AMENDED AGENDA

Harrison County Commission Meeting

Wednesday, April 16, 2025

10:00 A.M.

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

Join Zoom Meeting

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

Dial: 1-646-568-7788

Meeting ID: 762 816 0712

Passcode: 26301

Appointments:

10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
10:05 A.M --- Proclamation for Child Advocacy
10:10 A.M. --- Proclamation for Hope Inc – Domestic Violence
10:15 A.M. --- Proclamation for Telecommunicator Week
10:20 A.M. ---- Proclamation for Animal Control Officer Week
10:25 A.M. --- Special Funding Request from American Junior Golf Association requesting $3,000 for their AJGA Junior Golf Championship
10:30 A.M. --- Special Funding Request from Sardis Community Council requesting donations for their Building and Community Center Upkeep
10:35 A.M. --- Special Funding Request from Wallace VFD requesting $3,000 for their Homecoming Days in the Park Event

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Mica Giaquinto – 911 – FMLA – Effective April 9, 2025
   - **B.** Theresa Hawkins – 911 – Completion of Training – Effective April 25, 2025
   - **C.** Alexis Ervin – Animal Control – Resignation – Effective April 14, 2025
   - **D.** Olivia Cantarelli – Animal Control – Promoted to Animal Control Officer – Effective April 25, 2025
   - **E.** Allison Boggs- Animal Control – New Hire, Kennel Technician- Effective April 28, 2025
   - **F.** Lacey Workman – Animal Control – New Hire, Animal Control Officer – Effective May 5, 2025
   - **G.** Rick Roberts – Process – Retirement – Effective April 30, 2025

H. Shaun Fleming – Process – New Hire – Effective April 21, 2025

4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** Budget Meeting Minutes for March 17, 2025
   - **B.** Work Session Meeting Minutes for March 19, 2025
   - **C.** Budget Meeting Minutes for March 24, 2025
   - **D.** Budget Meeting Minutes for March 26, 2025
   - **E.** Regular Meeting Minutes for April 2, 2025
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA – West Milford $18,484.14
   - **B.** ARPA – Sun Valley $4,874.81
   - **C.** ARPA – Sun Valley $19,007.64
   - **D.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
   - **A.** Exonerations – See Exhibit A
7. **Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements:**
   - **A.** Series 2021 B - $631,880.96
   - **B.** Series 2008A - $12,063.21
   - **C.** Series 2019 A&B - $16,910.15
8. **Review—Discuss—Consider** allowing Hope Gas Inc permission to the Northern Rail Trail for an access road so they can do an insert of a line that is already under the rail trail.
9. **Review—Discuss—Consider** Update on Neal Hearing
10. **Review—Discuss—Consider** General Order to Show Cause against Delinquent or Unprogressed Estates
11. **Review—Discuss—Consider** Resolution Authorizing the Submission of a Proposal to Congressman Riley Moore's Office to be Considered for Funding from the FY2026 Community Project Funding through its Subcommittee of Agriculture and Rural Development Fund; Building and Facilities for the Harrison County Animal Control Facility
12. **Review—Discuss-- Consider** Resolution Authorizing the Submission of a Proposal to Congressman Riley Moore's Office to be Considered for Funding from the FY2026 Community Project Funding through its Subcommittee of Interior and Environment- Advisory Council on Historic Preservation for the Quiet Dell School/ Civilian Conservation Camp
13. **Review—Discuss—Consider** Resolution Authorizing the Filing of the Application for 2026 Congressional Community Project Funding Appropriated through the Department of Homeland Security for 150 Countywide State Interoperable Radio Network (SIRN) Radios

14. **Review—Discuss—Consider** Resolution Authorizing the Filing of the Application for 2026 Congressional Community Project Funding Appropriated through the Department of Homeland Security for 30 Axon In-Car Cameras
15. **Review—Discuss—Consider** Request to Travel for Travis Miller from 911 to go to Terminal Agency Coordinator Class in Charleston, West Virginia on May 19, 2025
16. **Review—Discuss – Consider** Request to Travel for 911 Employees to go to APCO Communications Training Officer 6th Ed. Course at Preston County 911/OEM on June 2nd through June 4th
    - Michelle Payton
    - Bryce Delgado
    - Mica Love
    - Megan Fox
17. **Review—Discuss—Consider** Request to Travel for 911 Employees to go to WV GeoCon (GIS Conference) at Canaan Valley Resort on June 2nd through June 4th
    - Paul Bump
    - Steve Martin
18. **Administrator's Report**
19. **Commissioner Comments – Questions**

