Harrison County Commission Meeting
Wednesday, March 5, 2025
10:00 A.M.

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

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

Appointments:
10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
10:05 A.M --- 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
10:10 A.M. --- Proclamation for American Red Cross Month

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **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**
    - **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:**
    - **A.** Series 2008A - $8,210.00
8. **Review—Discuss—Consider** Repair Work Order from TK Elevator for Elevator Repairs
9. **Review—Discuss—Consider** Courthouse Elevator Replacement Quotes
10. **Review—Discuss—Consider** Appointing Cassandra Vanhorn to the Centra Bus Board
11. **Review—Discuss—Consider** Awarding Bid for the Site Feasibility Study
12. **Review—Discuss—Consider** Access and Remediation Letter Agreement for Ralph Sutton
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
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
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
16. **Administrator's Report**
17. **Commissioner Comments – Questions**

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

- **A. Weekly Fiduciary Report from the County Clerk**
    - **1.** February 12, 2025 through February 18, 2025
    - **2.** February 19, 2025 through February 25, 2025
- **B. Monthly Fiduciary Commission Settlements:**
- **C. Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service**
    - **1.** Greater Harrison PSD Regular Meeting Minutes for January 16, 2025
    - **2.** Sun Valley PSD Regular Meeting Minutes for January 14, 2025
    - **3.** Sun Valley PSD Outstanding Invoices as of January 31, 2025
    - **4.** Sun Valley PSD Meeting Agenda for February 20, 2025
    - **5.** Greater Harrison PSD Regular Meeting Agenda for February 20, 2025
    - **6.** Greater Harrison PSD Financial Information for January 2025

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

1. Funding Request --- Clarksburg History Museum (03-27-2024)
2. 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) (02-05-2025)

10:05am

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: **February 27, 2025**

Organization Name: **American Red Cross of Allegheny Highlands**

Name and Title of Requester: **Jason Keeling, Executive Director**

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

Telephone: **(681) 209-5631** Fax: _____ E-mail: **jason.keeling2@redcross.org**

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

TOTAL Cost of Project/Activity: $ **195,000**

Dollar Amount REQUESTED - Grant: $ **5,000** Loan: $ _____

Was project funded previously by HCC? Y (•) N ( ) If so, when **2023** ; how much: $ **3,900**

Have you previously received funds from the Harrison County Commisson: Y N
If Yes, how much? If funded multi years - list by fiscal year?
When: **2024** ; how much: $ **3,000**
When: **2023** ; how much: $ **3,900**
When: **2022** ; how much: $ **2,000**

Purpose of request (one sentence): **Blood Drive Funding**

If for a fair/festival/event, give dates and location: Date: **April 16, 2025** Location: **Benedum Center**

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

The total project cost of $195,000 accounts the 39 blood drives to be held in Harrison County during 2025. A $5,000 grant would cover the cost of one blood drive, to be held at the Benedum Center during April 2025. Blood collections help patients at area hospitals facing medical emergencies as a result of trauma, those fighting cancer, and others who experience chronic diseases.

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

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

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

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant Jason Keeling, Executive Director **Date** 2/27/2025

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant American Red Cross of Allegheny Highlands, Jason Keeling, Executive Director

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $

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

	$
	$
	$
	$
	$
TOTAL	$

NAME OF PROJECT/EVENT: American Red Cross Disaster Cycle Services

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

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

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

	$
	$
	$
	$
TOTAL	$

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

Jason Keeling
Applicant

February 27, 2024
Date

(Revised 8/19/14)

Submit Form Print Form Reset Form

American Red Cross
Allegheny Highlands

Chapter Board of Directors

Updated October 2024

Melissa Hornbeck, Board Chair
Broker
Old Colony Realtors
Morgantown, WV

Christopher Plein, Ph.D., Board Vice-Chair
Professor
West Virginia University
Morgantown, WV

Brittany Alston, J.D., Board Secretary
Attorney
Jackson Kelly PLLC
Morgantown, WV

Terri Cutright
President
Terri Reed Cutright & Associates LLC
Morgantown, WV

Stephen Finger
Retired Administrator
LaVale, MD

Sidney Morrison
Retired U.S. Air Force
Morgantown, WV

Melanie Thompson
Vice President – Mortgage Loan Officer
Huntington Bank
Grant Town, WV

Krystian Leonard
Community Affairs Coordinator
Mon Health
Clarksburg, WV

Jennifer Lainhart
Director
The Aquatic Center &
Track Complex at Mylan Park
Morgantown, WV

Nick Lambie
Owner
Zeibart
Morgantown, WV

Katie Luckini
Agent
Davis Insurance Group
Morgantown, WV

Eric Riggleman
Realtor
Coldwell Banker
Keyser, WV

Aaron Yanuzo, MBA
VP of Operations
WVU Medicine, Fairmont Medical Center
Fairmont, WV

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:
April 5, 2024
Person to contact:
Name: Ms. Zwick
ID number: 0195586
Telephone: 877-829-5500
Fax: 855-204-6184
Hours: 8 a.m. - 5 p.m.

AMERICAN NATIONAL RED CROSS
SHARED SERVICES CENTER
% JENNIFER HAWKINS
431 18TH ST NW
WASHINGTON, DC 20006

Dear Sir or Madam:

We're responding to your request of April 05, 2024, about the tax-exempt status of AMERICAN NATIONAL RED CROSS, EIN 53-0196605.

In December 1938, the American National Red Cross was held to be exempt from federal income tax under Internal Revenue Code (IRC) Section101(6) of the Revenue Act of 1938, which now corresponds to IRC Section 501(c)(3). The ruling covers its chapters, branches, and auxiliaries.

The American Red Cross and its components are publicly supported organizations, as described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions to this organization as provided in Internal Revenue Code Section 170. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for federal estate and gift tax purposes if they meet the requirements of IRC Sections 2055, 2106, and 2522.

If an organization fails to file an annual return or notice for three consecutive years, its tax-exempt status is revoked by operation of law. This is stated in IRC Section 6033(j)(1). The revocation is effective on the filing due date of the third annual return or notice. For more information about filing requirements, you can visit our website at www.irs.gov/eo.

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03/10/2025		| | | - | | - | | | |
NAME Christy Mizia		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____	4-4	4-5
☐ 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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Rachel Romano	DATE 03/27/2025
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

3-B

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
02/27/2025		| | |-| | |-| | | | |

NAME	ADDRESS
Marks, Scott A.	

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)_____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 02/27/2025
HUMAN RESOURCES MANAGER	DATE 2/27/2025

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3-C

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03/10/2025		

NAME	ADDRESS
Trimmer, Katalia J.	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) New E911 Telecommunicator Trainee

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 02/27/2025
HUMAN RESOURCES MANAGER	DATE 3/27/2025

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3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | | -| | | -| | | | |

NAME	ADDRESS
Andy Bailey	

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) Promoted to Deputy Director @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Tyler	DATE 2/27/2025

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3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | | - | | - | | | |

NAME	ADDRESS
Travis Miller	

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) Promoted to Communication Room Manager @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 2/27/2025

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3-F

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | | - | | - | | | |

NAME	ADDRESS
Rebecca Martin	

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) Promoted to Captain @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Pyle	DATE 2/27/2025

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3-G

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		

NAME	ADDRESS
Cathy Willis	

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) Promoted to Captain @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Pyle	DATE 2/27/2025

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Amsterdam

3-H

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | |-| | |-| | | | |

NAME	ADDRESS
Gary Keith	

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) Promoted to Lieutenant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 3/27/2025

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3-I

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | | - | | - | | | |

NAME	ADDRESS
Heather Mick	

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) Promoted to Lieutenant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 2/27/2025

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3-J

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | | - | | - | | | |

NAME	ADDRESS
Lindsay Atha	

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) Promoted to Sergeant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 2/27/2025

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3-K

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		- -

NAME	ADDRESS
Megan Rowand	

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
- ☐ PROBATIONARY PERIOD COMPLETED
- ☐ LENGTH OF SERVICE INCREASE
- ☐ RE-EVALUATION OF EXISTING JOB
- ☐ RESIGNATION
- ☐ RETIREMENT
- ☐ LAYOFF
- ☐ DISCHARGE
- ☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

TYPE OF LEAVE _____

☐ OTHER (Explain) Promoted to Sergeant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 3/27/2025

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3-L

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		

NAME	ADDRESS
Justin Norman	

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
- ☐ PROBATIONARY PERIOD COMPLETED
- ☐ LENGTH OF SERVICE INCREASE
- ☐ RE-EVALUATION OF EXISTING JOB
- ☐ RESIGNATION
- ☐ RETIREMENT
- ☐ LAYOFF
- ☐ DISCHARGE
- ☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

TYPE OF LEAVE _____

☐ OTHER (Explain) Promoted to Sergeant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 3/27/2025

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3-M

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		| | | - | | - | | | |

NAME	ADDRESS
Jacob Hyre	

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) Promoted to Sergeant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Laura Hyre	DATE 3/7/2025

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3-N

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
03-10-2025		

NAME	ADDRESS
Nina Loar	

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) Promoted to Sergeant @ E911

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER Dawn Pyle	DATE 2/27/2025

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5-A

SUN VALLEY PUBLIC SERVICE DISTRICT

IJDC No 2022S-2148

Resolution #7

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	$ 3,000.00		$ 3 000.00	
JD Utilities	$ -	$ -	$ -	
Pro Contracting	$ -	$ -	$ -	$ -
	$ -	$ -		
	$ -	$ -		
Total	$ 3 000.00	$ -	$ 3 000.00	$ -

ADOPTED BY the Sun Valley Public Service District this 20th day of February 2025

By _____

Its Chairman

_____

Board Member

5-B

2022S-2162
C-544730
GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT

RESOLUTION OF THE PUBLIC SERVICE DISTRICT BOARD APPROVING INVOICES RELATING TO SERVICES FOR THE RT 20 QUIET DELL PLANT AND SEWER EXTENSION PROJECT AND AUTHORIZING PAYMENT THEREOF,

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

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

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

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

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

NOW, THEREFOR, BE IT RESOLVED the Greater Harrison County PSD has hereby authorized and directed the payment of the attached invoices which comprise Draw **#2**/ARPA **#16** as follows:

Vendor	Total	CWSRF Debt Forgiveness	WVIJDC District 1 Grant	WVIJDC District 1 Loan	Enhacement Grant	Harrison County ARPA
Thrasher Group	$ 62,000.00	$ -	$ -	$ 62,000.00	$ -	$ -
Griffin Real Estate	$ 750.00	$ -	$ -	$ -	$ -	$ 750.00
Breckenridge Corp	$ 377,100.00	$ -	$ -	$ -	$ 377,100.00	$ -
	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 439,850.00	$ -	$ -	$ 62,000.00	$ 377,100.00	$ 750.00

ADOPTED BY the Greater Harrison County Public Service District, at the board meeting held February 20, 2025.

