.55				
Parks & Rec.	Sandy's True Value	Maintenance Materials - Repainting & Repairs			$58.56				
Parks & Rec.	RD Wilson	Emulsifier for stripping floors			$121.63				
Parks & Rec.	Marsh Hardware & Builders Supply	Items for Bathroom Repairs			$13.65				
Parks & Rec.	Visual Edge IT	Copier Rental for Parks & Rec.			$31.05				
Parks & Rec.	Clarksburg Water Board	Parks & Rec Complex Water Utility Bill			$268.53				
Parks & Rec.	Mon Power	Quiet Dell School - Electric Utility Bill			$108.36				
Parks & Rec.	Mon Power	Quiet Dell School Barracks Electric Utility Bill			$10.92				
Parks & Rec.	Enlarged Hepzibah P.S.D.	Water & Sewer - Spelter Ball Field			$82.41				
Parks & Rec.	Lowes	Toilet Replacement 1st Floor, Heat Gun Tool, Vacuum Cleaner on Clearance			$356.22				
Parks & Rec.	Clarksburg Blue Print	6 Dinosaur Promo Posters			$75.60				
Parks & Rec.	M&M Septic Pumping	Monthly Rental for Portable Toilet at HCPR			$116.60				
Parks & Rec.	UniFirst Corp.	Weekly Rug/Maintenance Supplies Contract			$66.16				
Parks & Rec.	Marsh Hardware & Builders Supply	Double sided tape for mounting posters, sprayer to water trees, mounting screws & bolts			$93.02				

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Parks & Rec.	Emcor Services	HVAC Maintenance Agreement - Rec Center			$2,150.00				
Parks & Rec.	Mon Power	Summit Park Field Electric Utility Bill			$10.16				
Parks & Rec.	Enterprise Sanitation Inc.	Parks & Rec. Trash Utility Bill			$532.87				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			$39.23				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			$10.00				
Planning Dept.	Charlotte Shaffer	Gas Mileage - North Rail Trail	$23.51						
Planning Dept.	US Bank	Membership Recurring Subscriptiopn Fee	$310.00						
Planning Dept.	Pinnacle Consultants LLC	Asbestos Testing for: 164 Chicken Farm Rd,140 Chicken Farm Rd, 108 Chicken Fram Rd, 30 Red Clover Rd, 3044 Wilsonburg Rd	$120.00						
Planning Dept.	Thomas Gross	Reimbursement for International Code Counsil Test - Residential Plumbing Inspector	$240.00						
Planning Dept.	Pinnacle Consultants LLC	Asbestos Test for 169 Murphys Run Road, Clarksburg	$40.00						
Planning Dept.	Pinnacle Consultants LLC	Asbestos Tests for: 36 Nelms St, Clarksburg & 144 Chad St, Clarksburg	$80.00						
Process Server	Skasiks Cleaners	Dry Cleaning Process	$131.00						
Process Server	Skasiks Cleaners	Dry Cleaning Process	$143.00						
Pros. Attorney	Misti D. Wilt, CCR	5-17-24 Hearing Excerpt (State v. Hammond & State v. Waybright)	$261.80						
Pros. Attorney	Madison Knight, CCR	11-20-24 Hearing Transcript (State v. Hammond & State v. Waybright)	$142.45						
Pros. Attorney	Evonne Renee Eades	Excerpt 10-30-24 Plea Hg Transcript (State v. Steiner), Excerpt 11-4-24 Plea Hg Transcript (State v. J. Kirk)	$46.20						
Pros. Attorney	Jefferson Co. Sheriff's Office	Service Process Fees for - A. Haught & J. Mick	$27.00						

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Pros. Attorney	Tara Perri - Harrison County Prosecutor's Office	Reimburse 2-19-25 Courthouse Security Meeting - 3 dozen minis - Tomaros Bakery	$24.00						
Pros. Attorney	George A. Harms	Expert Witness Travel Expenses (State v. Allen Schaffer) Meal & Miles Reimbursements	$569.58						
Pros. Attorney	Truist Bank	Credit Card Charges for Prosecuting Attorney's Office	$2,932.15						
Regional Jail	WV Division of Corrections & Rehabilitation	February 2025 Inmate Housing - Joseph Stephen Kopvar, Alan Kensil Perkins, William Arthur Roush	$121,314.83						
Senior Center	Emcor Services	HVAC Repairs for Senior Center			$6,562.00				
Senior Center	Emcor Services	HVAC Maintenance Agreement for Senior Center			$371.67				
Senior Center	Chem-Aqua	Water Treatment Program for Senior Center			$275.00				
Senior Center	Emcor Services	HVAC Maintenance for Senior Center - Blowing too cold, Motor & Freight			$1,737.10				
Staging	The Water Shop	Water - Harrison County Sheriff's Stageing Area	$48.00						
			$651,998.59	$19,957.44	$57,453.84	$67,264.13	$40,500.00	$12,962.10	$5,302.06
					Grand Total :	$855,438.16			

Yellow = Sent to Bookkeeping on 03-10-2025

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

Date of Meeting	3/19/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed

_____

COMMISSIONER'S SIGNATURE

6-A

Exhibit A Exonerations **A**

PP-6882 GREAVER, VERONICA	**$**	**84.01**
PP-6883 QUADIENT LEASING USA INC FKA MAILFINANCE INC	**$**	**3.46**
PP-6885 STEWART ROBERT L III	**$**	**337.93**
PP-6888 STIRE KENNETH R & CAROL	**$**	**1,250.80**
PP-6890 WEST VIRGINIA GREEN LLC	**$**	**387.25**
PP-6892 ZERKEL REAL PROPERTY HOLDING CO LLC	**$**	**191.54**
PP-6894 WATKINS GREGORY J & SHELBY S	**$**	**382.97**
KELLISON MACKENZIE D (LANE)	**$**	**113.21**
TOTAL:	**$**	**2,751.17**

EX-PP6882

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **GREAVER VERONICA** whose address is, 305 CAPITOL AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **14565** on **2009 Toyota** , Class **3/4** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **11805**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **2760**. 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 a 2009 Toyota, the vehicle was not owned July 1, 2023. Exonerate a value of 2760 at a class 4 rate of levy to correct the overcharge. Please remove the 09 Toyo Coro (2760) from the vehicle description.

District: **03 - CLARK-CLARKSBURG**
Account No. **1041562**
Ticket No. **300000942 - S**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $84.01

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6883

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **QUADIENT LEASING USA INC FKA MAILFINANCE INC** whose address is, 478 WHEELERS FARMS RD MILFORD, CT 06461, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **121** on **MACHINERY AND EQUIPMENT**, Class **3/4** in **TENMILE-SALEM**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **121**. 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 **2022**, 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 2022 tax year, this equipment is assessed on account # 3065489 for the 2022 tax year. Cancel this ticket and mark improper for the 2022 tax year.

District: **19 - TENMILE-SALEM**
Account No. **3081783**
Ticket No. **40005 - P**
Tax Year **2022**
Parcel ID:

Amount Exonerated: $3.46

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6885

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **STEWART ROBERT L III** whose address is, 110 PARKVIEW 202 BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **11175** on **2016 Nissan Frontier**, Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2019**, resulting in a difference in assessed value of **11175**. 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 **2019**, 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 2016 Nissan, the vehicle was assessed and paid for in Marion County. Cancel this ticket and mark improper for the 2019 tax year.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3070026**
Ticket No. **725474**
Tax Year **2019**
Parcel ID:

Amount Exonerated: $337.93

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-PP6888

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **STIRE KENNETH R & CAROL** whose address is, 325 FLORENCE ST LUMBERPORT, WV 26386, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **64743** on **Jayco Camper**, Class **3/4** in **EAGLE-LUMBERPORT**, Harrison County, West Virginia, which should have been assessed at **19653**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **45090**. 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 at an incorrect value for the Jayco Camper. Exonerate a value of 45090 at a class 4 rate of levy to correct the overcharge.