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

A. **Weekly Fiduciary Report from the County Clerk**
    1. March 26, 2025 through April 1, 2025
    2. April 2, 2025 through April 8, 2025
B. **Monthly Fiduciary Commission Settlements:**
C. **Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service**
    1. SunValley PSD Regular Board Meeting Agenda for April 8, 2025
    2. Enlarged Hepzibah PSD Regular Board Meeting for April 7, 2025

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

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

10:25am

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 3/18/25

Organization Name: American Junior Golf Association

Name and Title of Requester: Michael Gervais, Head Golf Professional, Bridgeport Country Club

Mailing Address of Organization and Responsible Person:
382 Meadowbrook Road, Bridgeport WV 26330
If approved, this is where the check will be sent

Telephone: 304-842-3111 Fax: _____ E-mail: mgervaispga@gmail.com

FEIN# 58-1433914 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: $ 50,000

Dollar Amount REQUESTED - Grant: $ 3,000 Loan: $ _____

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

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

Purpose of request (one sentence): AJGA Junior Golf Championship

If for a fair/festival/event, give dates and location: Date: July 13-17 2025 Location: Bridgeport Country Club

Describe the proposed activities with dollar amounts to be funded by this request:
Operating junior golf tournament for 78 players from all over the country. Several local players from WV will also be in the event. Profits from junior golf tournament will go to local charities

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

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N
If Yes, how? Promotional Signage During Event

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) American Junior Golf Association (AJGA) 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) AJGA, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) AJGA 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) AJGA agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant [signature] **Date** 3-18 25

Head Golf Professional, Bridgeport CC

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $ _____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant _____

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ _____

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

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

NAME OF PROJECT/EVENT: _____

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

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

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

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

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

(Revised 8/19/14)

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

Whereas, the Community Improvement Fund will be utilized for contributions for fairs, festivals and/or other special funding requests approved by the Harrison County Commission as originally set forth in the establishment of the Fund; and

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

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

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

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

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

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

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

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

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

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

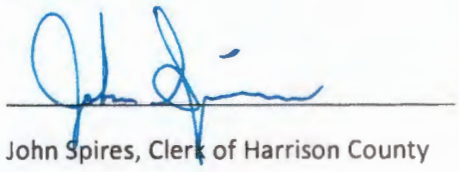
Now, therefore be it further resolved, the Harrison County Commission does hereby direct the administrative staff with the Office of the County Commission to take the necessary steps to communicate and provide this Order to the entities and agencies that have received funding during the past four fiscal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

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



Susan J Thomas, President

Attest:



John Spires, Clerk of Harrison County

Internal Revenue Service

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Date: June 10, 2005

AMERICAN JUNIOR GOLF ASSOCIATION
1980 SPORTS CLUB DR
BRASELTON GA 30517

Person to Contact:
Michelle Jones 31-07675
Customer Service Specialist
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
58-1433914

Dear Sir or Madam:

This is in response to your request of March 15, 2005, regarding your organization's tax-exempt status.

In July 1981 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

AJGA TOURNAMENT COMMITTEE

Michael Gervais, PGA
382 Meadowbrook Road,
Bridgeport, WV 26330

Todd Trickett
2013 Natalie Drive
Bridgeport, WV 26330

Chis and Andrea Kerr
754 BRIGHTRIDGE DRIVE
Bridgeport, WV 26330

Woody Woodward
150 DRIFTWOOD RD
Bridgeport, WV 26330

Tim McNeely
Brightridge Drive
Bridgeport, WV 26330

This is the first year for this event. We do not have an income statement or balance statement for prior year.

WVU MEDICINE UNITED HOSPITAL CENTER JUNIOR CHAMPIONSHIP SPONSOR LIST

1			WVU Medicine United Hospital Center							$50,000
2			Hope Gas							$5,000.00
3			**Quality Machine**		**Chuck**	**Marsh**	chuck@qualitymachinginc.com			**$5,000.00**
4			**Andy Lang- GAL LAND COMPANY**							**$5,000.00**
5			**Woodward Video Lottery**		**Woody**	**Woodward**	woodybwoodward@gmail.com			**$5,000.00**
6			**Blue Ridge Risk Partners**		**Adam**	**Dyer**	adam.dyer@blueridgeriskpartners.com			**$5,000.00**
7			Supply Solutions Altec		Ben	Randolph	brandolph@supply-solutions.biz			$5,000.00
8			**WesBanco**		**Marcy**	**Blount**	blountm@wesbanco.com			**$2,500.00**
9			**USI Insurance**							**$5,000.00**
10										
11										
12										
12										
14										
									JAM Teams Total	**$87,500.00**