By: _____

Its: Chairman

5-C

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fu		
911 Center	Frontier	Backup data circuit from PK Tower to Charlespointe		$766.00					
911 Center	Frontier	911 Center Phone Bill		$4,982.85					
911 Center	Mon Power	Salem Tower Electric Utility Bill							$415.94
911 Center	Hart Office Solutions	911 Center Copier Rental		$166.00					
911 Center	Mon Power	Shinnston Tower Electric Utility Bill							$290.27
911 Center	APCO International	EMD - Emergency Medical Dispatch Recertification (Jesua Deprospero), CCS - Communications Center Supervisor Recertification (Lindsay Atha)		$70.00					
911 Center	Emcor Services (Scallise Industries)	Piping Repair from Propane Tank to Generator at PK Tower site stemming from on site copper theft		$5,216.63					
911 Center	Computer Projects of IL., Inc.	Annual Open Fox License Renewal & Maintenance Agreement (02-01-2024 to 01-31-2026: Eleven License in total)		$2,112.00					
911 Center	The Water Shop	Bottled Water Delivery for Dispenser at JSJOC Charles Pointe			$30.00				
911 Center	Lowes	5W - 30 Oil needed for Generator at the Shinnston Tower							$23.73
911 Center	APCO International	CTO - Comminications Training Officer Recertification (Julia Pierce)		$35.00					
911 Center	EIP Holdings II, LLC	March 2025 Lease Payment for Grafton Tower Site							$1,000.00
911 Center	Fisher Auto Parts	Water Pump & Antifreeze for 2018 Chevy Silverado 911 Vehicle		$121.40					
911 Center	Newtech Systems, LLC	Two Replacement Batteries to clear system fault for the fire alarm system at JSJOC Charles Pointe			$247.12				
911 Center	Lowes	Dishwasher Soap Pods & Lysol Wipes for JSJOC Charles Pointe			$33.69				

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
911 Center	Police Legal Sciences Inc.	2025 Renewal for Police Legal Sciences Dispatch Pro Online Training (March 2025 - Feebruary 2026) 12 Lesson Package		$4,880.00					
911 Center	TRUIST - West Virginia Enhanced 911 Council	(4) 2025 911 Emerging Technologies Forum Registrations: A. Bailey, T. Vance, J. Hitt, B. Klema		$1,000.00					
911 Center	Trevor Vance	3 Full Days Meals, 1 Lunch (911 Emerging Technologies Forum March 23-27, 2025)		$208.00					
911 Center	Braiden Klema	3 Full Days Meals, 1 Lunch (911 Emerging Technologies Forum March 23-27, 2025)		$208.00					
911 Center	Andrew Bailey	3 Full Days Meals, 1 Lunch (911 Emerging Technologies Forum March 23-27, 2025)		$208.00					
911 Center	Jade Hitt	3 Full Days Meals, 1 Lunch (911 Emerging Technologies Forum March 23-27, 2025)		$208.00					
911 Center	UniFirst Corporation	Carpet Runner Service for JSJOC Charles Pointe			$62.25				
911 Center	US Bank	Shipping & Insurance for Return of Cell Phone Salley Costume to Manufacturer for Cleaning & Repair			$330.85				
911 Center	US Cellular	Monthly Cell Phone & Data Service			$379.08				
911 Center	Frontier	911 / Taylor County Phone Bill		$802.96					
Animal Control	Hope Gas	Animal Control Gas Utility Bill			$956.42				
Animal Control	US Bank	Supplies - Inner Belt Hook Lined 1.5'' Under Inside Belt			$16.98				
Animal Control	Mon Power	Animal Control Electric Utility Bill			$241.56				
Animal Control	Frontier	Animal Control Phone Bill			$181.38				
Assessor	Frontier	Assessor State-wide Computer Phone Bill	$72.60						

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Hart Office Solutions	Copier Rental for Voters and Assessor's Office	$386.04						
Commission	UniFirst	Weekly Rug Rentals & Supplies	$82.13						
Commission	Steptoe & Johnson	Restructure Proceedings January 14 to February 13,	$29,928.75						
Commission	UniFirst	Weekly Rug Rentals & Supplies	$111.25						
Commission	EMCOR Services	Commission HVAC Maintenance & Repairs	$687.85						
Commission	EMCOR Services	Courthouse HVAC Maintenance & Repairs	$3,312.00						
Commission	Thrasher	Work on Meadowbrook Rail Trail	$5,420.00						
Commission	Glen Elk Iron	January Gym Memberships	$384.00						
Commission	Town of Nutter Fort	Water & Sewerage for 420 Buckhannon Pike, Nutter Fort	$559.59						
Commission	State Electric Supply Co.	ELKTRG2440 24VAC 40VA Transformer	$15.85						
Commission	Hope Gas	Quiet Dell School Gas Utility Bill	$643.17						
Commission	Hope Gas	Public Safety Building Gas Utility Bill	$1,314.06						
Commission	Mon Power	Courthouse Annex Electric Utility Bill	$25,932.42						
Commission	The Exponent Telegram	Legal Ad Dues - Notice of Hearing Dates for Board of Review & Equalization	$33.76						
Commission	Lowes	Supplies - 200FT Red Rechr LSR D	$47.48						
Commission	Sandy's True Value	Supplies - Various sized ScrewBits, tool box, Drill Bit Extension, Keys, Furniture Dolly	$166.63						
Commission	Sandy's True Value	Supplies - 5 Gal Pail, 50LB Kleen Sweep Plus	$22.68						
Commission	Visual Edge IT	Black Toner	$159.99						
Commission	Advantage Technology, LLC	Harrison County Commission Monthly Agreement	$4,230.00						
Commission	Operation Firm Handshake, Inc	Special Funding Request - Operation Firm Handshake, Inc					$2,000.00		
Commission	Hope Gas	1117 Good Hope Pike - Gas Utility Bill	$424.54						

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Truist	Amazon - Highlighters & Vacuum, Intuit.com - Quickbooks	$630.26						
Commission	WesBanco	Semi-Annual Debt Service Payment Due March 15, 2025	$284,473.20						
Commission	A - 1 Exterminating Co., Inc.	Multiple Invoices - General Pest Control Services for Multiple Harrison County Buildings	$563.25						
Commission	Susan Thomas	Mileage Reimbursement for Travel to West Virginia Association of Counties EOC Meeting	$175.00						
Commission	US Bank	Amazon.com - HDMI Adapter 10 pack, Unidirectional DP to HDMI 2K@60Hz 1080P@120Hz UHD Cable Nylon Braided Aluminum case Converter M-F	$49.99						
Commission	US Bank	Amazon. Com - Laptop for Commissioner Patsy Trecost	$729.00						
Commission	Chem-Aqua	Courthouse Water Treatment Program	$310.14						
Commission	US Bank	Amazon.com - Fuser Assembly for Proclamation Printer	$159.98						
Commission	Hart Office Solutions	Copier Rental	$51.81						
Commission	Vusual Edge IT	Copier Rental	$459.38						
Commission	US Cellular	Harrison County Commission Phone Bill	$2,530.92						
Commission	Clarksburg Water Board	633 W. Pike St. - Water & Sewerage Bill	$118.23						
Commission	The Exponent Telegram	Legal Ad - Accepting Sealed Proposals for Architectural & Engineering Services	$23.11						
Commission	United Refrigeration Inc.	New Gas Valve & Freight	$190.64						
Commission	Greater Harrison County PSD	Greater Harrison County PSD / ARPA Funds Request - Quiet Dell Sanitary Sewer Extension - Requisition #17						$750.00	
Commission	Sun Valley PSD	Sun Valley PSD - ARPA Funds Request - Phase IIIA Wastewater Collection System Project - Requisition #07						$3,000.00	

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Jordan Weese	Travel, Mileage, Parking Reimbursement for Special Prosecuting Attorney	$90.51						
Commission	Emcor Services	Boiler Controls Evaluation for Annex Building	$3,821.00						
Commission	Emcor Services	Equipment Maintenance and Repairs	$8,642.00						
Commission	The Exponent Telegram	Legal Ad - Accepting Sealed Proposals for a Site Feasibility Study	$23.11						
Commission	Enviro Clean LLC	Monthly Janitorial Service Contract February 2025	$12,109.50						
Commission	US Bank	Adobe	$49.99						
Commission	HiTouch Business Services	(100) 8.5x11 Copy Paper CS IP	$3,975.00						
Commission	UniFirst	Weekly Rugs & Supplies	$85.69						
Commission	Napa Auto Parts (Amtower Auto Parts)	Air Filter, Fuel Filter	$30.57						
Commission	Sandy's True Value	(10) Single Cut Keys, (2) 5" Rubb Whl Swivel Casters	$81.88						
Commission	Hope Gas	229 South Third Street Gas Utility Bill	$2,274.80						
Commission	Mon Power	Extension Office Electric Utility Bill	$479.98						
Commission	Lowes	Various Supplies - Paint cup, paint tray liners, Dawn Platinum, 3 Gal. of paint, paint brushes	$338.29						
Commission	Marsh Hardware & Builders Supply	2 Russwin Key Blanks	$7.50						
Commission	Casey Carpets & Flooring	Flooring for Judge Shaffer	$4,865.90						
Commission	US Bank	Amazon.com - Toner for Mackenzie & Hannah	$1,281.45						
Commission	US Bank	Amazon.com - Office Supplies for Laura	$337.02						
Commission	Mon Power	County Parking Lot Electric Utility Bill	$11.92						
Commission	Wvcorp	Quarterly Workers Compensation Payment	$31,131.25						
Commission	Mon Power	633 W. Pike Street Electric Utility Bill	$551.51						
Commission	Mon Power	609 W. Main St Electric Utility Bill	$1,055.40						
Commission	Mon Power	VA Rail Trail Electric Utility Bill	$100.20						