District: **10 - EAGLE-LUMBERPORT**
Account No. **3001574**
Ticket No. **414747**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $1250.80

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ATTEST: County Clerk

ORDER ENTERED TO STATE AUDITOR

ASSESSOR

EX-PP6890

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **WEST VIRGINIA GREEN LLC** whose address is, PO BOX 160 BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **96325** on **2011 Ford 2007 Ford 2011 GMC**, Class **3/4** in **ELK**, Harrison County, West Virginia, which should have been assessed at **79444**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **16881**. 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 on the 2011 Ford, 2007 Ford and 2011 GMC, the vehicles were not owned July 1, 2023. Exonerate a value of 16881 at a class 3 rate of levy to correct the overcharge. Please remove the 11 Ford E250(6089)(1FTNE2EWXBDB27060), 2007 Ford E250(4703) (1FTNE24LX7DA39592), and 2011 GMC Medi (6089)(1GTW7FCG2B1150111)from the vehicle description.

District: **11 - ELK**
Account No. **3040473**
Ticket No. **415870**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $387.25

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6892

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **ZERKEL REAL PROPERTY HOLDING CO LLC** whose address is, 4480 BETSY KERRISON PKWY JOHNS ISLAND, SC 29455, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **6289** on **EQUIPMENT** , Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **6289**. 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 **2021**, 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 2021 tax year, the business closed and all assets were sold June 2020. Cancel this ticket and mark improper for the 2021 tax year.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3054310**
Ticket No. **925135**
Tax Year **2021**
Parcel ID:

Amount Exonerated: $191.54

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6894

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **WATKINS GREGORY J & SHELBY S** whose address is, 27 GARDEN CIR BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **30705** on **2020 Kia**, Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **17985**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **12720**. 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 reported the 2020 Kia, the vehicle was traded in for the 2019 Ford also reported. Exonerate a value of 12720 at a class 4 rate of levy to correct the overcharge. Please remove the 20 Kia Sore (12720) from the vehicle description.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3059530**
Ticket No. **424979**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $382.97

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6896

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 19th day of March, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **KELLISON MACKENZIE D (LANE)** whose address is, 1432 HASTINGS RUN RD MOUNT CLARE, WV 26408, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **4935** on **2015 CHEVY EQUINOX**, Class **3/4** in **UNION-OUTSIDE**, 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 **4935**. 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 reported the 2015 Chevy, vehicle was replaced wih a 2014 Chevy assessed on a supplemental tax ticket. Cancel this ticket and mark improper for the 2024 tax year.

District: **20 - UNION-OUTSIDE**
Account No. **3072206**
Ticket No. **428922**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $113.21

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. (03/19/25)

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 **$2,190.33**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$2,190.33** 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) **$2,190.33** 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 **19th day of March, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB, Inc.	Invoice #1003033	Dated: 02/20/25	$2,190.33
		Total	**$2,190.33**

UMB

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

Invoice 1003033

Invoice Date:	**February 20, 2025**
Account Number:	**141961.1**
Administrator:	**Teri Donofrio**
Phone Number:	**(612) 337-7005**
Email:	**Teresa.Donofrio@umb.com**

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

Billing Period: **January 1, 2025 through January 31, 2025**

Prior Balance:	$7,018.99
Payments Received as of February 7, 2025	$ 0.00
Adjustments	$ 0.00
Outstanding Balance:	$7,018.99

Current Billing Period:

Current Period Fees	$2,190.33
Total Fees Due	$9,209.32

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

Account Number:	141961.1
Invoice Number:	1003033
Remit Balance	$9,209.32

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	1003033
Attention	Fee Processing

UMB

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

Invoice 1003033

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

Administration Fee	$458.33
Extraordinary Administration Fees	1,732.00
Administrative Fees Total	**$2,190.33**

Account Total **$2,190.33**

UMB

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

Invoice **1003033**

Statement of Receivables

Reflects Only Those Payments Received And Applied As of February 7, 2025

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
994227	November 20, 2024	October 1, 2024 to October 31, 2024	3,357.83	79 days
997780	December 18, 2024	November 1, 2024 to November 30, 2024	2,091.33	51 days
1000710	January 21, 2025	December 1, 2024 to December 31, 2024	1,569.83	17 days
	Total Balance Due		**7,018.99**	

7-B

REQUISITION FOR PAYMENT FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 100 (03/19/25)

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

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

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

3. The total amount requested to be disbursed pursuant to this Requisition is **$5,830.00** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

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

(b) **$5,830.00** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this **19th day of March, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB Bank	Invoice #1003018	Dated: 01/21/2025	$ 5,830.00
		Total	**$ 5,830.00**

UMB

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

Invoice 1003018

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

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

Billing Period: **January 1, 2025 through January 31, 2025**

Prior Balance:	$4,716.50
Payments Received as of February 7, 2025	$ 0.00
Adjustments	$ 0.00
Outstanding Balance:	$4,716.50
Current Billing Period:	
Current Period Fees	$5,830.00
Total Fees Due	$ 10,546.50

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

Account Number:	158735.1
Invoice Number:	1003018
Remit Balance	$10,546.50

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	1003018
Attention	Fee Processing

UMB

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

Invoice 1003018

Account Detail

Account Number: 158735.1

Charles Pointe EODD 2019ABC

Administrative Fees

Administration Fee	$625.00
Extraordinary Administration Fees	5,205.00
Administrative Fees Total	**$5,830.00**
Account Total	**$5,830.00**

UMB

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

Invoice **1003018**

Statement of Receivables

Reflects Only Those Payments Received And Applied As of February 7, 2025

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
1000750	January 21, 2025	December 1, 2024 to December 31, 2024	4,716.50	17 days
	Total Balance Due		**4,716.50**	

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made this _____ day of _____, 2025 (effective date) by and between the West Virginia State Rail Authority (OWNER AND GRANTOR) and Harrison County Commission (LESSEE AND GRANTOR) and Hope Gas Inc., a West Virginia Corporation (GRANTEE).

WHEREAS, GRANTOR(S) and GRANTEE desire to enter into an agreement in which they will work together to achieve the various aims and objectives related to Hope Gas Inc.'s Pipeline Replacement Project (Repl-Railroad Street) (the "Project").

WHEREAS the West Virginia State Rail Authority is the Owner of the property known as the Harrison South Rail Trail.

WHEREAS the Harrison Count Commission has entered into a Lease Agreement with the West Virginia State Rail Authority for the development and management of the Harrison South Rail Trail as a rail-trail.

AND WHEREAS the GRANTOR(S) and GRANTEE are desirous to enter into a Memorandum of Understanding (MOU) between them, setting out the working agreements that each agree is necessary to complete the Project.

1. **SCOPE AND PURPOSE.** The purpose of this MOU is to provide the framework, the scope of work, the terms and conditions, and the responsibilities of the parties.
2. **TERMS AND CONDITIONS.** Grantee hereby agrees prior to commencing construction, shall survey and stake the centerline of the right of way/easement and provide Grantor with copies of all engineering and survey documents obtained by Grantee.
3. **RECLAMATION.** Grantee hereby agrees that unless Grantor otherwise agrees in writing, upon termination of any of Grantee's operations on Grantor's land, Grantee shall fully restore and level the surface of the land affected by such operations as near as possible to the contours which existed prior to such operations. Grantee shall use water bars and such other measures as appropriate to prevent erosion and nonsource pollution. Grantee shall fully restore all private roads, gates and drainage and irrigation ditches disturbed by Grantee's operations as near as possible to the condition which existed prior to such operations. All surface restoration shall be accomplished to the reasonable satisfaction of Grantor.
    a. Grantee hereby agrees that all reseeding shall be done with suitable grasses selected by Grantor and during a planting period selected by Grantor. Reseeding shall be done at the rate of twelve (12) pounds of seed per acre for range land, and an amount to be determined by Grantor

for irrigated ground. It shall be the duty of Grantee to ensure that a growing ground cover is established upon the disturbed soils and Grantee shall reseed as necessary to accomplish that duty. It shall further be the duty of Grantee to inspect and control all noxious weeds as may become established within areas used or disturbed by Grantee. Grantee shall inspect disturbed areas at such times as Grantor shall reasonably request in order to determine the growth of ground cover and/or noxious weeds, and Grantee shall reseed ground cover and control noxious weeds from time to time to the extent necessary to accomplish its obligations hereunder. Grantee recognizes that this shall be a continuing obligation, and Grantee shall reseed ground cover and/or control noxious weeds until areas disturbed by Grantee are returned to as good condition as reasonably possible as existed prior to construction.

b. The Grantee shall repair, replace, or compensate the Grantor for any harm or damage that the Grantee inflicts upon the Grantor's existing property and/or improvements *[such as but not limited to drain tiles, fences, driveways, walks, buildings]* in the process of the Grantee exercising any of its herein declared rights upon the SUBJECT PROPERTY.