General (Hole Signs / Non Playing Sponsors / Other)

	Sponsors	go in hous	Contact / Payee - First Name	Contact / Payee - Last Name	Email	Payment Type / Check #	Date Received	Total Contribution
1	**Jim Gilchrist**	**No**	**Jim**	**Gilchrist**				**$500.00**
2	**Bernie Dearth**	**No**	**Bernie**	**Dearth**				**$1,000.00**
3	Matt Saab / Clear Mountain Bank	Yes	Annie	Brode-Parenti	msaab@clearmountain.bank			$500.00
4								
5								$2,000.00

AJGA Summary of Request- Summer AJGA Event

The American Junior Golf Association (AJGA) is interested in bringing an event to your area for a minimum of three years. AJGA is exploring opportunities during the months of June – August. The official event would take place from Sunday – Thursday. This event will begin with a 78 player qualifying event on Sunday. Approximately 10% of the qualifier field will earn their way into the main event. The event will play host to 78 unique players (ages 12-19) from across the world between the days of Monday-Thursday. On Monday morning, AJGA will host an official practice round for all tournament players. On Monday afternoon, AJGA will host Junior-Am fundraising event. This event gives members from host facility (golf course) and/or members of the local community the opportunity to play with AJGA junior golfers. The event has opportunity to benefit a local charity of choice. All players and families will be in town playing Sunday, Monday, Tuesday, Wednesday and Thursday. There will not be a cut. After the event we will have a short awards ceremony. We will provide meals for players and parents throughout the week.

AJGA field size is 78 players for main event and 78 unique players for qualifying event. This event size has opportunity to increase depending on the time of year and location of host city. AJGA event will bring up to 156 families to your area for this event. AJGA tournament fields are filled based on the Performance Based Entry system. AJGA tournament fields have extensive alternate lists to get in. AJGA tournament fields are typically comprised of players representing roughly 10-15 states and 3 countries. AJGA partners help promote our events (Golf Channel, PGA Tour, Morning Read, etc.). AJGA website is the main promotion of the event. We have over 14.4 million unique views per year on our website. AJGA social media numbers continue to increase with our largest following being on Instagram with over 105,000 followers and 15 million unique views annually on Reels. AJGA social media accounts have over 210,000 followers across all of our platforms.

AJGA is not a stay for play organization. However, AJGA would anticipate roughly 80% of players and families staying in a hotel in the area during the event. The event will have 6 local exemptions to be used on kids from your area (local committee, golf course and title sponsor will split the 6 exemptions how they see fit). The rest of the field will travel in from across the world. AJGA guests will be in a hotel for at least 5 days. AJGA families typically use the event as a vacation for the family and look to stay before or after. AJGA has kids travel from other countries to play in events and stay for over a week. The majority of the field will be filled with players from out of the area who will need to stay in hotels in order to participate. AJGA families will come to town early to play additional practice rounds. The qualifier kids typically want to play the course before the event. This is additional revenue for the host facility and local economy. AJGA tracks overnight stays through tournament registration onsite during the event. AJGA will check numbers after the event with local hotels. AJGA sets up room blocks at host hotel to help keep track of room nights sold. The event will increase retail, food and beverage expenditures by out of market visitors and increase overall tourism. We expect an overall economic impact of $200,000 or more to the local community. Over the long-term we expect this event to generate over $1 million of economic impact on the local economy.

AJGA looks forward to getting members of the community involved with the event through various volunteer opportunities and the junior-am portion of the event where local members of the community can play with top junior golfers.



AMERICAN JUNIOR GOLF ASSOCIATION

MISSION

Established in 1978, the AJGA is a 501(c)(3) nonprofit organization dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf.

CHARACTER DEVELOPMENT

The AJGA has character development initiatives to ensure the personal development of golf's next generation.

- Leadership Links program where juniors raise charity dollars for their communities
- Care for the Course program that teaches respecting and protecting golf courses
- Thank You Note writing
- Pace of Play Program
- Public Speaking and Networking

WHY SUPPORT THE AJGA?