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Hope Gas	Courthouse Gas Utility Bill	$854.63						
Community Corrections	Pat McIntire	Reimbursement Toll Fees, Meal Reimbursement				$20.11			
Community Corrections	US Bank	Amazon.com - All-in-one Printer				$672.11			
Community Corrections	Pat McIntire	Reimbursement for Community Advisory Board Luncheon				$399.67			
Community Corrections	Micro Distributing II, LTD	Urine Analysis Supplies				$1,040.00			
Community Corrections	Talor Rolenson	Reimbursement for Safety & Treatment (DUI) Class Instruction				$525.00			
Community Corrections	Harry Green Chevrolet Inc.	HCCC Trans Unit				$375.00			
Community Corrections	Upshur County Day Report	Reimbursement for Safety & Treatment (DUI) Urine Screening				$100.00			
Community Corrections	US Bank	Multiple items from Staples, 4Imprint, inc4imprint.com, Galls and City of Shinnston				$883.05			
Community Corrections	Lowe's	Community Service Materials				$139.25			
County Clerk	The Exponent Telegram	2 Legal Advertisments	$268.40						
County Clerk	Centennial Office Machine, Inc.	Repair Typewriter Life Unit	$155.00						
County Clerk	Avenu Insights & Analytics	Pace Year End Training	$200.00						
County Clerk	Champion Industries	HP Toner 37A	$359.64						
County Clerk	General County Fund	Reimburse General County Fund from Community Improvement Fund for Erroneous Expense.					$13,481.50		
County Clerk	Curtis Diaz	Reissue Outstanding Check from January 13, 2023	$96.00						
County Clerk	West Virginia Outdoor Power	Reissue Outstanding check from June 23, 2023	$151.78						
County Clerk	Brad Pustolski	Reissue Outstanding check from July 12, 2023	$71.10						
County Clerk	Bryce Delgado	Reissue Outstanding Check from May 16, 2023		$53.30					
County Clerk	Jack Cann	Reissue Outstanding Check from June 16, 2023			$41.66				

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
County Clerk	Alexis Ervin	Reissue Outstanding Check from July 19, 2023			$53.71				
County Clerk	Tara Hodge	Reissue Outstanding Check from September 20, 2023			$35.37				
County Clerk	Marsh Hardware & Builder Supply	Reissue Outstanding Check from October 30, 2023			$21.15				
County Clerk	Sinnston Soccer Association	Reissue Outstanding Check from March 22, 2023							$1,000.00
County Clerk	WV State Treasurer ATTN: Unclaimed Property	Multiple Outstanding Checks from 2023 (Anytime Fitness, Lowes, United Rentals Branch BK1)	$753.44						
County Garage	Amtower Auto Supply, Inc.	Truck Maintenance - Air Filter & Oil Filter	$95.99						
County Garage	Amtower Auto Supply, Inc.	Restock Washer Fluid	$239.40						
County Garage	Statewide Emergency Products, LLC	Vertex Super-LED Light White plus shipping	$126.03						
County Garage	Lowes	Shop Tools - Dremels & Drill Bit Set	$143.40						
County Garage	US Bank	WVSP Inspection Stickers - MVI Stickers	$300.00						
County Garage	RG Motorsports	Sheriffs ATV - Cable, Choke	$21.90						
County Garage	RG Motorsports	Rail Trail UTV Doors	$1,019.99						
County Garage	Leonard Aluminum Utility Buildings, LLC	Maintenance B54922 - Gas Prop	$39.98						
County Garage	Alliance Glass Corp.	503818 Window and Labor	$275.00						
County Garage	Wholesale Tire, Inc.	CYB181 Assessor - 4 Goodyear Assuarnce All-Season	$431.60						
County Garage	Whaley Distributing Company	Shop Supplies - All Purpose Cleaner, Towels, Euro Paste Bucket	$179.26						
County Garage	Chenoweth Ford	503400 Regulator Wind Part	$99.31						
County Garage	Chenoweth Ford	503774 Valve Asy Part	$40.64						
County Garage	Chenoweth Ford	Restock 24 Oil Filters	$179.76						
County Garage	Chenoweth Ford	ACPZHKIT: Lug Kit - Assessor CYB181	$43.75						
County Garage	Chenoweth Ford	Stock 2 Brake Lining Kits, 4 Rotor Asy	$679.45						
County Garage	Chenoweth Ford	Stock - Heat Shield Explorer	$69.33						

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
County Garage	Fisher Auto Parts, Inc.	Multiple Invoices - Maintenance Supllies and Parts	$748.28						
County Garage	Fisher Auto Parts, Inc.	Multiple Invoices - Shop Supplies	$182.70						
County Garage	Black Bear Chrysler Dodge Jeep Ram	Hail, Tyler - U/C Jeep Switch	$90.90						
County Garage	Alliance Glass Corp.	Sheriff's Dept. - Ford Explorer - Windshield & Labor	$375.00						
County Garage	Chenoweth Ford	Various Parts - Valve Assembly, Break Lining Kits, Rotor Assemblys, V-Belt Parts, Tensioner	$1,787.76						
County Garage	Collision Plus LLC	Parts, Body & Refinish Labor, Paint & Supplies	$13,041.87						
County Garage	Sunset Outdoor Supply	Blades,Oil Filters, Fuel Filters, Engine Oil	$469.87						
County Garage	Parcs Superstores	Maintenance - Anti SCA Assembly Rollers Blades, & Dust Cover	$151.92						
County Garage	Wholesale Tire Inc.	(8) Goodyear Eagle Enforcer A/W BSW 108V, (4) Goodyear Eagle Enforcer A/W BSW 103V	$1,766.16						
County Garage	Wholesale Tire Inc.	(12) Goodyear Eagle Enforcer A/W BSW 108V	$1,773.60						
County Garage									
Courts									
Courthouse Security	Trapuzzano's Uniform	Swiger - Black Clip On Tie			$16.00				
Fire Department	Mon Power	Fire Department - Electric Utility Bill	$253.71						
Grants	Pinnacle Consultants, LLC	Asbestos Testing - 5467 Shinnston Pike	$40.00						
Grants	Pinnacle Consultants, LLC	Asbestos Testing - 171 Vine Street, Clarksburg	$10.00						
Grants	Beatty Construction	Demolition & Structure Removal at 52 Roosevelt Rd., Lumberport - Will be reimbursed from WVDEP DLAP Grant	$4,600.00						
Grants	Beatty Construction	Demolition & Structure Removal at 28 Sea Street, Clarksburg - Will be reimburesed from WVDEP DLAP Grant	$5,800.00						

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Grants	Beatty Construction	Demolition & Structure Removal at 155 Linn Hollow Rd., Shinnston - Will be reimbursed from WVDEP DLAP Grant	$4,100.00						
Grants	Beatty Construction	Demolition & Removal of Structure at 20 1st Street, Gypsy - Will be reimbursed from WVDEP DLAP Grant	$9,600.00						
Grants	The Exponent Telegram	Advertising for Bids 5th Round - Invoice for Demo & Cleanup at multiple locations	$36.13						
Home Confinement	US Cellular	Cell Service							$553.74
I.T.	Verkada	Verkada Camera Multisensor System to cover Parking Lot	$5,796.00						
Law Enforcement	Truist	Training at Shinnston PD, 4D Tech Auto Start Stop Eliminator	$972.99						
Law Enforcement	US Cellular	Law Enforcement Cellular Bill	$2,587.04						
Law Enforcement	Galls	Soft Shell Jacket, Badge Insignia	$79.07						
Law Enforcement	Sirchie	Integrity Bags	$196.43						
Law Enforcement	Trapuzzano's Uniform	Wetzel - Storm Grey Pant	$87.00						
Law Enforcement	Robins Perfect Fit	Carder- Shirt Alterations	$42.00						
Law Enforcement	National Sheriffs Association	Matheny II - National Dues	$250.00						
Law Enforcement	FBINAA Eastern PA Chapter	Lattea - Training	$300.00						
Law Enforcement	Command Communications	Mobile Radio	$594.98						
Law Enforcement	AT&T Mobility	LPR & Equipment	$120.72						
Law Enforcement	GALLS	Multiple Invoices - Safariland MKII Defense Spray Case, Commendation Bars	$832.02						
Law Enforcement	Robins Perfect Fit	Petroski Patches	$31.00						
Law Enforcement	Trapuzzano's Uniform	Wariner Pants - Mallow Hats	$352.54						
Law Enforcement	Trapuzzano's Uniform	Southern, Lindsay, Peyatt Trousers	$485.00						

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Maintenance	Sandy's True Value	Rails To Trails - Nuts, Bolts, Lock Washers, Concrete Mix	$109.01						
Maintenance	Sandy's True Value	Maintenance - 1/2 Smooth Rod, 1/2 x 48 Blk Stl Pipe	$29.48						
Maintenance	Custom Thermal Solutions, LLC	Work on Courthouse Router & Controllers, New Router, Trip Charge, Reimbursable Expenses	$4,949.25						
Maintenance	Sandy's True Value	Probation - 4 Keys for 1st Floor Tax Room during Elevator Outage	$11.96						
Maintenance	Ace Hardware of Shinnston	Stihl Chainsaw Files, .325 File, Pruner Bypass Forged 8''	$34.97						
Maintenance	Liberty Distributors	Multiple Invoices - Wypall Restock, Air Work Spray Partial Shipment, Can Liner Restock, Clorox Restock	$1,294.78						
Maintenance	RD Wilson	Partial Shipment of Can Liners	$204.75						
Maintenance	US Bank	Amazon.com - 3 Stick Vacuums for General Service Building	$1,499.97						
OEM	Duncan Contracting LLC	Labor Cost for LED Lighting-Second Floor EOC - Genesis Blvd			$6,000.00				
Park & Rec.	MidAtlantic Customer Charges	Items for Light Up Night Public Holiday Event			$87.08				
Park & Rec.	Visual Edge IT	Monthly Color Copier Charges			$64.36				
Park & Rec.	RD Wilson	Floor Stripping Pads, Floor Stripper			$373.08				
Park & Rec.	UniFirst Corp	Weekly Rug / Maint. Supplies Contract			$33.46				
Park & Rec.	Sandy's	Items for finishing HCPR floor			$33.35				
Park & Rec.	First Citizens Bank	Copier Rental			$172.00				
Park & Rec.	Marsh Hardware	20 Bags Salt, Drain Cleaner			$229.89				
Park & Rec.	M&M Septic Pumping	Monthly Rental for Portable Toilet at HCPR			$116.60				
Park & Rec.	Lowes	Multiple Invoices - Replacement Baseboards, Extra Supplies for Bathroom Remodel			$902.33				