4. **PLAN SHEETS.** Grantee hereby agrees they shall provide the Grantor with two copies of larger Final plan/right of way sheets and as-built plans/plan sheets. Further, Grantee shall provide Grantor, prior to commencing construction, and upon request by Grantor, all written timetables related to pipeline construction and installation.
5. **DUTY OF CARE.** Grantee acknowledges that there are other existing uses and easements within this easement space, including fiber optic cables and uses. Grantee shall take all reasonable precautions and steps to protect and insulate the existing uses from damage and shall fully replace and repair all damage to any and all prior, existing uses on and within the easement area.
6. **DUTY TO REPAIR AND MAINTAIN**. Grantee covenants and agrees that it will assume all liability for the maintenance, repair, and remediation of the pipe(s) and appurtenances located in the right-of-way/easement(s).
7. **DEPTH/SURFACE CLAUSE.** Grantee covenants that all pipe shall be laid and buried below plow depth – plow depth defined as at least thirty-six inches (36”) below the surface – or if required by development regulations, to a depth beyond at least forty-eight inches (48”) below the surface. Although Grantee shall make all efforts to bury any surface obstructions necessary for Grantee’s pipeline right of way operations as granted herein shall be fully fenced.
8. **FUTURE DEVELOPMENT CLAUSE**. Grantee further covenants that it will place no unreasonable restrictions on Owner for construction of future access that crosses the right of way (roads; utility; transportation/gathering lines; etc.) and

owner can require that Grantee work in an advisory capacity for construction of such items/facilities to minimize damages – with the express understanding that Owner will not build any residential physical structure within the right of way or over pipe situate therein. Further, Owner and Grantee agree that Owner has the absolute right to grant other easements within and across the easement area.

9. **INDEMNIFICATION AND DEFENSE**. Hope Gas Inc. hereby agrees to protect, defend, indemnify and hold harmless the undersigned of and from any and all damages, claims for damages, demands, suits, recoveries, judgments or executions which may arise or be made, had brought or recovered against the undersigned by reason of or on account of any injuries or damages to persons or property resulting from the right herein granted, except that caused by the sole negligence of Grantor.
10. **COMPLIANCE WITH LAW**. Grantee shall conduct operations and activities in accordance with existing local, state and federal laws, rules and regulations.
11. **NONASSIGNABILITY**. Should Grantee exercise its option to assign this agreement to any other entity either in whole or in part, then, upon such assignment, Assignee shall operate in strict compliance with the terms and conditions herein.
12. **SUBJECT TO LEASE AGREEMENT WITH STATE RAIL AUTHORITY**. Grantee understands and agree that this use is subject to the Grantee complying with all standards and specifications set forth within a Lease Agreement dated November 23, 1998, by and between the West Virginia State Rail Authority and the Harrison County Commission, a copy of which was provided to Grantee, including, among others, those provisions set forth within Subsections 3(B) and 3(C) which are fully incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed on the respective dates specified below.

GRANTOR:

(1)

By:_____ _____

WV State Rail Authority Date

Owner

(2)

By:_____ _____

Harrison County Commission Date

Lessee

GRANTEE:

Hope Gas, Inc.

By:_____ _____

Authorized Representative Date

CORPORATE ACKNOWLEDGMENT

STATE OF West Virginia,

COUNTY OF _____, **to-wit:**

I, _____, a notary public in and for said County, do certify that _____, who signed the writing above, bearing the date the _____ day of 2025 for WV State Rail Authority , has this day acknowledged the said writing to be the act and deed of said public corporation.

Given under my hand this _____ day of _____, 2025.

My commission expires _____ _____

Notary Public

CORPORATE ACKNOWLEDGMENT

STATE OF West Virginia,

COUNTY OF Harrison, **to-wit:**

I, _____, a notary public in and for said County, do certify that _____, who signed the writing above, bearing the date the _____ day of 2025 for Harrison County Commission , has this day acknowledged the said writing to be the act and deed of said public corporation.

Given under my hand this _____ day of _____, 2025.

My commission expires _____ _____

Notary Public

CORPORATE ACKNOWLEDGMENT

STATE OF West Virginia,

COUNTY OF _____, **to-wit:**

I, _____, a notary public in and for said County, do certify that _____, who signed the writing above, bearing the date the _____ day of 2025 for Hope Gas, Inc., a West Virginia Corporation a public corporation, has this day acknowledged the said writing to be the act and deed of said public corporation.

Given under my hand this _____ day of _____, 2025.

My commission expires _____ _____

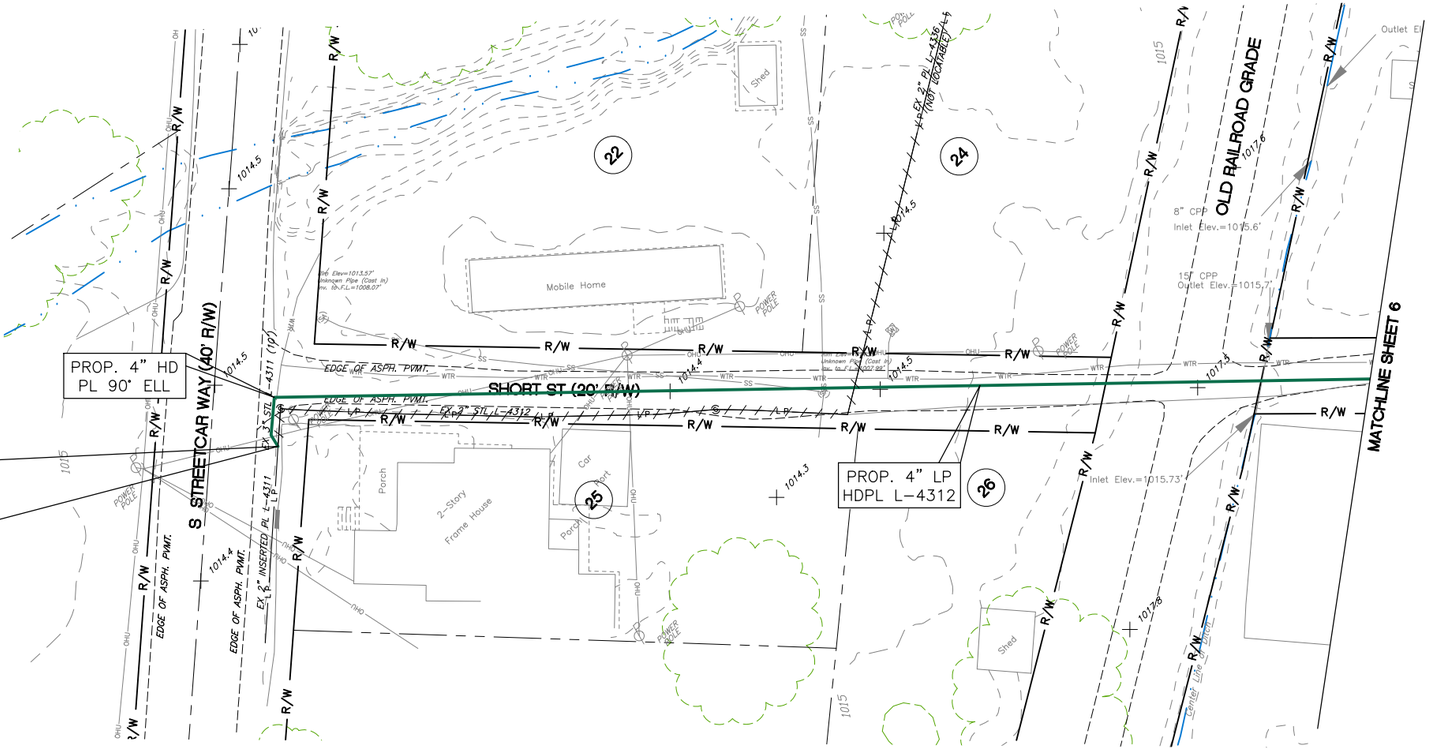
Notary Public

EXHIBIT A

L.P. ABANDONMENT
SHORT ST
ABANDON 161' ~ AS IS
L-4312

SHORT ST
INSTALL 402' ~ 4" LP HD PL
L-4312

L.P. ABANDONMENT
ABANDON 580' ~ AS IS
L-4336



GAS FEED @ TIE-IN:
SINGLE

GAS FLOW DISCLAIMER – SEE GENERAL NOTES PAGE

LOW PRESSURE L-4311 TIE-IN
CONTRACTOR TO INSTALL BY-PASS & TIE COMPLETE W/ 4"X2" PL REDUCER & 2" EF COUPLING
OFFSET #1 DIST. 18' SE OF S STREETCAR WAY CL
GPS COORDINATES: 39.160180°,-80.353758°
SEE SHEET 9 DETAIL A