- Tournament proceeds go toward charity
- 99% of members go to college
- More than $25 million annually earned in college scholarships
- Business-to-business networking and corporate reputation enhancement
- Connect with the next generation of golfers, college students and future business leaders
- Positively impact local economy (estimated to be more than $200,000 in economic impact per AJGA event)
- Provide entertainment and volunteer opportunities for employees and clients

AJGA
Developing Golf's Next Generation

Visit *ajga.org* to learn more.





HOST FACILITY OPPORTUNITY

AJGA events are 54-hole stroke play tournaments featuring 78 junior golfers, ages 12-19, from around the world. The event will include a tournament practice round, Junior-Am, Qualifier, and social activity.

Exposure

- More than 9,000 AJGA members
- More than 1,000 volunteers
- More than 100 sponsors

Revenue Opportunities

- The AJGA requests a donated or reduced course and range fee
- Reduced fee per each Qualifier participant (78 person max)
- Tournament cookout or voucher
- Daily volunteer and staff lunches
- Additional F&B revenue / pro shop merchandise from AJGA guests
- Additional practice rounds can be set aside at the players' expense

Promotion

The Host Facility name/logo will be promoted in the following ways:

- AJGA digital magazine
- All tournament collateral
- Tournament microsite with direct link
- Press releases / media efforts
- AJGA annual collateral
- Results will appear in *Global Golf Post, Golfweek*

AJGA Provides

- A full-time tournament director
- A media official to assist with promotions
- The formation of a local committee with venue's help
- 10-12 staff members to execute every aspect of the event

Schedule of Events

Member / Guest play available Sunday, Tuesday - Thursday by 1 p.m.

Sunday
8 a.m. shotgun.....Qualifier

Monday
8 a.m. shotgun.....Junior-Am
1:30 p.m. shotgun.....Practice Round

Tuesday
7 - 9 a.m. .....First Round, Nos. 1 & 10 tees
3 - 5 p.m. .....Tournament Activity

Wednesday
7 - 9 a.m. .....Second Round, Nos. 1 & 10 tees

Thursday
7 - 9 a.m. .....Final Round, Nos. 1 & 10 tees
2:30 p.m. .....Awards Ceremony

AJGA
Developing Golf's Next Generation

@AJGAGOLF
DIGITAL OPPORTUNITIES

POTENTIAL FOR EXPOSURE

- AJGA communications staff creates tournament activation plan
- AJGA communications staff is onsite to execute plan and promote event
- Inclusion in weekly member emails and specific event communications
- Social media coverage highlighting local area, golf course and sponsor
- Recognition on AJGA website and tournament page
- Website logo recognition with link to partner website
- Local and national media exposure via AJGA channels and industry outlets















TOURNAMENT PARTNERSHIP OPPORTUNITIES

Title Sponsor - $50,000

- Event naming rights: "Title Sponsor" Junior Championship
- Four 3x5 banners displayed in prominent locations
- Name or logo on all tournament gifts and documents
- Ability to distribute product or setup a promotional display
- Logo / mentions on tournament website and social media
- Five Junior-Am teams
- Two committee exemptions for the event

Presenting Sponsor - $25,000

- Event naming rights: "Junior Championship presented by. ."
- Two 3x5 banners displayed in prominent locations
- Name or logo on select tournament gifts and documents
- Logo and mentions on tournament website / social media
- Ability to distribute product or set up a promotional display
- Three Junior-Am teams

Tournament Partner - $10,000

- One 3x5 banner displayed in prominent location
- Select one $10,000 option or two $5,000 options
- Logo on tournament website
- Three Junior-Am teams

Event Patron - $5,000

- One 3x5 banner displayed in prominent location
- Select one $5,000 option
- Logo on tournament website
- Two Junior-Am teams

$10,000 Tournament Options

- Junior-Am Fundraising Tournament Title Sponsor
- Food & Beverage Sponsor
- PGA TOUR / LPGA TOUR Player Clinic
- Qualifier Title Sponsor

$5,000 Tournament Options

- Transportation Sponsor
- Junior-Am Reception Sponsor
- Front Nine Junior-Am Sponsor
- Back Nine Junior-Am Sponsor
- AJGA Staff Sponsor
- Live Scoring On-site Partner
- Social Activity
- Course Sponsor
- Pace of Play Sponsor
- Care for the Course Sponsor
- Player Product Sponsor
- Player Hospitality Sponsor
- ACE Grant Field Sponsor
- Housing Sponsor
- Cookout Sponsor
- Driving Range Sponsor
- Practice Putting Green Sponsor
- Medical Attendant Sponsor
- On-Site Table / Product Sampling
- Volunteer Sponsor

@AJGAGOLF DIGITAL OPPORTUNITIES

REACH

AJGA social media channels have some of the highest interaction rates among golf industry accounts at junior, college and professional levels. The AJGA is active on virtually every media outlet.