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Park & Rec.	Global Equipment Co, Inc.	Multiple Invoices - Floor Cleaning Machine, trash cans, floor stripping supplies			$3,244.67				
Park & Rec.	Mon Power	Spelter Ball Park Electric Utility Bill			$29.91				
Park & Rec.	Charter Communications (Spectrum)	Internet			$377.86				
Park & Rec.	Swag Gear WV	Dino Tshirts			$225.00				
Park & Rec.	Duncan Contracting	Refurbish / Repair Kitchen Stove, Updated & Installed Light System with LED			$625.00				
Park & Rec.	UniFirst Corp	Weekly Rug / Maintenance Supplies Contract			$66.26				
Park & Rec.	Uline	Harrison County Rail Trails Park Benches & Hardware x2			$1,745.97				
Park & Rec.	TLG Printing Service	Dinosaur Program Display Materials 12x20 Banner			$720.00				
Park & Rec.	Leonard Aluminum Utility Buildings, LLC	Trailer Hitch, Lock Set & Flashlight			$339.97				
Park & Rec.	Clarksburg Blue Print	Sign Material - Yard Sign Single			$25.00				
Park & Rec.	Sandy's True Value	River Gravel, Straw & Delivery for Exhibit - Repurposed to Beautification in parks			$681.60				
Park & Rec.	Mark Cline (Enchanted Castle Studios)	Bigfoot Sculpture Rental			$800.00				
Park & Rec.	Hope Gas	Parks & Rec. Complex Gas Utility Bill			$39.36				
Park & Rec.	Enlarged Hepzibah P.S.D.	Water Utility Bill for Spelter Ball Field (Past Due - Did not receive February Bill)			$90.65				
Park & Rec.	US Bank	Amazon - Floor Sealer , Floor Drain, Repair downstairs toilets, color caulk for Dinosaur exhibit, utility / tool organizer roll /bag for dinosaur exhibit, large illustrative art for dino display			$448.71				
Park & Rec.	Mon Power	Parks & Rec's Complex Electric Utility Bill			$1,219.34				

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Planning Dept.	Vevor (Online)	18 Ft Telescoping Ladder for Asbestos Testing	$132.99						
Planning Dept.	Robert Leonard	Reimbursement for WVCOA 2025 Seminar	$150.00						
Planning Dept.	Thomas Gross	Reimbursement for International Code Council - Test - Residential Plumbing Inspector	$240.00						
Pros. Atty	Evonne Renee Eades	Copy of Witness Testimony Transcript from 10-11-24 (State v. A. Schaffer, 23-F-219-3)	$104.00						
Pros. Atty	AT&T Mobility	Wireless Invoice	$137.13						
Sheriff & Treasurer	Hart Office Solutions	Black Toner for Printers	$2,990.00						
Sheriff & Treasurer	Schwaab Inc.	Schwaab Date Stamp Ink Replacements	$108.00						
			$512,189.93	$21,038.14	$21,338.67	$4,154.19	$15,481.50	$3,750.00	$3,283.68
					Grand Total :	$581,236.11			

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

Date of Meeting	March 5, 2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 Fund 007	Vital Services Levy Fund 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed

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. (03/05/25)

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 **$8,210.00**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$8,210.00** 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) **$8,210.00** 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 **5th day of March, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #022025-358	Dated: 02/26/25	$6,325.00
MuniCap, Inc.	Invoice #022025-107	Dated: 02/26/25	$1,885.00
		Total	**$8,210.00**

INVOICE

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

Invoice Date	Invoice #
2/26/2025	022025-107

Balance Due $1,885.00

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

or

Wire Instructions:

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

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

Bill To:

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

Project: Charles Pointe Series 2008 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
2/26/2025	022025-107

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

Terms	Client #
Net 30	1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Proj Mgr (SAM)	1/3/2025	File revenue source received.	0.25	53.75
Proj Mgr (SAM)	1/8/2025	Request developer's quarterly report.	0.25	53.75
Vice Pres (PSK)	1/14/2025	Attend call with counsel regarding city requests.	0.5	125.00
Proj Mgr (SAM)	1/14/2025	Review legal request and review related past correspondence.	2.75	591.25
Vice Pres (PSK)	1/16/2025	Prepare city TIF revenue analysis. Discuss with associate.	1.75	437.50
Sr Assoc (MS)	1/21/2025	Prepare account statements for updating account reconciliation.	0.25	50.00
Sr Assoc (MMM)	1/21/2025	Provide follow-up regarding management of project tasks and reports in project management software program.	0.25	50.00
Vice Pres (PSK)	1/27/2025	Attend developer call.	0.5	125.00
Proj Mgr (SAM)	1/27/2025	Attend development status call.	0.75	161.25
Director (JLA)	1/28/2025	Assist with identification and provision of material information related to on-going compliance.	0.5	112.50
Vice Pres (PSK)	1/29/2025	Review and send latest TIF values.	0.5	125.00
		Subtotal Fees:		1,885.00

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

Total **$1,885.00**

PK/SAM

Billing Inquiries? Call (443) 539-4104

E

2008

INVOICE

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

Invoice Date	Invoice #
2/26/2025	022025-358

Balance Due $6,325.00

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

MuniCap, Inc.
8630 M Guilford Road #263
Columbia, MD 21046

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

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

Bill To:

Mrs. Susan Thomas
County Commission of Harrison County WV
229 South 3rd Street
Clarksburg, WV 26301

Project: Charles Pointe Consulting 2263

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 2/26/2025

Invoice # 022025-358

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

Terms	Client #
Net 30, ...	2263

Project: Charles Pointe Consulting

Item	DATE	Description	Hrs	Amount
Exec VP (DS)	1/10/2025	Review request. Review documents.	1	275.00
Exec VP (DS)	1/14/2025	Prepare for and attend conference call. Follow up with calculations.	1.25	343.75
Exec VP (DS)	1/17/2025	Review correspondence. Follow up with admin team. Review projections.	2	550.00
Exec VP (DS)	1/24/2025	Review development plan. Review sales and assessed value assumptions.	2.5	687.50
Exec VP (DS)	1/27/2025	Attend conference call. Review updated development plan.	2.5	687.50
Exec VP (DS)	1/28/2025	Correspondence with counsel and development team. Review updated lease information.	1.25	343.75
Exec VP (DS)	1/29/2025	Attend call with counsel. Update projections.	2.5	687.50
Exec VP (DS)	1/30/2025	Conduct comp research. Review development plan. Update projections.	6.5	1,787.50
Exec VP (DS)	1/31/2025	Research valuation. Update model.	3.5	962.50
		Subtotal Fees:		6,325.00

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

Total **$6,325.00**

DS

Billing Inquiries? Call (443) 539-4104

E

2008

Repair Work Order

8

Harrison County Courthouse

February 27, 2025

Purchaser:	Harrison County Courthouse	Location:	Harrison County Courthouse
Address:	301 W Main St Clarksburg, WV 26301-2955	Address:	301 W Main St Clarksburg, WV 26301-2955

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Twenty Four Thousand Five Hundred Twenty Three Dollars and Forty Two Cents ($24,523.42)** pursuant to the terms and conditions contained in this Work Order (the "Work Order"). Until Purchaser provides an applicable and properly completed tax exemption certificate, Purchaser will be billed not only the price set forth in this Work Order but also all applicable sales tax.

Summary:

Elevator	TKE ID	Description	Repair category
1	US54690	Controller Drive Rebuild	Obsolete or Modernization

For further information, please see a detailed Scope of Work on the pages that follow.

In the event you have any questions regarding the content of this Work Order please contact me at +1 304 3428115.

We appreciate your consideration.

Regards,

Daniel Fry
TK Elevator Corporation
901 Morris St
Charleston WV 25301
dan.fry@tkelevator.com |+1 304 3428115

Notice:
No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order

Scope of Work

Controller Drive Rebuild
TK Elevator will remove the obsolete controller drive on the unit(s) referenced above and ship to an electronics repair facility for potential rebuild. Once the drive is successfully repaired to OEM specifications, the unit will be reinstalled and adjusted for proper and safe operation.

Payment Terms

50% of the price set forth in this Work Order will be due and payable as an initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 50% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		$24,523.42
Initial progress payment:	(50%)	$12,261.71
Total due upon completion:	(50%)	$12,261.71

Repair Work Order

Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order.

This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.

In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order

Acceptance

This Work Order is submitted for acceptance within 30 days from the date executed by TK Elevator.

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

Harrison County Courthouse (Purchaser):	TK Elevator Corporation Management Approval
By:	By:
(Signature of Authorized Individual) Danny Hamrick	(Signature of Branch Representative)
(Print or Type Name)	Charles Rife Branch Manager
(Print or Type Title)	
(Date of Acceptance)	(Date of Execution)

Please contact _____ to schedule work at the following phone number _____

REPAIR DOWN PAYMENT REQUEST

Attn: Danny Hamrick
Harrison County Courthouse
301 W Main St
Clarksburg WV, 26301-2955

Date	Terms	Reference ID	Customer Reference # / PO
February 27, 2025	Immediate	ACIA-2AZGKGR	

	Total Contract Price:		$24,523.42
	Down Payment:	(50%)	$12,261.71

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 304 3428115. To make a payment by phone, please call 678-424-2122 with the reference information provided below.

Current and former service customers can now pay online at:
https://secure.billtrust.com/tkelevator/ig/one-time-payment

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

- - - -

APPOINTMENT DATA
BOARDS AND/OR COMMISSIONS

10

Last Name Vanhorn

First Name Cassandra

Middle Name Lea

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

City Clarksburg

State WV

Zip Code 26301

Employer Name
Retired

Employer Address
N/A

City N/A

State N/A

Zip Code N/A

Home Phone 304-669-6411

Business Phone N/A

Position Sought
A Seat on the Centra Board

Prior service on City or County Boards Parking Authority

Years Served 8 months

Qualifications
See attached sheet

Hours available per month
flexible

Education Background
See attached sheet

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

Reset Print Submit

HARRISON COUNTY SEAL WEST VIRGINIA

APPOINTMENT DATA BOARDS AND/OR COMMISSIONS

Continuation sheet for Cassandra Lea Vanhorn

Qualifications

Sales in my early twenties for 12 years. I got married and raised my children. Later I became a private investigator in Tennessee. Later I moved to Virginia and continued investigation work. I volunteered in the Virginia Defense Force exiting 8 years later as a First Sergeant. Trained in Emergency Operation procedures. Later I moved to Clarksburg, my husband's hometown, and opened an Insurance Fraud Investigations company with my husband, I am an EMT graduate. I was one of the three persons that founded and established Jesus Fest in Clarksburg. Through volunteer work with my church, I assisted in the refurbishment of the second floor of the Clarksburg Mission about eleven years ago. I had to take a break from community service to raise my grandson. I inherited him when he was three and he is now almost twenty years old and standing on his own feet trying to start his own business and moving forward. I am now free to serve again and cannot wait.

Education Background

High School graduate, Sales school, Investigations education and training in Tennessee and Virginia, First Sergeant in the VADF in Virginia (emergency operations training) 8 years, EMT Certificate in West Virginia, Mobile Notary for 20 years.