NORTH

DRAWING SCALE
0 20' 40'
1" = 20'-0"

REV #	DESCRIPTION	DATE	BY

Hope Gas

REPL-RAILROAD ST-L4334-P403001120
403001120

PLAN SHEET

DATE: 1/29/2025
PROJECT ID #: 403001120

5
13

THE OWNER DOES NOT WARRANT THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF THIS DRAWING OR MAP FOR ANY PURPOSE, AND RELIANCE HEREON AND USE HEREOF IS AT THE RISK OF THE USER, WHO AGREES TO HOLD HARMLESS AND INDEMNIFY THE OWNER AGAINST ANY AND ALL LIABILITY IN CONNECTION WITH ITS USE.

Source Dwg: G:\Capital Projects Engineering\Project Files\P403001120 (RAILROAD ST)\6-Design\P403001120 RAILROAD ST NEW.dwg Owner:garre54

Demolition of 14 Structures - Batch 5			Bid Due March 10 2:30		Bid Opening March 10, 3:00pm	
Contractor	Date	WV Contractors License	Liability Insurance	Bid Bond	Certification for Asbestos Removal	Bid Amount
Beatty Construction	3/10/25	✓	✓	✓	✓	139,400.00
Blue & Gold Dev.	3/10/25	✓	✓	✓	✓	137,600.00
Hoffman	3/10/25	✓	✓	✓	✓	119,300.00

DESTROY AFTER 2023

FILES FOR STORAGE

DESTROY 2016 COMPLETION AT END OF 2023

Funder	Grant Number	CFDA#	Name of Grant	Inclusi From		
WVLWCF	**Not Funded**		**Phase II: ADA Inclusive Play Structure**	**2015**	**2016**	
			Application (2 copies)			300
WVDOJ	**15-CS-07**		**Court Security Fund 15-CS-07**	**7/1/2015**	**6/30/2016**	
			Application			70
			Award and GAN			30
			Progress and Financial Reports (July - June)			75
			Itemization of Funds			1
			Misc Emails			6
			Purchase Requisitions and Invoices			25
			Bids			60
WV-CFIA	**13cycHarri2016**		**Courthouse Facilities Improvement Auth-Cycle 13**	**1/1/2016**	**12/31/2016**	
	Fire Suppression		Application			50
			Award			4
			Quarterly Progress Reports and Reimbursement Requests			40
			Purchase Requisitions			25
			Bids and relevant documents			40
			Misc			5
			Thrasher Contract and Specifications			50
WV-CFIA	**LS 2015**		**Courthouse Facilities Improvement Auth-Cycle 12**	**1/1/2015**	**3/18/2016**	
			Application			60
			Award and Contract / Requests for Extension			25
			Completion Report / Reimbursement Request			50
			Misc			60
			Purchase Requestions			75
			Bids / Plans			75
WVCFIA	**Not Funded**		**Courthouse Facilities Improvement Auth-Cycle 10**	**1/1/2012**	**12/31/2012**	
			Application and related documents			100
WVJAG	**Not Funded**		**South Harrison Prevention Resource Officer**	**7/1/2015**	**6/30/2016**	
			Application and related documents			100
WVDEP	**343**	**N/A**	**REAP Litter Control Grant**	**7/1/2014**	**6/30/2015**	
			Application and related documents			50
			Award			25
			Final Performance and Accounting Reports			50
			Misc Documents			35
WVDOJ	**16-1306**	**16-540**	**PRO at South Harrison High School 15-JJP-003**	**7/1/2015**	**6/30/2016**	
			Application/Budget			100
			Application Kit			40
			Award/Contract/GAN			30
			On Site Programmatic Review			25
			Project Reports and Reimbursement Requests	Jul-2015		20
			Project Reports and Reimbursement Requests	Aug-2015		25
			Project Reports and Reimbursement Requests	Sep-2015		30
			Project Reports and Reimbursement Requests	Oct-2015		30
			Project Reports and Reimbursement Requests	Nov-2015		30
			Project Reports and Reimbursement Requests	Dec-2015		35
			Project Reports and Reimbursement Requests	Jan-2016		25
			Project Reports and Reimbursement Requests	Feb-2016		30
			Project Reports and Reimbursement Requests	Mar-2016		35
			Project Reports and Reimbursement Requests	Apr-2016		30
			Project Reports and Reimbursement Requests	May-2016		25
			Project Reports and Reimbursement Requests	Jun-2016		20

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Director of Grants and Special Projects

I request authorization for destruction of the following records in accordance with the West Virginia Code and any applicable

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by: _____

DESTROY AFTER 2024

FILES FOR STORAGE

DESTROY 2017 COMPLETION AT END OF 2024

Funder	Grant Number	CFDA#	Name of Grant	Inclusive Dates		Approx # of pages
				From	To	
WVDOJ	**17-906**	**N/A**	**16-CS-07 Court Security Fund**	**7/1/2016**	**6/30/2017**	
			Grant Application			108
			Grant Award & Contract			29
			Budget & GAN			4
			Monthly Reports			
			July - June			200
			Administrative Manual			37
			Duress and Emergency Notification System (various docs)			130
			Security Audit/Misc Documents			110
WVDJCS	**15-JJP-008**	**16.540**	**Preventive Resource Officer**	**6/1/2016**	**6/30/2017**	
			Grant Application			182
			Grant Award & Contract			32
			Budget and GAN			11
			Monthly Reports			
			July			15
			August			21
			September			21
			October			25
			November			39
			December			37
			January			32
			February			31
			March			30
			April			29
			May			42
			June			23
			Miscellaneous (Guidelines)			9
			On-site Monitoring Visit (Report)			17
			Grant Application (Extra copy)			182
WVLWCF	**16-493**	**15.916**	**Phase I: ADA Inclusive Play Structure and Picnic Shelter Roof Repairs**	**10/1/2015**	**12/31/2017**	
			Application			200
			Application booklet (3 copies)			200
			Application - Procedural Guide			100
			Award and Amendment No. 1			40
			Teacher's Requests			35
			Reimbursement Requests (2) / Quotes, Brochures			225
			Resolution / Correspondence / Other (Binder)			50
			Misc			250
Harrison County Commisson			**Levy Estimate**	**7/1/2016**	**6/30/2017**	
			Official Budget Document			30
WVDOT	**U317-50**		**Sun Valley Industrial Access Road**	**8/28/2015**	**1/30/2017**	
			Application			100
			Contract/Agreement			10
			Requisition and backup documents			40
			Thrasher Agreement (including construction plans)			75
			Right Of Way			5
			IAR Invoices			25
			Certificate of Completion			25
			Misc			65

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Director of Grants and Special Projects

I request authorization for destruction of the following records in accordance with the West Virginia Code and any applicable

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

DESTROY AFTER 2024

FILES FOR STORAGE

DESTROY 2017 COMPLETION AT END OF 2024

Funder	Grant Number	CFDA#	Name of Grant	Inclusive Dates		Approx # of pages
				From	To	
WVDJCS	17-CC-06		**Community Correction Funds**	**7/1/2016**	**6/30/2017**	
			Application			195
			Award / Contract			31
			Budget and GAN			9
			July 2016			80
			August 2016			76
			September 2016			79
			October 2016			72
			November 2016			71
			December 2016			72
			January 2017			81
			February 2017			80
			March 2017			83
			April 2017			82
			May 2017			87
			June 2017			82
			Program Guidelines			34
			149 Legislative Rule			18
			Monitoring Report			11
			Application (Extra Copy)			195
WVDOJ	17-201		**Treatment and Support for Drug Free Living 17-JRI-02**	**7/1/2016**	**6/30/2017**	
			Application			160
			Award and Contract			24
			Budget and GANs			20
			Monthly Reports			
			July 2016			53
			Aug 2016			55
			Sept 2016			57
			Oct 2016			61
			Nov 2016			59
			Dec 2016			56
			Jan 2017			61
			Feb 2017			61
			Mar 2017			64
			Apr 2017			55
			May 2017			54
			June 2017			55
			On Site Monitoring Questionnaire			23
			Reducing Recidivism			26
			JRI- References			100
			Records Management - various years			
WVDCH	RMPM		RMPM 7/1/2016 - 6/30/2017 (entire file)			180
			RMPM 7/1/2015 - 6/30/2016 (entire file)			145
			RMPM 7/1/2014 - 6/30/2015 (entire file)			155
			RMPM 7/1/2013 - 6/30/2014 (entire file)			50
			RMPM 7/1/2012 - 6/30/2013 (entire file)			60