+210,000
followers on AJGA social media channels

Twitter	5.9M impressions annually
Facebook	483K reach annually
Instagram	8.8M reach annually
TikTok	8.5M views annually
Reels	15M views annually
LinkedIn	6.7K page views annually
Website	14.4M unique page views on ajga.org

Developing Golf's Next Generation

AJGA Junior at TBD

CONCEPT

The American Junior Golf Association and TBD will team up to run an Open Championship featuring top juniors from around the country

FORMAT

The AJGA hosts summer tournaments each year. Summer events are 54-hole stroke play events featuring 78 players and qualifier with an additional 78 players. Each format will consist of boys and girls, ages 12-18.

POTENTIAL DATES

2023- March - October

TURN- KEY BENEFITS

- **Player Administration** – The AJGA Player Services Department will handle all player sign-up duties and subsequent administration of the tournament field.
- **Promotion** – The AJGA will assign a full-time communications staff member to handle all promotional items including press releases and media hospitality. Results will be posted on AJGA.org following each tournament round and final results will be featured in *Golfweek* and *Global Golf Post* magazines.
- **Regional Director** – The Regional Director will work year-round with the committee on big picture tournament items such as committee recruitment, education, fundraising and the execution of the long-term vision of the event.
- **Tournament Director** – The AJGA will assign a full-time Tournament Director to oversee onsite execution of the tournament.
- **AJGA Staff** – During tournament week, the AJGA will send 8 – 12 staff members to handle all aspects of the tournament, both inside and outside the ropes including all paperwork such as: pairings, notice to competitors and coaches' materials.
- **Rules / Course Marking** – The AJGA staff will professionally mark the golf course according to USGA rules of golf, select hole locations, start, score, rules officiate and manage pace of play.
- **Equipment** – The AJGA will provide all communication equipment such as radios, weather detection devices, printers, cameras and video equipment. The AJGA will produce and bring all signage, banner systems, tents, coolers, sand buckets and all tournament signs (play signs, cart signs) and all other equipment needed to run the championship.

- **Live Scoring** – With the help of volunteers, the AJGA will provide all equipment and website infrastructure to host live scoring during the week.

- **Care For the Course** – The AJGA implements a care for the course program during play Players carry sand bottles repairing divots and a party is held after the second round to fix ball marks or sand the range.

PROMOTIONAL BENEFITS

- **Onsite** – Logo promotion on prominent signage, all tournament documents, tournament awards and select gifts.

- **Web** – The Host Facility will appear on the official AJGA schedule (10 million annual visitors) and the tournament will have its own microsite.

- **Social** – Each tournament has its own Facebook, Twitter, Instagram and TikTok promotion.

GOLF COURSE CONSIDERATIONS

- Donated/Negotiated (inclusive) course and range fee for practice round, junior-am, qualifier and three competitive rounds (Sunday - Thursday)
- Allow the AJGA to bring in donated product (water, sports drinks and snacks for the players only, inside the ropes).
- Allow AJGA participants to utilize push carts during their rounds.
- Complimentary room with wifi capabilities and access to a copier for AJGA tournament headquarters.
- AJGA staff boxed lunches at a negotiated price each during practice and tournament rounds.
- Assistance in helping secure approximately 20 volunteers per day.
- Assistance in helping secure medic for the event Sunday-Thursday to ensure the safety of participants.
- Additional Practice Round tee times for tournament participants leading up to the event. Participants will call in for their own practice rounds and be responsible for paying the course fee.

SPONSORSHIP CONSIDERATIONS

- $50,000 title sponsor to cover tournament operating costs
- Host junior-am fundraising event to help raise additional funds for charities involved
- The AJGA will split all tournament proceeds 50-50 between a local charity/junior golf program and the AJGA's ACE Grant

ACE Grant - The Achieving Competitive Excellence Grant program is a financial assistance program, which allows talented junior golfers to pursue their dream of a college education, regardless of their family's financial resources.