ACCESS AND REMEDIATION LETTER AGREEMENT

This **ACCESS AND REMEDIATION LETTER AGREEMENT** ["Agreement"] is made and entered into to be effective as of the 6th day of December, 2024, by and among the Harrison County Commission, West Virginia, ("the Commission"), and Ralph Sutton. Individuals (collectively "the Parties").

RECITALS

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

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

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

AGREEMENT

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

TERMS OF THE AGREEMENT

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

- That the Parties property located at District 12, Tax Map 466, Parcel 15.1 is a nuisance in Harrison County, West Virginia – and the provisions herein apply as to this parcel, and the materials situate thereon.

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

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

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

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

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

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

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

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

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

REPRESENTATIONS AND WARRANTIES

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

GOVERNING LAW

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

COUNTERPARTS

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

FURTHER ASSURANCES

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

UNKNOWN AND UNANTICIPATED DAMAGES

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

HEADINGS

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

MUTUAL DRAFTING

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

ENTIRE AGREEMENT: AMENDMENT

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

SEVERABILITY

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

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

THE HARRISON COUNTY COMMISSION, WEST VIRGINIA

By:_____

Its:_____

Dated:_____

By _____

Its Owner

Dated: 12/6/2024

The foregoing Agreement was acknowledged before me this 6th day of December, 2024, by Ralph Sutton.

My commission expires June 29, 2026

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
CHARLOTTE SHAFFER
Harrison County Planning Department
301 West Main Street
Clarksburg, West Virginia 26301
My Commission Expires June 29, 2026

_____
NOTARY PUBLIC

[SEAL]

[insert Exhibit 1 – Nuisance Packet]

A RESOLUTION APPLYING FOR THE 2026 STATE DEVELOPMEN THROUGH WV DEPARTMENT OF ARTS, CULTURE, AND HISTORY; ADOPTING ALL UNDERSTANDINGS CONTAINED IN THE GRANT DOCUMENTS; COMMITTING FUNDS TO THE PROJECT APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID PROGRAM;

WHEREAS, our courthouse is an important governmental and historical site in Harrison County, and

WHEREAS, the Harrison County Commission wishes to apply for the 2026 State Development Grant through WV Department of Arts, Culture, and History to be used for the purpose of installing new public elevators within the courthouse, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing the application to the WV Department of Arts, Culture, and History, and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all understandings contained in, and made a part of, said 2026 State Development 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 commit funds to the project equaling 50%.

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

1. The Harrison County Commission authorizes the application of the 2026 State Development Grant funds, in the amount not to exceed $500,000.00 for the installation of new public elevators.

2. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said WV Department of Arts, Culture, and History grant, including providing necessary additional information to the State government.

3. The Harrison County Commission commits additional funds to the project, which satisfies the required 50% match.

PASSED by the Harrison County Commission on this the 5th day of March 2025.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

Harrison County Commission

Approval to Travel

Traveler(s) Name(s) Robert Leonard

Department Planning Department

Destination WVCOA Spring 2025 Seminar

Travel Dates March 6-7, 2025

Reason

West Virginia Code Officials Association

Estimated Cost

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

Approving Authority _____ Date 2/26/2025
(Elected Official/Department Head)

County Commission Action ( ) Approve ( ) Disapprove

Date _____

CEU'S WILL BE EMAILED AFTER THE SEMINAR.

When registering be SURE to include correct email address.

WVCOA Spring 2025 Seminar

March 6th-7th

Days Inn ~ Flatwoods, WV

Board of Directors Meeting: Wednesday, March 5th, 6 PM

Thursday, March 6th 8:30 AM – 5:00 PM

2018 IBC Accessibility & Usability: Commercial and Residential

Friday, March 7th 8:30 AM – Noon

NFPA 13D Sprinkler systems for one- and two-family dwellings and Manufactured Homes.

Presenter: Jerry Flanik, Project Engineer, Associated Consulting Solutions, Inc.

NAME: Robert Leonard

ADDRESS: 229 S. 3rd St. Clarksburg WV 26301

PH #: 304 624 8750 CELL PHONE: 304 672 6773

AGENCY: Harrison County Commission

Registration due on or before 4:00 p.m., Friday, February 28, 2025.

register on our website or mail completed form to:

SCOTT JOLLIFF, WVCOA

2843 E. GRAFTON ROAD

FAIRMONT, WV 26554

REGISTRATION INFORMATION

DISCOUNT PRICING if registered on or before February 28, 2025.

✓ $ 150.00 Member in good standing (dues current)

_____ $ 125.00 For Thursday only

_____ $ 200.00 Non-member Registration ***or after February 28, 2025***

Late registration (after February 28, 2025) will not ensure the availability of seminar books/handouts

Harrison County Commission

Approval to Travel

15

Travelers Name: Emily Rebelo
Department: Harrison County Community Corrections
Destination: The Cottage At Northgate
Travel Dates: March 30, 2025 to March 31, 2025
Reason: Annual Advanced Network Clinician Training

Estimated Cost $223.32

Transportation $173.32

Air	$					
County Vehicle	$					
Private Vehicle	$	$173.32	247.6	miles @	$0.70	per mile
Rental Car	$			days @		per day

Lodging 1 nights @ $0.00 /night $0.00

Registration $0.00

Meals $50.00

Toll Fee

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

County Commission Action ( ) Approve ( ) Disapprove

Date _____

220 Washington Ave
to 400 Patterson Ln

1 hr 50 min

123.6 mi

IRS reimbursement: ~~$82.79~~ .70 x 123.6 $86.52

↑ Head toward S 3rd St on Washington Ave. Go for 105 ft.

Then 0.02 mi

↱ Turn right onto S 3rd St. Go for 0.2 mi.

Then 0.2 mi

↑ Take ramp onto US-50 E. Go for 2.9 mi.

Then 2.9 mi

RAMP ↗ Take ramp onto I-79 S. Go for 113 mi.

Then 113.3 mi

EXIT ↗ Take exit 5 toward WV-114/Big Chimney. Go for 0.2 mi.

Then 0.2 mi

↰ Turn left onto Mile Fork Rd (WV-114 S) toward US-119. Go for 377 ft.

Then 0.07 mi

↑ Continue on Big Chimney Blvd (WV-114). Go for 0.9 mi.

Then 0.9 mi

↱ Turn right onto Indian Creek Rd (WV-114). Go for 0.6 mi.

Then 0.6 mi

↑ Continue on Greenbrier St (WV-114). Go for 4.7 mi.

Then 4.7 mi

Turn right onto Deitrick Blvd. Go for 0.6 mi.

Then 0.6 mi

400 Patterson Ln
Charleston, West Virginia 25311-1570

400 Patterson Ln
to 220 Washington Ave

1 hr 50 min
124.0 mi

IRS reimbursement: ~~$83.05~~ .70 x 124 = $86.80

↑ Head toward Kenton Dr on Deitrick Blvd. Go for 0.4 mi.

Then 0.4 mi

↱ Turn slightly right onto Deitrick Blvd. Go for 0.2 mi.

Then 0.2 mi

↰ Turn left onto Greenbrier St (WV-114). Go for 4.7 mi.

Then 4.7 mi

↑ Continue on Indian Creek Rd (WV-114). Go for 0.6 mi.

Then 0.6 mi

↰ Turn left onto Big Chimney Blvd (WV-114). Go for 0.9 mi.

Then 0.9 mi

RAMP ↗ Turn right and take ramp onto I-79 N. Go for 113 mi.

Then 113.1 mi

EXIT ↗ Take exit 119 toward US-50/Clarksburg/Bridgeport. Go for 0.6 mi.

Then 0.6 mi

↰ Turn left onto US-50 W. Go for 3.0 mi.

Then 3.0 mi

EXIT ↗ Take the exit toward Downtown/2nd St. Go for 0.2 mi.

Then 0.2 mi

Continue on N 2nd St. Go for 0.2 mi.

Then 0.2 mi

Turn right onto Washington Ave. Go for 171 ft.

Then 0.03 mi

220 Washington Ave
Clarksburg, West Virginia 26301

From: PGHNWV
To: Emily Rebelo
Subject: Clinician Trainings & Mountain State Summit on Gambling Addiction: Registration Confirmation
Date: Friday, February 14, 2025 1:56:10 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Below is your registration confirmation and details for the Annual Advanced Network Clinician Training & Mountain State Summit on Gambling Addiction on March 30-April 1, 2025 at The Cottage at Northgate, Charleston, WV.

Date	02-14-2025
Name	Emily Rebelo
E-mail	erebelo@harrisoncountywv.gov
Phone Number	(423) 5092598
If you have dietary restrictions or accessibility needs, please list below. If not, type N/A in box.	n/a
Please choose one. I am a	in training to become a network clinician
I will be attending (check all that apply)	Both days of Annual Advanced Network Clinician Training (March 30 & 31)
If you need lodging for the training, please select the day(s) needed. Room reservation deadline is March 5, 2025.	Sunday, March 30
Room Preference (request will be taken into consideration based on availability).	One Bedroom Suite (door separates bedroom)

Annual Advanced Network Clinician Training

Navigating Technological Advances in Gambling: Challenges and Opportunities for Healing



Save the Date

↘ **March 30 – April 1, 2025**

- Breakfast and lunch provided
- Free CEUs
- Registration Coming Soon

The Cottage at Northgate
Charleston, WV

1-800-GAMBLER
WV'S PROBLEM GAMBLING HELP NETWORK

Nancy Jackson

From: Emily Rebelo
Sent: Tuesday, February 25, 2025 2:41 PM
To: Nancy Jackson
Cc: Wayne Worth
Subject: Travel Request
Attachments: Advanced Clinician Training Flyer & Registration.pdf

Sensitivity: Confidential

Nancy,

I need to submit a travel request for the Problem Gambling Help Network Advanced Network Clinician Training. I will be driving there on Sunday March 30th and returning the evening of March 31st. See attached the flyer and my registration.

Thank you,

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

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A-1

United States of America

State of West Virginia **County o**

Clerk's Fiduciary Report

Estate from Wednesday, February 12, 2025, through Tuesday, February 18, 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 12, 2025, the following matters were disposed of in the presence of the Clerk:

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

MICHAEL G ALASTANOS, who was named in the last will and testament of **NANCY MARTIN DOTSON**, 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, **DEENA HAYES** was appointed and qualified as ADMINISTRATRIX of the estate of **NACY MARIE BALL**, deceased. Bond was 222,526.00.