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Director of Grants and Special Projects

I request authorization for destruction of the following records in accordance with the West Virginia Code and any applicable

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by:

DESTROY NOW

FILES FOR STORAGE

Funder	CFDA#	Name of Grant	Inclusive Dates
			From
		MRC	**2011-2018**
		PETCO	**2015-2016**
Not Funded		**State Opioid Response: Pee**	**2019-2020**
		BBHHF	**2018-2019**
		Court Security Fund	**2018-2019**
		Homeland Security LPR	**2017-2018**
		Homeland Security LE LMR	**2017-2018**
		Salem Depot Phase1	**2015-2016**
Not Funded		**Homeland Securtiy**	**2022-2023**
Not Funded (equipment)			**2022-2023**
Not Funded (radios			**2021-2022**
Not Funded (generator)			**2022-2023**

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Grant Administrator

I request authorization for destruction of the following records in accordance with

Approved by: _____

Harrison County Commissioner

Date: _____

Destruction Verification by: _____

DESTROY NOW

FILES FOR STORAGE/DESTORY NOW

Funder		CFDA#	Name of Grant	Inclusive Dates From	To	Approx # of pages
			AFG/Wallace VFD	**2016**	**2017**	
			Application/Correspondence			100
			Waste Coal Severance	**2016**	**2017**	**46**
			Waste Coal Severance	**2015**	**2016**	**100**
			Waste Coal Severance	**2011**	**2012**	**35**
			Waste Coal Severance	**2012**	**2013**	**54**
			Waste Coal Blank Forms			**35**
			Senior Citizen Center Elevator		**2016**	**58**
			Waste Coal Severance	**2010**	**2011**	**215**