COMMITTEE CONSIDERATIONS

Building a strong tournament committee is key to a successful tournament. One talented and devoted person cannot handle everything alone. The key is delegation and involving a group of dedicated individuals who are willing to contribute. Below are the primary committee roles

TOURNAMENT CHAIR

Ideal candidate is someone with experience managing a staff (i.e. past volunteer at other golf event, community/civic leader)

- Recruit, manage and oversee tournament committee
- Work closely with AJGA Regional Director and Tournament Director
- Serve as liaison between committee, host facility and AJGA staff

AJGA provides: tournament committee manual, constant communication and direction

FUNDRAISING CHAIR

Ideal candidate is someone with ties in with the local community and comfortable selling sponsorships and Junior-Am teams. (i.e. bankers, lawyers, sales executives, etc.)

- Responsible for building and overseeing fundraising committee
- Help sell tournament sponsorships and Junior-Am teams

AJGA provides: Sponsorship solicitation material, Junior-Am form. and any other material needed

VOLUNTEER CHAIR

Ideal candidate is someone who is very organized and able to recruit and manage a large group of people (i.e. civic organization member, club member, etc.)

- Recruit, manage and oversee all volunteers at the tournament
- Manage tournament volunteer spreadsheet (AJGA will assess needs and create worksheet)
- Help check in and coordinate volunteers each morning at the golf course

AJGA provides: Volunteer recruitment flyer, spreadsheet, and any other material needed

HOSPITALITY CHAIR

Ideal candidate is someone with hospitality experience and able to secure donations (i.e. restaurant owner, employee at CVB, club member)

- Help create unique experience for AJGA participants and staff.
- Assist with securing donations to reduce staff expense: meals, private housing, cars, product, etc.
- Help secure a medical attendant for the tournament

AJGA provides: 'Project Zero' solicitation material, W-9 tax form and outline of exact needs

MARKETING CHAIR

Ideal candidate is someone with a marketing and/or communications background with close ties to the community (i.e. news reporter, PR specialist, marketing director, etc.)

- Assist with promotion, local media outreach, social media promotion/content, community stories
- Serve as a liaison between the AJGA communications staff and local media/social influencers.

AJGA provides: Full-time communications staff dedicated to tournament promotion, media fact sheet, round recaps, information about the field, social media content, videos, etc

SCHEDULE OF EVENTS- SUMMER
(78 Player Field)

Sunday	
8 a.m. – 12:10 p.m.	AJGA Qualifier off No. 1 Tee **Course open to member/guest play 1 p.m.* ***Host Facility***
Monday	
8 a.m. – 12:10 p.m.	Practice Round ***Host Facility***
12:30 p.m. – 3 p.m.	Junior-Am Fundraising Event **Members can participate in this event* ***Host Facility***
Tuesday	
8 a.m. – 12:10 p.m	First Round – No. 1 Tee **Course open to member/guest play 1 p m.* ***Host Facility***
12 – 4 p.m.	Tournament Lunch ***Host Facility***
Wednesday	
8 a.m. – 12:10 p.m.	Second Round – No 1 Tee **Course open to member/guest play 1 p.m.* ***Host Facility***
12 – 4 p m.	Tournament Lunch ***Host Facility***
Thursday	
8 a m. – 12.10 p.m.	Final Round – No. 1 Tee **Course open to member/guest play 1 p.m.* ***Host Facility***
12 – 4 p m.	Tournament Lunch ***Host Facility***
4.30 p.m.	Awards Ceremony ***Host Facility***

SCHEDULE OF EVENTS- SPRING/FALL
(78 Player Field)

Wednesday	
8 a.m. – 12.10 p m	AJGA Qualifier off No 1 Tee **Course open to member/guest play 1 p.m.* ***Host Facility***
Thursday	
8 a.m. – 12:10 p.m.	Practice Round ***Host Facility***
12·30 p m. – 3 p.m.	Junior-Am Fundraising Event **Members can participate in this event* ***Host Facility***
Friday	
8 a m. – 12·10 p.m	First Round – No. 1 Tee **Course open to member/guest play 1 p.m.* ***Host Facility***
12 – 4 p.m.	Tournament Lunch ***Host Facility***
Saturday	
8 a.m. – 12:10 p.m.	Second Round – No 1 Tee **Course open to member/guest play 1 p m.* ***Host Facility***
12 – 4 p.m.	Tournament Lunch ***Host Facility***
Sunday	
8 a.m. – 12·10 p.m.	Final Round – No 1 Tee **Course open to member/guest play 1 p m.* ***Host Facility***
12 – 4 p m.	Tournament Lunch ***Host Facility***
4·30 p.m.	Awards Ceremony ***Host Facility***