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

MICHAEL G ALASTANOS, who was named in the last will and testament of **TERRYL WADE DOTSON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Thursday, February 13, 2025, the following matters were disposed of in the presence of the Clerk:

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

RONALD GILMORE, who was named in the last will and testament of **SHIRLEY WEIL GILMORE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Friday, February 14, 2025, the following matters were disposed of in the presence of the Clerk:

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

NANCY T ROMANO, who was named in the last will and testament of **JAMES STAUNTON JARRETT**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly copy of the last will and testament of **ROBERT MORRIS SWISHER**, deceased, late a resident of NEWTON, GEORGIA, was admitted to record.

On, Tuesday, February 18, 2025, the following matters were disposed of in the presence of the Clerk:

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

ROBERT L CLUTTER, who was named in the last will and testament of **GUILLERMINA CLUTTER**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **CHARLES S FLEMING**, deceased, late a resident of BRAXTON, WEST VIRGINIA, was admitted to record.

A duly exemplified copy of the last will and testament of **BETTY J NUTTER**, deceased, late a resident of ORANGE, FLORIDA, was admitted to record.

John R Spires
Clerk of the Harrison County Commission

Wednesday, March 5, 2025

Confirmed

A-2

United States of America

State of West Virginia **County**

Clerk's Fiduciary Report

Estate from Wednesday, February 19, 2025, through Tuesday, February 25, 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 19, 2025, the following matters were disposed of in the presence of the Clerk:

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

DAVID BARNETT JR, who was named in the last will and testament of **DIANA LYNN BARNETT**, deceased, as EXECUTOR thereof, qualified as such. Bond was 10,000.00.

A duly exemplified copy of the last will and testament of **NIAL E STRALEY SR**, deceased, late a resident of BALTIMORE, MARYLAND, was admitted to record.

On, Friday, February 21, 2025, the following matters were disposed of in the presence of the Clerk:

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

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DEENA HAYES** was appointed and qualified as ADMINISTRATRIX of the estate of **NANCY MARIE BALL**, deceased. Bond was 222,526.00.

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

THEODORE LOPEZ, who was named in the last will and testament of **ANITA CONCETTA LOPEZ**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **WILLIAM E WATSON**, deceased, late a resident of BROOKE, WEST VIRGINIA, was admitted to record.

On, Tuesday, February 25, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **ROBERT JAMES STALNAKER**, deceased was referred to **ROBERT PEVLER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

MELISSA ANN PUMPHREY, who was named in the last will and testament of **DORAN E WEBB**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, March 5, 2025

Confirmed

C-1

Greater Harrison County
Public Service District

Phone: 304-745-3463
Fax: 304-745-5327

www.greaterharrison.com

At the regular meeting of Greater Harrison County PSD held on Thursday January 16, 2025, Chairman James Scudere, Treasurer Ruth Ann Messenger, Secretary Raymond Leonard, Member Thomas Michael and Member Gary Auvil. Also present were Bill Hoover, General Manager, Matt Evans, Assistant Manager, Zack Dobbins of Bennett and Dobbins and Kylea Radcliff of Thrasher Engineering.

1. Minutes and/or Amended Minutes of Previous Meetings: Michael moved to approve minutes. Board concurred.
2. Public Comment Period: No one present
3. Patrick Lesmann – P&B Services provided by Bill Hoover
   General update – All operating well. Ordered a new electronic board for Boothsville plant.
4. Zack Dobbins – Bennett and Dobbins
   4.1 Drawdown #15 for Quiet Dell Sewer project presented. Leonard moved to approve as presented. Board concurred. Drawdown #2 Overall Water project presented. Auvil moved to approve as presented. Board concurred. Drawdown #6 Wood Stock project presented. Scudere moved to approve as presented. Board concurred.
5. Finance Report provided by Ruth Ann Messenger
   Leonard moved to approve financial transactions. Board concurred.
   Zack provided detail on expenses.
6. Thrasher Group, Inc.
   6.1 Sewer
      6.1.a Phase II
      - Grant Agreement tabled till next month. Working on this through the state level.
      - Change Order #9 for Contract #3 presented. Presented as discussion only. Tabled till next month.

      6.1.b Quiet Dell
      - Weather has presented some delays.

      6.1.c Woodstock Heights Sanitary Sewer Extension Project
      - When power drop is in we will proceed with testing and start up.

      6.1.d River Crossings
      - Nothing new to present at this time.

      6.1.e 10-year Plan
      - 2025 review remains on agenda for any discussions.

   6.2 Water
      6.2.a Overall Water Project
      - Under contract with 3 contracts. Expect starting in early spring Coon's Run. Working through submittals and materials at this time. Tank submittals have been approved.

      6.2.b Buffalo Lake Road Water Line Extension
      - Nothing new presented. Tried contacting AML once again.

      6.2.c 10-year Plan Water
      - Nothing new to present at this time.
7. Bill Hoover – General Manager
   7.1 Water

7.1.a Overall 29%. Lost Creek Mount Clare was at 44%, Valley of Good Hope at 22%, and Quiet Dell at 8%. Coon's Run at 54%.

7.1.b Water Leak Report – Repaired 3 main line leaks and 2 service line leaks In Lost Creek/Mount Clare. There was 1 main line leak in the Valley of Good Hope. Coon's Run we fixed 1 leak and found a hydrant leaking.

7.2 Sewer

7.2.a Ordered 2 new pumps. Ordered satellite upgrades for some stations for communications. Lift and grinder stations in good shape. Woodstock property will revert back to Bobby Lewis.

7.3 Good of the district

7.3.a General Update – Doing some upgrades to the Quiet Dell shop for upcoming projects.

8. Sam Harold – Mountain State Law

8.1 Nothing new to present

9. Executive Session

9.1 Not needed

The next meeting will be held on February 20, 2025.

Michael moved to adjourn meeting. Board concurred.

Chairman James Scudere

Treasurer Ruth Ann Messenger

Secretary Mark Leonard

Member Thomas Michael

Member Gary Auvil

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

C-2

Sun Valley Public Service District

Regular Board Meeting

Tuesday, January 14, 2025

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

Present	Employees
Connor Thompson	Kevin Short
Sandra Patterson	

Election of Officers

Connor Thompson made a motion to leave the officers in place as stated; Gregg Dale- Chairman; Connor Thompson – Treasurer; Sandra Patterson – Secretary. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.

1. **Approval of Minutes**
   Sandra Patterson made a motion to approve the minutes from the Regular Board meeting on Tuesday, December 3, 2024, 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 12/9/24 through 1/14/25. 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 6th Payment Request for the Phase IIIA Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #6 for the Phase IIIA Sewer Project with $8,163.28 going to Thrasher Group; and Pro Contracting for $154,835.76, for a grand total of $162,999.04, to be submitted to Harrison County Commission and WDA. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

4. **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 December 27, 2024 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 28.81% for the month of December, 2024. He said that we have an 18.59% 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 months of November and December, 2024 and discussed.

E. Kevin provided the Board with a copy of the Vendor Invoice Report dated 12/31/24 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 2024-2025 and discussed.

H. Kevin provided the Board with a copy of the estimate from Bernard Gerrard with Extreme Repair, LLC, to put in the trusses to close in between the office building and the garage. Kevin said he wrote him a check for $2,486.00 and as soon as the weather breaks, they will get started on the repairs. Kevin and the Board discussed.

I. Kevin informed the Board that we received an email from the PEIA Finance Board. He said the letter was dated January 8, 2025 and stated the 2026 Finance Plan presented at Public Hearings across the state in November that it was passed by the PEIA Finance Board in December. This plan includes both premium increases and benefit changes for all Funds and policyholders. Kevin provided a copy and discussed with the Board the changes that will take place.

J. Kevin informed the Board that he got in touch with a guy that Sandra recommended to do signs for the office building. Kevin said he is supposed to be here one day next week to see what we need.

K. Kevin provided the Board with a list of all our electric accounts (Mon Power) and informed the Board that we now have 32 accounts. Kevin and the Board discussed this in detail.

L. Kevin informed the Board that he gave Rodney Miller his truck back because the 2017 F-250 has been making a winding noise plus it has 91,000 miles on it; he took it to Chenoweth and they told him it needs a transfer case and will cost $3,000.00 for the case and $1,000.00 to install it. Kevin said he called Jenkins in Buckhannon and told them that we need a second opinion and cost estimate. The guy told him the total for the transfer case and to install it would be $2,900.00. Kevin said he scheduled to have it put in January 28, 2025. Kevin and the Board discussed further.

M. Kevin informed the Board that he needed to discuss an issue with them. **Sandra Patterson made a motion to go into executive session. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.** Secretary Patterson said the meeting was back in session. **Connor Thompson made a motion to amend the O&M agreement with Enlarged Hepzibah PSD by one thousand dollars ($1,000.00) a month for Kevin Short, General Manager Services and six hundred twelve dollars ($612.00) a month for Zachary Barnett, Chief Operator Services. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

N. Kevin provided the Board with a copy of the January, 2025 calendar and discussed.

5. <u>Employee Issues</u>

1. Kevin provided the Board with a list of Employee's that have over 40 hours vacation time as of 12/31/24. After discussion, **Connor Thompson made a motion to pay employees for any vacation time over 40.99 hours that was accrued as of 12/31/24. Kevin Short has 91 hours; Zachary Hayes has 40 hours; Harrison Miller has 62 hours and Boyd Pratt has 18 hours, to be paid at their full rate when funds are available. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

2. Kevin informed the Board that he wanted to address some of the policies in the employee hand book. Kevin said that we adopted bits and pieces of the County's policy but, not the whole thing. Kevin said we used to go by the County's holidays, but the problem he has is they have

closing at noon on December 24th and at noon on December 31st, which results in our employees not being able to use vacation time up. Kevin would like to have a motion made that we are closed the whole day on December 24th and December 31st and the employee is to use 4 hours vacation time. Kevin said we will be open the day after Thanksgiving (a.k.a. Black Friday). If some of the employees want to have that day off, they will have to use 8 hours personal time or vacation time. After discussion, **Connor Thompson made a motion for 2025 for the office to be closed all day on 12/24 & 12/25 & 12/31 & 1/1/26; with 4 hours having to be used by the employee for 12/24 & 12/31/25, plus the office will close for a half day on 8/29/25, with the same thing taking place with the employee using 4 hours personal time or vacation time if they take the whole day off. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**
Kevin said this is to be included in the minutes, if the employee does not have personal time or vacation time for these days off, then, they just do not get paid.