AUTHORIZATION TO DESTROY RECORDS

From Gina Jones, Grant Administrator

I request authorization for destruction of the following records in

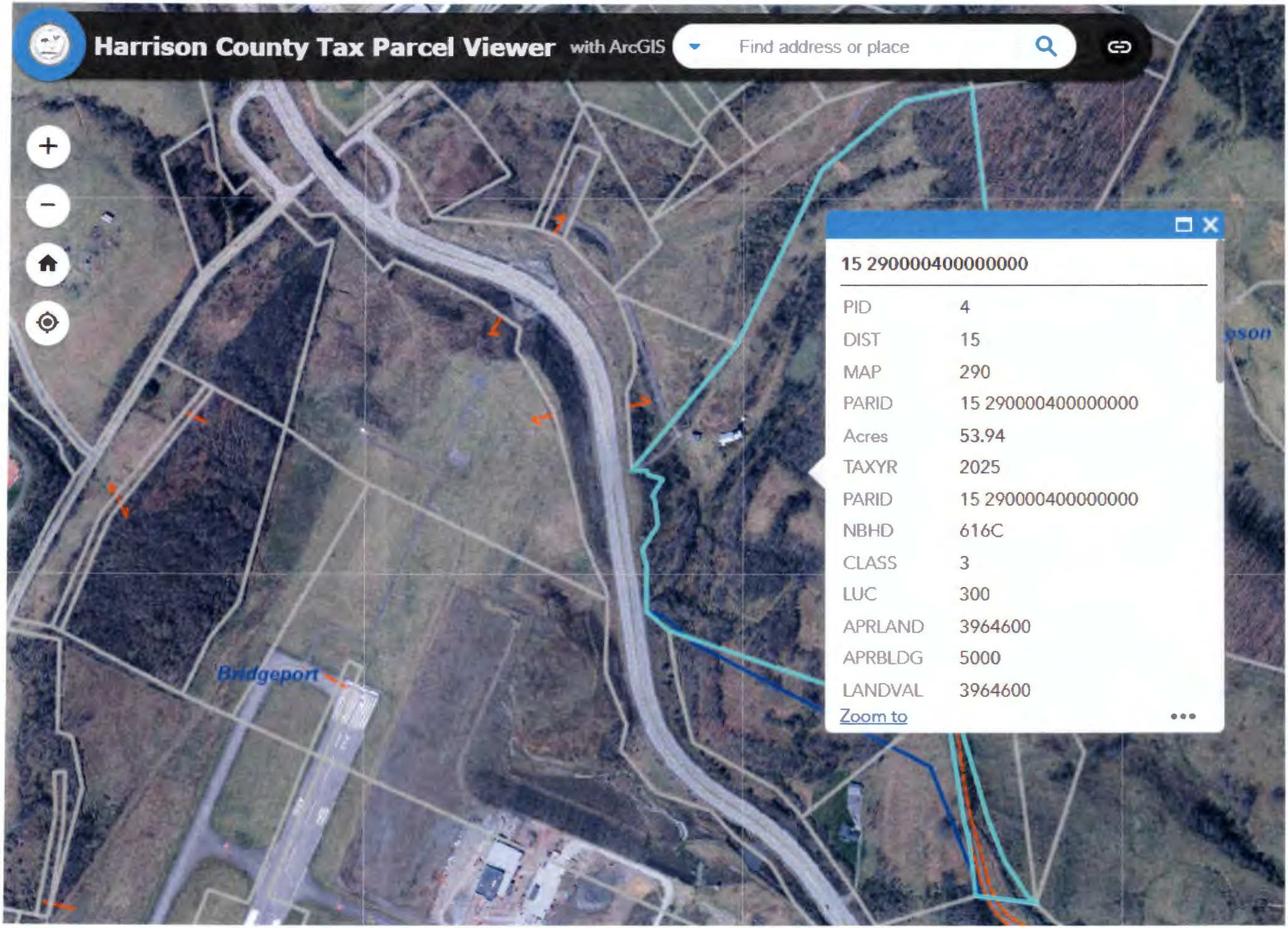
Approved by: _____

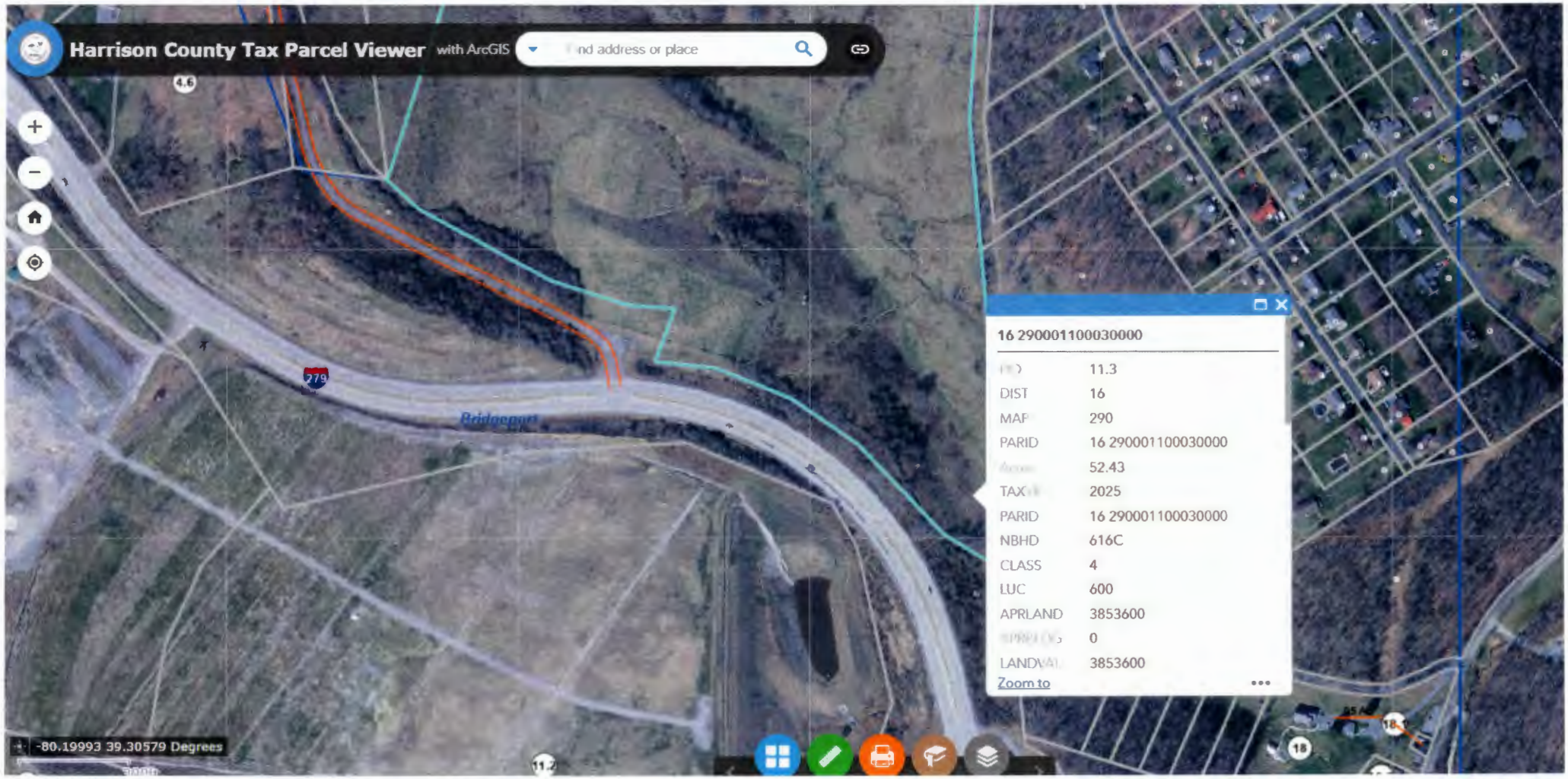
Harrison County Commissioner

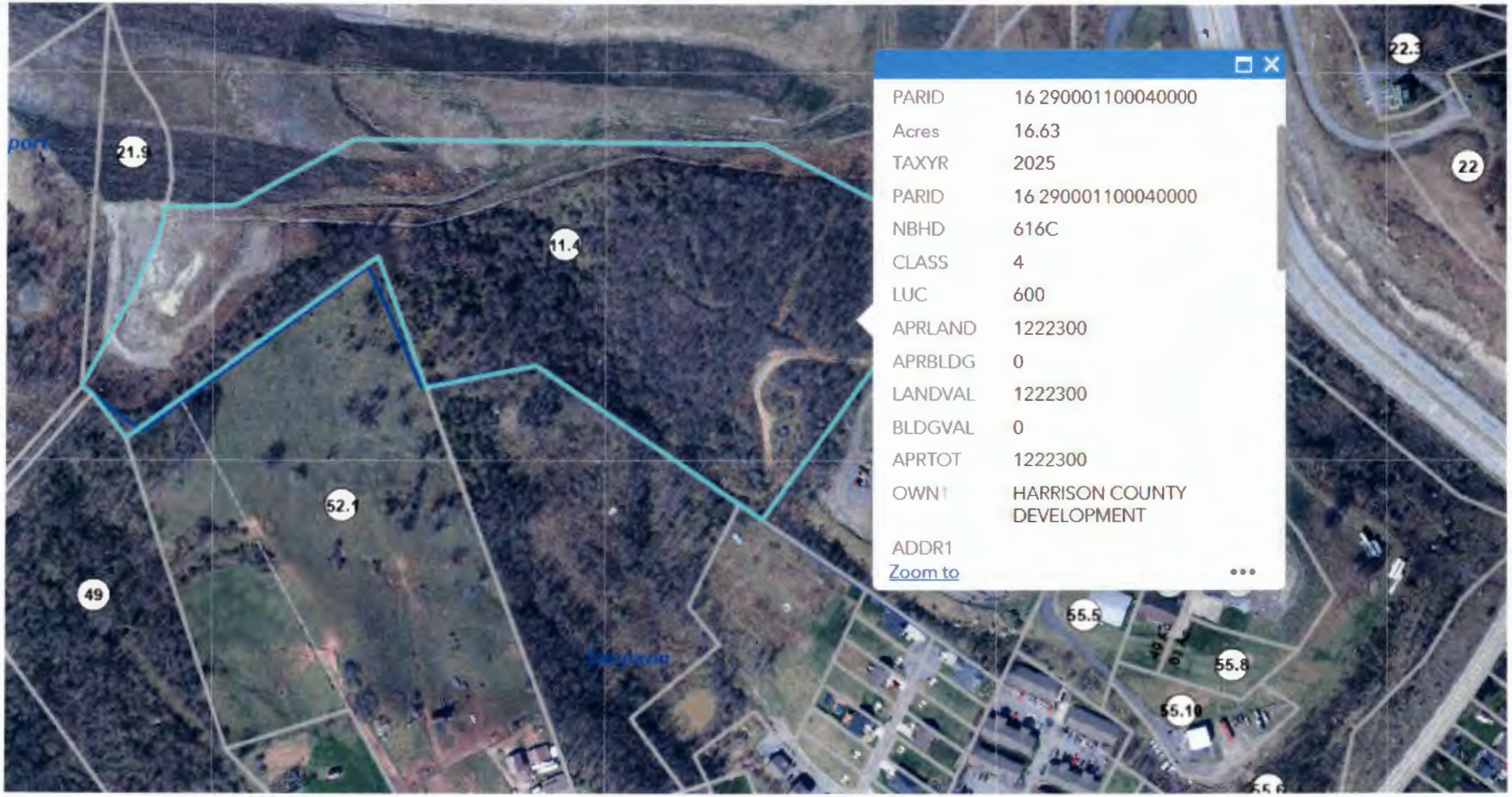
Date: _____

Destruction Verification by: _____


420 BUCKHANNON PKE
Show search results for 420...
(22')


Harrison County Tax Parcel Viewer
with ArcGIS
Find address or place
15 290000400000000
PID 4
DIST 15
MAP 290
PARID 15 290000400000000
Acres 53.94
TAXYR 2025
PARID 15 290000400000000
NBHD 616C
CLASS 3
LUC 300
APRLAND 3964600
APRBLDG 5000
LANDVAL 3964600
Zoom to
Bridgeport


Harrison County Tax Parcel Viewer
with ArcGIS
nd address or place
16 290001100030000
11.3
DIST 16
MAP 290
PARID 16 290001100030000
52.43
2025
PARID 16 290001100030000
NBHD 616C
CLASS 4
LUC 600
APRLAND 3853600
0
LANDVAL 3853600
Zoom to
-80.19993 39.30579 Degrees



PID 11.4
Dist 16
map 290

A RESOLUTION AUTHORIZING THE SUBMISSION OF A P
TO WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION;
2025 AML ECONOMIC REVITALIZATION (AMLER) PROGRAM
FOR THE HARRISON COUNTY ANIMAL CONTROL FACILITY

WHEREAS, the Harrison County Commission recognizes the need for a modern and updated Animal Control facility that would accommodate the increased number of stray cats and dogs, and

WHEREAS, Harrison County has the highest number of euthanasia in West Virginia and also plans to develop an adoption program with a new facility by being able to house more animals and for a longer period of time, and

WHEREAS, Harrison County wishes to participate and be considered for funds from the 2025 AML Economic Revitalization (AMLER) 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 Federal Government, and

WHEREAS, Harrison County Commission will 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 2025 AML Economic Revitalization (AMLER) program, not to exceed the amount of Four Million Dollars, ($4,000,000) and will provide the appropriate match if required.