	Budget	Notes
Income		
Corporate Sponsorship	$50,000	*Title Sponsor (TBD)*
Junior-Am Sponsors		*Junior-Am Teams*
TOTAL INCOME	$50,000	
Expenses		
Staff Expenses		
Staff Food	$2,980	
Staff Lodging	$6,300	*7 nights x $150 per night x 6 rooms*
Staff Travel	$1,400	*Estimated and includes gas, rentals, parking, mileage, flights*
Support Staff	$4,000	*Estimated based on a 60 hour week for intern team*
Total Staff Expenses	$14,680	
Site Fees		
Tournament	$5,000	*Tournament Site Fees (Inclusive)*
Qualifier	$1,500	*Qualifier Fee (Inclusive)*
Total Site Fees	$6,500	
Junior-Am		
Reception	$2,250	*Est $15 per meal (Breakfast/Lunch or Lunch/Dinner). Includes staff & players (*
Gifts	$1,281	*Includes Hats, Shirts, Awards*
Junior-Am Application	$100	*$100 if the event has a Junior-Am*
Junior-Am Site Fees	$1,875	*3 player teams x 25 teams x $25 per player= $1,875*
Total Junior-Am	$5,506	
Food & Beverage		
Tournament Cookout	$4,680	*Estimated $20 all inclusive meal for players (78 players x 3 meals x $20 = $4,6*
Product & Ice	$960	*Estimated $10 worth of ice and drinks per player for tournament*
Volunteer Lunches	$3,000	*Estimated $15 all inclusive boxed lunches ($15 x 5 days x 40 volunteers)*
Total Food & Beverage	$8,640	
Awards		
Qualifier & Tournament	$774	
Total Awards	$774	
Gifts		
Player Gifts	$3,357	*Addidas Golf Shirt, TaylorMade Golf Balls, Imperial Hat, McArthur Towels, spe*
Volunteer Gifts	$765	
Total Gifts	$4,122	
Other Expenses		
Scoreboard	$300	*If scoreboard is used, $300. Can use other options*
Laundry	$120	*Estimated $10 per person for laundry*
Activities	$200	*For staff during tournament week*
Fixed Operation Costs	$2,370	*Photography, Clipping, Equipment & Supplies, Printing, Scorecards*
Other Operation Costs	$1,000	*Signage ($1000 estimate), Extra printing, Equipment Rental*
Medical Attendant	$1,500	*Estimated cost of $300 per day*
Total Tournament Operations	$5,490	
TOTAL TOURNAMENT EXPENSES	$45,712	
Gross Proceeds	$4,288	
ACE Grant (50%)	$2,144	
Local Charities (50%)	$2,144	

Project Zero

Staff Food	$2,980	*These are areas where we can save on the tournament budget*
Staff Lodging	$6,300	
Staff Auto	$1,400	
Product & Ice	$960	
Laundry	$120	
Activities	$200	
Medical Attendant	$1,500	
TOTAL PROJECT ZERO ITEMS	$13,460	

Other Areas to Reduce Expenses

Reception	$2,250	** Pending approval from club*
Tournament Cookout	$4,680	** Pending approval from club*
Volunteer Lunches	$3,000	** Pending approval from club*
TOTAL OTHER AREAS TO REDUCE	$9,930	

COLORADO SPRINGS JUNIOR BY CENTURA HEALTH

AJGA
Developing Golf's Next Generation

THE CLUB AT FLYING HORSE
JULY 25-28, 2022
FULFILLMENT REPORT

COLORADO SPRINGS

HOST FACILITY



PHIL SMITH COURSE

CHAMPIONS



MAKENZIE COOPER
1-UNDER-PAR 215

PETER KIM
8-UNDER-PAR 208
WON IN PLAYOFF

17	96	287	2
STATES REPRESENTED	PLAYER FIELD	NET VISITORS	COUNTRIES REPRESENTED

2022 ECONOMIC IMPACT

VISITOR SPENDING: $132,645.73
ADMINISTRATIVE COSTS: $16,197.09
REGIONAL MULTIPLIER: 2.37

$352,757
TOTAL ECONOMIC IMPACT

$585,492
ECONOMIC IMPACT SINCE 2021

TOURNAMENT DIGITAL

TWITTER	29,500 FOLLOWERS	TWEETS USING #COLORADOSPRINGSJR 12	POTENTIAL REACH OF #COLORADOSPRINGSJR 319,869
INSTAGRAM	94,300 FOLLOWERS	AJGA POST REACH 87,392	POST LIKES 3,897
FACEBOOK	31,200 LIKES	PHOTO ALBUM ENGAGEMENTS 134	PEOPLE REACHED 8,537
TIKTOK	25,500 FOLLOWERS	POST VIEWS 4.2 MILLION +	@AJGAGOLF POST LIKES 1.1 MILLION +