3. **(Kevin said Joyce, I want this included in the minutes)** Kevin said he didn't have a problem with the majority of the handbook, but this is how it reads now in our handbook concerning inclement weather; "Employees are expected to exercise appropriate judgement if faced with inclement weather. While employees should not jeopardize their personal safety unnecessarily, in order to get to work, or remain on the job for the full workday, neither should they overreact to normal fluctuations of the weather. The district will follow the schedule adopted by the State of West Virginia regarding inclement weather. If the Governor or the Division of Highways declares a state of emergency or otherwise suspends operations, then District employees will also be excused and paid for the time they would normally have worked. If there is not a state of emergency or suspension of operations, but the employee nonetheless, believes that a departure from the normal schedule is necessary in order to preserve his/her personal safety, then the time lost from work due to inclement weather will be deducted from the employee's vacation time or loss of personal day or without pay." Kevin and the Board discussed this in detail. After discussion, the Board feels a motion is not necessary because Kevin is the General Manager and he has the right to inform the employees on who works and who doesn't when it pertains to inclement weather.

6. **Next Board Meeting**
Sandra Patterson announced that the next Board meeting would be February 11, 2025.

7. **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-3

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

** OPEN INVOICES ** DUE DATE: 1/31/25 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 1/31/25 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
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	23	29,930.72	23	29,930.72

C-4

Sun Valley Public Service District
Regular Board Meeting

Thursday
February 20, 2025
3:30PM

AGENDA

1. Call meeting to order

2. Elect Officers

3. Reading of the Minutes and Approval of Check Signing Document

4. Manager's Report

5. Old Business
   A. Review & Approve 7th Payment Request for Phase III-A Sewer Collection System Upgrades Project
   B. Review & Approve 2nd Payment Request for Phase III-B Sewer Collection System Upgrades Project

6. New Business

7. Public Comments

8. Adjournment

C-5

GREATER HARRISON COUNTY P.S.D.

"Meeting held in Town of West Milford Council Chambers"

Agenda
February 20, 2025
9:00 am

Appointments
9:00 am – Call to order

ACTION ITEMS

1. Approve/Edit Previous Minutes
2. Public Comment Period
3. P&B Services, LLC
   - 3.1 Package Plant Report
4. Bennett and Dobbins, PLLC
   - 4.1 Drawdowns – Review, discuss and act.
5. Ruth Ann Messenger – Treasurer – Review, discuss and act
   - 5.1 Sewer Check Register and debit card transactions
   - 5.2 Water Check Register
6. The Thrasher Group, Inc.
   - 6.1 Sewer
     - 6.1.a. Phase II – Review, discuss and act
       - Contract #3 – Change Order #9
       - Engineering Amendment #6 – January 2025
     - 6.1.b. Quiet Dell – Review, discuss and act
       - Construction Update
     - 6.1.c. Woodstock Heights Sanitary Sewer Extension Project- Review, discuss and act
       - Construction Update
     - 6.1.d. River Crossings – Review, discuss and act
       - Project Update
     - 6.1.e. 10-year Plan – Review, discuss and act
       - 2025 Review as necessary
   - 6.2 Water
     - 6.2.a. Overall Water Project – Review, discuss and act
       - Construction Update
     - 6.2.b. Buffalo Lake Road Water Line Extension
       - Planning Update
     - 6.2.c. 10-year Plan – Review, discuss and act
       - 2025 Review as necessary
7. Bill Hoover – General Manager
   - 7.1 Water
     - 7.1.a. Water Loss Report
     - 7.1.b. Water Leak Report