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

PASSED by the Harrison County Commission on this the 19th day of March, 2025.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

A RESOLUTION AUTHORIZING THE SUBMISSION OF A F
TO WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION;
2025 AML ECONOMIC REVITALIZATION (AMLER) PROGRAM
FOR THE MEADOWBROOK-SIMPSON CREEK
RAIL TRAIL BRIDGE CONNECTOR

WHEREAS, the Harrison County Commission is committed to the continued development of the Harrison County Rail Trails Program, specifically the Pittsburgh to Parkersburg corridor; and

WHEREAS, the Harrison County Commission is applying for a 2025 West Virginia Department of Environmental Protection AML Economic Revitalization (AMLER), and

WHEREAS, the Harrison County Commission is also required to accept all conditions under which the AMLER program must be implemented as contained in said application, 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 State Government, and

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

1. The Harrison County Commission authorizes the President of the Harrison County Commission to execute the 2025 West Virginia Department of Environmental Protection American Mine Land Economic Revitalization Grant Application for funds not to exceed $1,500,000 (One Million Five Hundred Thousand Dollars.

2. The Harrison County Commission considers and adopts all requirements of the WVDEP AMLER Program contained in said application.

3. 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 State government.

PASSED by the Harrison County Commission on this the 19th day of March, 2025.

_____
Susan Thomas, President
Harrison County Commission

ATTEST:

_____
John Spires, County Clerk

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF FUNDS FR
WEST VIRGINIA JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES
CONTAINED IN SAID APPLICATION
APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION
TO ADMINISTER SAID PROGRAM

WHEREAS, the Harrison County Commission to participated in the West Virginia Justice Assistance Grant Program (JAG) to partially fund a Prevention Resource Officer to be located in Harrison County High Schools and Middle Schools; and

WHEREAS, the funds to be received will be used towards the salary of the PRO officers; and

WHEREAS, the Harrison County Commission determined that this project was eligible for West Virginia Justice Assistance Grant Program funding; 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 application for funds from the West Virginia Justice Assistance Grant Program; and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all standard and special conditions and assurances contained in, and made a part of, said West Virginia Justice Assistance 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 State government; and

WHEREAS, it is required that the Harrison County Commission commits sufficient manpower during the grant period.

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

1. The Harrison County Commission authorizes the acceptance of $40,000, from the West Virginia Justice Assistance Grant (JAG) Program, and will agree to the 25% cash match, with the proper State official and said application shall be in proper form and comply with all federal, state, and local laws.

2. The Harrison County Commission considers and adopts that certain documents entitled *"Standard Conditions and Assurances"* and *"Special Conditions and Assurances"* as contained in said application and made a part of said Resolution as if set forth herein.

3. 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 West Virginia Justice Assistance Grant Program, including providing necessary additional information to the State government.

PASSED by the Harrison County Commission on this 19th day of March 2025

_____
Susan Thomas, President
Harrison County Commission

ATTEST:

_____
John Spires, County Clerk

16

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labo
Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2026

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee at least 15 calendar days to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: Mia (First) Elizabeth (Middle) Quiaquinto (Last)

(2) Employer name: Harrison-Taylor 911 Date: 10/12/99 (mm/dd/yyyy)
1st date certification requested)

(3) The medical certification must be returned by 3/18/25 (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: 911 Dispatcher Job description ☐ is / ☐ is not attached.

Employee's regular work schedule: Friday - Tuesday 0000 - 0800

Statement of the employee's essential job functions:

Answer 911 lines, alarm lines, non-emergency lines, dispatch responders & work a radio

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves **inpatient care** or **continuing treatment by a health care provider**. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: [redacted] MICA GIAQUINTO

Health Care Provider's name: (Print) OM SHANTI HOLISTIC SERVICES - CARLY A. WEARS

Health Care Provider's business address: 1258 FORT MARTIN RD, MAIDSVILLE, WV 26541

Type of practice / Medical specialty: HOLISTIC HEALING

Telephone: 304-692-9535 Fax: _____ E-mail: omshantiwv@gmail.com

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: 2/20/25 (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: N/A

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care**: The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☒ **Incapacity plus Treatment**: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (☒ has been / ☒ is expected to be) incapacitated for **more than** three consecutive, full calendar days from: 2/20/2025 (mm/dd/yyyy) to N/A (mm/dd/yyyy).

The patient (☒ was / ☒ will be) seen on the following date(s): 2/20/2025 2/23/2025, 2/27/2025, 3/6/2025, 3/11/2025, 3/19/2025, 3/25/2025, plus any extra needed & regular non-session contact.

The condition (☒ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment).

☐ **Pregnancy**: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

☒ **Chronic Conditions**: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions**: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments**: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: MICA GIACUINTO

(4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

Client uses bilateral stimulation as part of her treatment.

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(5) Due to the condition, the patient (☒ had / ☒ will have) **planned medical treatment(s)** (scheduled medical visits) (e.g.psychotherapy, prenatal appointments) on the following date(s): 2/20/2025, 2/23/2025, 2/27/2025, 3/6/2025, 3/11/2025, 3/19/2025, 3/25/2025, Regular non-session contact & emergency sessions available.

(6) Due to the condition, the patient (☐ was / ☒ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) Diagnostic Testing

Provide your **best estimate** of the beginning date 03/25/2025 (mm/dd/yyyy) and end date 03/25/2025 (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

Diagnostic Testing will take two day at most. It will depend on who Mica chooses to do the testing. Holistic Healing will be ongoing during this entire period

(7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

(8) Due to the condition, the patient (☐ was / ☒ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date 2/20/2025 (mm/dd/yyyy) and end date N/A (mm/dd/yyyy) for the period of incapacity.

(9) Due to the condition, it (☒ was / ☒ is / ☒ will be) medically necessary for the employee to be absent from work on an intermittent basis (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur multiple times per (☐ day ☒ week ☐ month) and are likely to last approximately multiple (☒ hours ☐ days) per episode.

Employee Name: MICA GIAQUINTO

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be **not able** to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (☒ was not able / ☒ is not able / ☒ will not be able) to perform **one or more** of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Mica answers 911 calls & coordinates a Response team; ongoing until the Responding department takes lead. Due to her current break-through in the excavation of implicitly stored memories/experiences, Mica is unable to complete this job without putting lives at Risk.

Signature of Health Care Provider C. Nicar Date: 03/06/2025 (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Harrison County Commission

Request to Attend Meeting

Name	Becca Martin
Department	911
Destination	Cacapon State Park, Berkeley Springs, WV
Travel Dates	May 19-21, 2025
Reason	NENA Classes May 20 - Enhanced Fire Dispatching May 21 - Preventing Telecommunicator Tunnel Vision

Total Estimated Cost				$ 752.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 196.00
Registration				$ 440.00
Meals	(Estimated)			$ 116.00
Incidentals				$ 0.00

Employee Signature: _____ Date: 2/12/25

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

Harrison County Commission

Request to Attend Meeting

Name	Lorenda McConnell
Department	911
Destination	Cacapon State Park, Berkeley Springs, WV
Travel Dates	May 19-21, 2025
Reason	NENA Classes May 20 - Enhanced Fire Dispatching May 21 - Preventing Telecommunicator Tunnel Vision

Total Estimated Cost				$ 752.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 196.00
Registration				$ 440.00
Meals	(Estimated)			$ 116.00
Incidentals				$ 0.00

Employee Signature: Lorenda McConnell Date: 2/10/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name	Rebecca Ayers
Department	911
Destination	Cacapon State Park, Berkeley Springs, WV
Travel Dates	May 19-21, 2025
Reason	NENA Classes May 20 - Enhanced Fire Dispatching May 21 - Preventing Telecommunicator Tunnel Vision

Total Estimated Cost				$ 752.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 196.00
Registration				$ 440.00
Meals	(Estimated)			$ 116.00
Incidentals				$ 0.00

Employee Signature: Rebecca Ayers Date: 2-10-2025

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

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

A8 Form Revised: May 1, 2014

A-1

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, February 26, 2025, through Tuesday, March 4, 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, February 26, 2025, the following matters were disposed of in the presence of the Clerk:

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

On, Thursday, February 27, 2025, the following matters were disposed of in the presence of the Clerk:

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

THOMAS D BELASCO II, who was named in the last will and testament of **JOANNE P BELASCO**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **PATRICIA RAYE MORRIS** was appointed and qualified as ADMINISTRATRIX of the estate of **DAVID BRYAN MORRIS**, deceased. No bond was required.

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

SUSAN LOUISE BAILEY, who was named in the last will and testament of **CLARA BELL PAUGH**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, February 28, 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, **MELISSA ANN OCONNELL** was appointed and qualified as ADMINISTRATRIX of the estate of **GREGORY LEE LOSER**, deceased. Bond was 20,000.00.

On, Monday, March 3, 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, **CHRIS DELGRECO** was appointed and qualified as ADMINISTRATOR of the estate of **ROBERT PEARL MUDD**, deceased. Bond was 120,000.00.

A duly exemplified copy of the last will and testament of **ROBIN A FARRY**, deceased, late a resident of ADAMS, COLORADO, was admitted to record.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **THERESA K BROWN** was appointed and qualified as ADMINISTRATRIX of the estate of **ANN MARIE KAKALEC**, deceased. Bond was 217,000.00.

On, Tuesday, March 4, 2025, the following matters were disposed of in the presence of the Clerk:

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

DEBORAH ANN LEAR, who was named in the last will and testament of **JAMES MICHAEL LEAR**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

SHANNON LOUISE ESCOLOPIO, who was named in the last will and testament of **JOHN DALE ESCOLOPIO**, deceased, as ADMINISTRATOR CTA thereof, qualified as such. Bond was 43,300.00.

A-2

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, March 5, 2025, through Tuesday, March 11, 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, Friday, March 7, 2025, the following matters were disposed of in the presence of the Clerk:

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

MATT ALDEN, who was named in the last will and testament of **BRITTANY DANIELLE ALDEN**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **REBECCA MARIJANE HORN** was appointed and qualified as ADMINISTRATRIX of the estate of **ALICIA MICHELLE HUNDLEY**, deceased. Bond was 18,000.00.

C-1

Sun Valley Public Service District

Regular Board Meeting

Thursday, February 20, 2025

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

Present	Employees	Also Present
Richard "Gregg" Dale	Kevin Short	Cody Turner
Connor Thompson		
Sandra Patterson		

1. **Approval of Minutes**
   Sandra Patterson made a motion to approve the minutes from the Regular Board meeting on Tuesday, January 14, 2025, as read. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Sandra Patterson made a motion to approve the Check Signed Document dated 1/17/25 through 2/20/25. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

3. **Phase IIIA Sewer Project**
   Kevin Short informed the Board that he had the 7th Payment Request for the Phase III "A" Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #7 for the Phase III "A" Sewer Project with $3,000.00 going to Thrasher Group with the Grand Total being $3,000.00 to be submitted to Harrison County Commission and WDA. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

4. **Phase IIIB Sewer Project**
   Kevin Short informed the Board that he had the 2nd Payment Request for the Phase III "B" Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #2 for the Phase III "B" Sewer Project with $52,632.64 going to Glover Legal PLLC; $4,875.00 going to Haymond LLC; $11,500.00 going to Sun Valley PSD Reimbursement; and $1,900.00 going to JD Utility Services, LLC for a grand total of $70,907.64, to be submitted to Harrison County Commission and (DEP) Department of Environmental Protection. 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. Cody said that Contract #1 the time: 141/120 to substantial completion is 117% and they need a change order request; Contract #1 Construction is 71% complete; Inspection Budget is 95% complete with an amendment next week. The Contractor's schedule update and upcoming work is for contract #1, the lift station #1 and #2 work and tie-ins; the shop drawings and O&M submittals have

been reviewed and returned. The change order for contract #1 is replacing gravity line between MH E-1 to MH E1-A and time extension for pump and panel lead times and Cody said they need a time extension request from Pro Contracting. Owner Comments: The roof at lift station #1 needs to be a different color; the Contractor can utilize existing generator to power lift station #2, during removal of existing 8" gravity sewer line with replacement of 12" gravity sewer line (change order #1). Cody and the Board discussed the Projects further.
After discussion, **Connor Thompson made a motion to approve change order #1 to our Project, Phase III A Wastewater collection system to remove $5,775.00 from the price and add 90 days extension to the labor and installation. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

Connor Thompson made a motion to increase Amendment #2 by $25,000.00 to cover the RPR fees. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

Cody informed the Board that everything has been submitted to the PSC for the proposed water line extension for Indian Run. We are still waiting to hear back from the IJDC.

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 January 29, 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 33.75% for the month of January, 2025, in which the whole month of January's billing was estimated due to weather. He said that we have a 20.01% 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 January, 2025 and discussed.

E. Kevin provided the Board with a copy of the Vendor Invoice Report dated 2/3/25 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.

H. Kevin provided the Board with a copy of the spreadsheet requesting approval to write off final accounts with balances. After discussion, **Connor Thompson made a motion to write off final accounts (bad debt) in the amount of $4,355.65, with $2,534.44 for Water and $1,821.21 for Sewer. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

I. Kevin provided the Board with (3) signature cards to open bank accounts at Huntington Bank for Lake Floyd PSD. They will be for a Sewer Revenue Account, Sewer Savings Account and a Sewer Working Capital Reserve Account. Kevin said the signature cards need to be signed by the Board members.

J. Kevin informed the Board that he met with Frank Floyd from Floyd Signs in Buckhannon, WV. Kevin provided the Board with a quote from them for signage at the office and discussed

in detail with the Board. After discussion, **Connor Thompson made a motion to approve $4,369.00 to Floyd Sign Co. for signage at Sun Valley PSD and Hepzibah PSD for the building. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

K. Kevin informed the Board that we received a letter from the Municipal Bond Commission stating an annual review of surplus was performed and we have funds in excess of our reserve requirements that will be refunded to us. Kevin said we will have a check in the amount of $6,476.00 for 10-A Water Reserve and $2,943.00 for 10-A Sewer Reserve. We should receive these checks in about two weeks.

L. Kevin informed the Board about getting a new payment box in front of the building and we had only had it for a couple weeks when someone broke into it and stole the payments. There were approximately six customers that put their payments (checks) in the box that were taken. Kevin said that he reviewed the footage on the cameras and found where a man walked to the box and it took him four tries to get into the box. Kevin said he called the state police and reported it and when they came to look at the footage, it was gone. Kevin said come to find out our server that all the videos go to, ran out of storage on 11/9/24 and was deleting 192 videos every day. Kevin said he called Chuck Swiger and asked him to make us a payment box that you would have to have a dozer to remove. Chuck made us a nice payment box and it cost $450.00. Kevin and the Board continued discussion on this matter.

M. Kevin informed the Board that he is going to have Asphalt Kings who paved our driveway to come back in August or September and put a seal coat on the entire driveway and he will repaint the lines for parking etc., too.

N. Kevin informed the Board that when the Phase III B project is finished, our bond payments will start in 2026.

O. Kevin informed the Board that he wanted to re-do the O&M Agreement with Hepzibah. Kevin said since they have their own equipment now, the only thing he wants to change is the $3,748.00 a month we bill them every month. Hepzibah PSD Board members have already approved $1,000.00 a month to Kevin Short for Manager Services and $612.00 a month to Zachary Barnett for Supervisor Services. After discussion, **Connor Thompson made a motion to approve our Revised O&M Service agreement with Hepzibah PSD to $1,612.00 a month. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

P. Kevin informed the Board that all of our generators were serviced last week by Cummings out of Fairmont.

Q. Kevin provided the Board with a copy of the February, 2025 calendar and discussed.

7. **Employee Issues**

Sandra Patterson made a motion to go into executive session to discuss employee issues. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.

Gregg Dale announced that the meeting was back in session.

After discussion, **Sandra Patterson made a motion to give the following wage increases at Sun Valley PSD; Boyd Pratt goes to $20.00/hr., Harrison Miller goes to $17.50/hr., Zachary Hayes goes to $18.00/hr., Zachary Barnett goes to $25.00/hr. and Kevin Short's bi-weekly Salary to $2,720.00 with anything over 40 hours a week paid at $34.00/hr. 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 March 11, 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

Secretary

aja

C-2

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

** OPEN INVOICES ** DUE DATE: 2/28/25 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 2/28/25 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 651 100 00	MAINTENANCE OF MAINS	1	1,550.00	1	1,550.00
B	80 675 200 00	HEPZIBAH MAINTENANCE HELP	1	3,138.87	1	3,138.87
	FUND# 80	WATER FUND	2	4,688.87	2	4,688.87
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	23	29,930.72	23	29,930.72
	FUND# 81	SEWER FUND	23	29,930.72	23	29,930.72
		ALL FUNDS	25	34,619.59	25	34,619.59