7.1.c. General Updates

7.2 Sewer

7.2.a. General Updates

7.3 Good of the District

7.3.a. General Update

8. Sam Harold – Mountain State Law

8.1 Available for general consult

9. Executive Session

9.1 Discuss Legal Representation

Adjournment of meeting

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

C-6

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
01/01/2025 - 01/31/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	217,834.42	203,958.33	13,876.09	96.83%
COONS RUN O&M AGREEMENT	4,233.95	3,850.00	383.95	1.88%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	900.71	83.33	817.38	0.40%
MISCELLANEOUS/RECONNECT FEES	6.69	-	6.69	0.00%
QUIET DELL LEASE	1,500.00	500.00	1,000.00	0.67%
TAP FEES	500.00	-	500.00	0.22%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	224,975.77	208,391.67	16,584.10	
EXPENSES				
ACCT, BILLING, & COLLECTING	5,809.88	6,350.00	(540.12)	2.57%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	570.00	58.33	511.67	0.25%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	24,610.85	24,610.83	0.02	10.88%
DIRECTORS FEES	525.35	533.33	(7.98)	0.23%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	9,510.13	7,050.00	2,460.13	4.21%
LAB SERVICE	345.00	1,058.33	(713.33)	0.15%
LABOR	40,752.25	30,091.67	10,660.58	18.02%
MAINTENANCE	23,555.93	15,108.33	8,447.60	10.42%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	-	141.67	(141.67)	0.00%
OUTSIDE SERVICES/CONTRACT LABOR	8,705.70	4,233.33	4,472.37	3.85%
POWER PURCHASED	2,838.93	3,941.67	(1,102.74)	1.26%
PROPERTY/LIABILITY & INJURIES INSURANCE	295.77	2,366.67	(2,070.90)	0.13%
REGULATORY COMMISSION	-	875.00	(875.00)	0.00%
RENEWAL & REPLACEMENT		5,541.67	(5,541.67)	0.00%
RENT EXPENSE	2,500.00	2,500.00	-	1.11%
TAXES	3,382.20	2,341.67	1,040.53	1.50%
TRANSPORTATION	2,060.04	2,791.67	(731.63)	0.91%
UTILITIES	359.81	816.67	(456.86)	0.16%
WATER PURCHASED	100,336.39	87,485.00	12,851.39	44.37%
TOTAL EXPENSES	226,158.23	197,895.83	28,262.40	
NET SURPLUS (DEFICIT)	(1,182.46)	10,495.83	(11,678.29)	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
01/01/2025 - 01/31/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	251,607.00	230,791.67	20,815.33	92.03%
COONS RUN O&M AGREEMENT	-	-	-	0.00%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.91%
INTEREST INCOME	4,464.31	83.33	4,380.98	1.63%
MISCELLANEOUS/RECONNECT FEES	-	-	-	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	-	-	-	0.00%
UNUSUAL CHARGE	14,813.38	7,483.33	7,330.05	5.42%
TOTAL INCOME	273,384.69	240,858.33	32,526.36	
EXPENSES				
ACCT, BILLING, & COLLECTING	1,760.08	1,800.00	(39.92)	0.65%
BRIDGEPORT SANITARY BOARD	9,320.43	8,858.33	462.10	3.46%
TOWN OF WORTHINGTON	4,108.25	3,150.00	958.25	1.53%
CHEMICALS	-	1,791.67	(1,791.67)	0.00%
CLARKSBURG SANITARY BOARD	2,703.51	4,125.00	(1,421.49)	1.00%
DEBT SERVICE	112,379.86	112,379.83	0.03	41.74%
DIRECTORS FEES	474.65	533.33	(58.68)	0.18%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	9,382.81	7,408.33	1,974.48	3.49%
LAB SERVICE	304.90	916.67	(611.77)	0.11%
LABOR	44,192.16	26,741.67	17,450.49	16.42%
MAINTENANCE	13,069.60	15,450.00	(2,380.40)	4.85%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,709.34	1,891.67	(182.33)	0.63%
OUTSIDE SERVICES/CONTRACT LABOR	16,574.98	14,833.33	1,741.65	6.16%
POWER PURCHASED	25,524.59	14,850.00	10,674.59	9.48%
PROPERTY/LIABILITY & INJURIES INSURANCE	267.23	2,466.67	(2,199.44)	0.10%
REGULATORY COMMISSION	-	825.00	(825.00)	0.00%
RENEWAL & REPLACEMENT	19,917.06	8,766.67	11,150.39	7.40%
RENT EXPENSE	-	-	-	0.00%
TAXES	3,094.43	2,083.33	1,011.10	1.15%
TRANSPORTATION	1,861.19	2,500.00	(638.81)	0.69%
UTILITIES	2,562.69	1,841.67	721.02	0.95%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	269,207.76	233,213.17	35,994.59	
NET SURPLUS (DEFICIT)	4,176.93	7,645.17	(3,468.24)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
01/01/2025 - 01/31/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	469,441.42	434,750.00	34,691.42	94.20%
COONS RUN O&M AGREEMENT	4,233.95	3,850.00	383.95	0.85%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.50%
INTEREST INCOME	5,365.02	166.67	5,198.35	1.08%
MISCELLANEOUS/RECONNECT FEES	6.69	-	6.69	0.00%
QUIET DELL LEASE	1,500.00	500.00	1,000.00	0.30%
TAP FEES	500.00	-	500.00	0.10%
UNUSUAL CHARGE	14,813.38	7,483.33	7,330.05	2.97%
TOTAL INCOME	498,360.46	449,250.00	49,110.46	
EXPENSES				
ACCT, BILLING, & COLLECTING	7,569.96	8,150.00	(580.04)	1.53%
BRIDGEPORT SANITARY BOARD	9,320.43	8,858.33	462.10	1.88%
TOWN OF WORTHINGTON	4,108.25	3,150.00	958.25	0.83%
CHEMICALS	570.00	1,850.00	(1,280.00)	0.12%
CLARKSBURG SANITARY BOARD	2,703.51	4,125.00	(1,421.49)	0.55%
DEBT SERVICE	136,990.71	136,990.67	0.04	27.65%
DIRECTORS FEES	1,000.00	1,066.67	(66.67)	0.20%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	18,892.94	14,458.33	4,434.61	3.81%
LAB SERVICE	649.90	1,975.00	(1,325.10)	0.13%
LABOR	84,944.41	56,833.33	28,111.08	17.15%
MAINTENANCE	36,625.53	30,558.33	6,067.20	7.39%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,709.34	2,033.33	(323.99)	0.35%
OUTSIDE SERVICES/CONTRACT LABOR	25,280.68	19,066.67	6,214.01	5.10%
POWER PURCHASED	28,363.52	18,791.67	9,571.85	5.73%
PROPERTY/LIABILITY & INJURIES INSURANCE	563.00	4,833.33	(4,270.33)	0.11%
REGULATORY COMMISSION	-	1,700.00	(1,700.00)	0.00%
RENEWAL & REPLACEMENT	19,917.06	14,308.33	5,608.73	4.02%
RENT EXPENSE	2,500.00	2,500.00	-	0.50%
TAXES	6,476.63	4,425.00	2,051.63	1.31%
TRANSPORTATION	3,921.23	5,291.67	(1,370.44)	0.79%
UTILITIES	2,922.50	2,658.33	264.17	0.59%
WATER PURCHASED	100,336.39	87,485.00	12,851.39	20.26%
TOTAL EXPENSES	495,365.99	431,109.00	64,256.99	
NET SURPLUS (DEFICIT)	2,994.47	18,141.00	(15,146.53)	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2024 - 01/31/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,548,525.78	1,427,708.33	120,817.45	96.74%
COONS RUN O&M AGREEMENT	27,227.11	26,950.00	277.11	1.70%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	12,745.34	583.33	12,162.01	0.80%
MISCELLANEOUS/RECONNECT FEES	2,732.05	-	2,732.05	0.17%
QUIET DELL LEASE	4,500.00	3,500.00	1,000.00	0.28%
TAP FEES	4,900.00	-	4,900.00	0.31%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	1,600,630.28	1,458,741.67	141,888.61	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	38,996.35	44,450.00	(5,453.65)	2.38%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	1,465.00	408.33	1,056.67	0.09%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	172,275.95	172,275.83	0.12	10.52%
DIRECTORS FEES	4,470.23	3,733.33	736.90	0.27%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	62,860.21	49,350.00	13,510.21	3.84%
LAB SERVICE	5,970.40	7,408.33	(1,437.93)	0.36%
LABOR	271,413.77	210,641.67	60,772.10	16.58%
MAINTENANCE	135,771.74	105,758.33	30,013.41	8.29%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	902.58	991.67	(89.09)	0.06%
OUTSIDE SERVICES/CONTRACT LABOR	106,587.01	29,633.33	76,953.68	6.51%
POWER PURCHASED	25,051.84	27,591.67	(2,539.83)	1.53%
PROPERTY/LIABILITY & INJURIES INSURANCE	21,526.54	16,566.67	4,959.87	1.31%
REGULATORY COMMISSION	10,679.68	6,125.00	4,554.68	0.65%
RENEWAL & REPLACEMENT	70,037.44	38,791.67	31,245.77	4.28%
RENT EXPENSE	17,500.00	17,500.00	-	1.07%
TAXES	22,740.61	16,391.67	6,348.94	1.39%
TRANSPORTATION	17,155.02	19,541.67	(2,386.65)	1.05%
UTILITIES	5,023.95	5,716.67	(692.72)	0.31%
WATER PURCHASED	646,658.40	612,395.00	34,263.40	39.50%
TOTAL EXPENSES	1,637,086.72	1,385,270.83	251,815.89	100.00%
NET SURPLUS (DEFICIT)	(36,456.44)	73,470.83	(109,927.27)	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2024-01/31/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,618,469.53	1,615,541.67	2,927.86	93.99%
COONS RUN O&M AGREEMENT	-	-	-	0.00%
FACILITIES CHARGE	17,500.00	17,500.00	-	1.02%
INTEREST INCOME	40,142.59	583.33	39,559.26	2.33%
MISCELLANEOUS/RECONNECT FEES	22.94	-	22.94	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	1,400.00	-	1,400.00	0.08%
UNUSUAL CHARGE	44,379.84	52,383.33	(8,003.49)	2.58%
TOTAL INCOME	1,721,914.90	1,686,008.33	35,906.57	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	10,896.14	12,600.00	(1,703.86)	0.61%
BRIDGEPORT SANITARY BOARD	37,161.57	62,008.33	(24,846.76)	2.09%
TOWN OF WORTHINGTON	22,435.54	22,050.00	385.54	1.26%
CHEMICALS	-	12,541.67	(12,541.67)	0.00%
CLARKSBURG SANITARY BOARD	17,442.51	28,875.00	(11,432.49)	0.98%
DEBT SERVICE	786,659.02	786,658.83	0.19	44.30%
DIRECTORS FEES	4,029.77	3,733.33	296.44	0.23%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	47,765.16	51,858.33	(4,093.17)	2.69%
LAB SERVICE	7,517.10	6,416.67	1,100.43	0.42%
LABOR	187,939.77	187,191.67	748.10	10.58%
MAINTENANCE	179,231.52	108,150.00	71,081.52	10.09%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	11,719.56	13,241.67	(1,522.11)	0.66%
OUTSIDE SERVICES/CONTRACT LABOR	181,487.62	103,833.33	77,654.29	10.22%
POWER PURCHASED	108,218.20	103,950.00	4,268.20	6.09%
PROPERTY/LIABILITY & INJURIES INSURANCE	19,143.21	17,266.67	1,876.54	1.08%
REGULATORY COMMISSION	8,344.16	5,775.00	2,569.16	0.47%
RENEWAL & REPLACEMENT	105,302.43	61,366.67	43,935.76	5.93%
RENT EXPENSE	-	-	-	0.00%
TAXES	11,481.73	14,583.33	(3,101.60)	0.65%
TRANSPORTATION	15,464.34	17,500.00	(2,035.66)	0.87%
UTILITIES	13,618.12	12,891.67	726.45	0.77%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	1,775,857.47	1,632,492.17	143,365.30	100.00%
NET SURPLUS (DEFICIT)	(53,942.57)	53,516.17	(107,458.74)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2024 -01/31/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	3,166,995.31	3,043,250.00	123,745.31	95.32%
COONS RUN O&M AGREEMENT	27,227.11	26,950.00	277.11	0.82%
FACILITIES CHARGE	17,500.00	17,500.00	-	0.53%
INTEREST INCOME	52,887.93	1,166.67	51,721.26	1.59%
MISCELLANEOUS/RECONNECT FEES	2,754.99	-	2,754.99	0.08%
QUIET DELL LEASE	4,500.00	3,500.00	1,000.00	0.14%
TAP FEES	6,300.00	-	6,300.00	0.19%
UNUSUAL CHARGE	44,379.84	52,383.33	(8,003.49)	1.34%
TOTAL INCOME	3,322,545.18	3,144,750.00	177,795.18	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	49,892.49	57,050.00	(7,157.51)	1.46%
BRIDGEPORT SANITARY BOARD	37,161.57	62,008.33	(24,846.76)	1.09%
TOWN OF WORTHINGTON	22,435.54	22,050.00	385.54	0.66%
CHEMICALS	1,465.00	12,950.00	(11,485.00)	0.04%
CLARKSBURG SANITARY BOARD	17,442.51	28,875.00	(11,432.49)	0.51%
DEBT SERVICE	958,934.97	958,934.67	0.30	28.10%
DIRECTORS FEES	8,500.00	7,466.67	1,033.33	0.25%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	110,625.37	101,208.33	9,417.04	3.24%
LAB SERVICE	13,487.50	13,825.00	(337.50)	0.40%
LABOR	459,353.54	397,833.33	61,520.21	13.46%
MAINTENANCE	315,003.26	213,908.33	101,094.93	9.23%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	12,622.14	14,233.33	(1,611.19)	0.37%
OUTSIDE SERVICES/CONTRACT LABOR	288,074.63	133,466.67	154,607.96	8.44%
POWER PURCHASED	133,270.04	131,541.67	1,728.37	3.90%
PROPERTY/LIABILITY & INJURIES INSURANCE	40,669.75	33,833.33	6,836.42	1.19%
REGULATORY COMMISSION	19,023.84	11,900.00	7,123.84	0.56%
RENEWAL & REPLACEMENT	175,339.87	100,158.33	75,181.54	5.14%
RENT EXPENSE	17,500.00	17,500.00	-	0.51%
TAXES	34,222.34	30,975.00	3,247.34	1.00%
TRANSPORTATION	32,619.36	37,041.67	(4,422.31)	0.96%
UTILITIES	18,642.07	18,608.33	33.74	0.55%
WATER PURCHASED	646,658.40	612,395.00	34,263.40	18.95%
TOTAL EXPENSES	3,412,944.19	3,017,763.00	395,181.19	100.00%
NET SURPLUS (DEFICIT)	(90,399.01)	126,987.00	(217,386.01)	

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

OPERATING ACTIVITIES		
Net Income (Loss)	$	(1,182.46)
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Receivable	$	(4,233.95)
Accounts Payable	$	11,747.59
Customer Deposits	$	496.92
Due (From) To Sewer Fund	$	1,390.32
Net cash provided by Operating Activities	$	8,218.42
INVESTING ACTIVITIES		
Fixed Assets Projects	$	(9,375.00)
Interest Income	$	-
Net cash provided by Investing Activities	$	(9,375.00)
FINANCING ACTIVITIES		
5.5 Agreement	$	-
Grants/Loans	$	9,375.00
Net cash provided by Financing Activities	$	9,375.00
Net cash increase (decrease)for period	$	8,218.42
Cash at beginning of period	$	1,423,676.85
Cash at end of period	**$**	**1,431,895.27**

Unrestricted Cash	$	689,044.09
Restricted Cash		
Depreciation Reserve	$	158,784.14
Bond Commission Sweep	$	26,503.00
Construction	$	33.26
ARPA	$	100.00
SB 234	$	128,300.00
Customer Deposits	$	12,810.37
CD-Customer Deposits	$	64,617.97
CD-Depreciation Reserve	$	270,962.10
CD-SB 234	$	80,740.34
Total Restricted Cash	$	742,851.18
Total Unrestricted & Restricted Cash	**$**	**1,431,895.27**
	$	-

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

OPERATING ACTIVITIES		
Net Income (Loss)	$	4,176.93
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Payable	$	(30,922.64)
Customer Deposits	$	3,799.21
Payroll Liabilities	$	25,186.70
Due (From) To Water Fund	$	(1,290.32)
Net cash provided by Operating Activities	$	949.88
INVESTING ACTIVITIES		
Interest Income	$	-
Fixed Assets	$	(114,686.98)
Net cash provided by Investing Activities	$	(114,686.98)
FINANCING ACTIVITIES		
	$	-
Loan Payment	$	(848.89)
Draw on Bond & Grants	$	114,686.98
Net cash provided by Financing Activities	$	113,838.09
Net cash increase (decrease) for period	$	100.99
Cash at beginning of period	$	2,567,370.21
Cash at end of period	**$**	**2,567,471.20**
Unrestricted Cash	$	717,023.78
Restricted Cash		
Construction Account	$	1,972.97
Depreciation Reserve	$	669,730.94
Rural Development Reserve	$	-
Bond Commission Sweep	$	74,304.91
ARPA	$	100.00
SB 234	$	131,000.00
Customer Deposits	$	108,243.95
CD-Customer Deposits	$	107,671.88
CD-Depreciation Reserve	$	649,792.98
CD-Rural Development Reserve	$	26,889.45
CD-SB 234	$	80,740.34
Total Restricted Cash	$	1,850,447.42
Total Unrestricted & Restricted Cash	**$**	**2,567,471.20**
	$	-