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TAYLORMADE | ADIDAS GOLF LIVE SCORING

4,140 unique page views
INDIVIDUAL TOURNAMENT WEBPAGE

10.4 million unique page views
SCHEDULE & RESULTS PAGES

VISIT OWENSBORO JUNIOR ALL-STAR

AJGA
Developing Golf's Next Generation

OWENSBORO COUNTRY CLUB
MAY 4-7, 2023
FULFILLMENT REPORT

Visit Owensboro
DAVIESS COUNTY KY
OWENSBORO DAVIESS COUNTY CONVENTION AND VISITORS BUREAU

HOST FACILITY



OWENSBORO COUNTRY CLUB

CHAMPIONS



LUCIANO FOLLMER
2-UNDER-PAR 142

ATHENA SINGH
9-UNDER-PAR 135

21	96	335	3
STATES REPRESENTED	PLAYER FIELD	NET VISITORS	COUNTRIES REPRESENTED

2023 ECONOMIC IMPACT

VISITOR SPENDING: $88,852.06
ADMINISTRATIVE COSTS: $12,052.29
REGIONAL MULTIPLIER: 2.37

$239,144
TOTAL ECONOMIC IMPACT

TOURNAMENT DIGITAL

TWITTER	29,900 FOLLOWERS	TWEETS USING #OWENSBOROJAS 14	POTENTIAL REACH OF #OWENSBOROJAS 330,391
INSTAGRAM	100,000 FOLLOWERS	AJGA POST REACH 29,137	POST LIKES 2,271
FACEBOOK	31,656 LIKES	PHOTO ALBUM ENGAGEMENTS 687	PEOPLE REACHED 11,905
TIKTOK	26,400 FOLLOWERS	POST VIEWS 4.2 MILLION +	@AJGAGOLF POST LIKES 1.2 MILLION +





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9,946 unique page views

TAYLORMADE | ADIDAS GOLF LIVE SCORING

5,230 unique page views

INDIVIDUAL TOURNAMENT WEBPAGE

10.4 million unique page views

SCHEDULE & RESULTS PAGES

10:30am

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 10/31/23

Organization Name: Sardis Community Council, LTD

Name and Title of Requester: Sue Hurst, President

Mailing Address of Organization and Responsible Person:
64 Daffodil Lane, Clarksburg, WV 26301
If approved, this is where the check will be sent

Telephone: 304-783-4303 Fax: _____ E-mail: Sehhwwlz4608@gmail.com

FEIN# 55-0773442 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: $ 37,750.00

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

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

Have you previously received funds from the Harrison County Commisson: (Y) N
If Yes, how much? If funded multi years - list by fiscal year?
When: _____; how much: $ _____
When: _____; how much: $ _____
When: 2003; how much: $ 6,000.00

Purpose of request (one sentence): Building/com. Center upKeep

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

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

See attached estimate sheet

1. Removal, disposal + replacement Shingle Roof, Labor + Materials	14,000.00
2. 1750 sf floor " " " " " "	12,000.00
3. 8 x 10' Addition Room on existing porch	10,000.00
4. Siding, Some panels need replaced/repaired	500.00
5. Outside half-wall repaired/replaced	250.00
6. Outside mold removal, pour washing	500.00
7. Install Bathroom fans	500.00

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

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

(Name of Applicant) Sardis Com. Council, LTD 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) Sardis Com Council, LTD, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Sardis Com. Council, LTD 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) Sardis Com. Council, LTD 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 Sue Hurst, President **Date** 10/31/23

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant _____

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ _____

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

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

NAME OF PROJECT/EVENT: _____

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

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

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

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

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

Prepared For

Sardis Community Center

Moore Countryside Services LLC

489 Terry Lane
Clarksburg, Wv 26301
Phone: (304) 838-5204

Estimate #	136
Date	09/07/2023
Business / Tax #	WV061380

Description	Total
1750 sf floor Removal disposal and replacement Labor and materials	$12,000.00
addition Build addition on existing porch Siding, double doors finish inside Labor and materials	$10,000.00
siding repair Labor and materials	$500.00
power washing	$500.00
repair retaining wall Labor and materials	$250.00
roof replacement Removal,disposal and replacement Labor and materials	$14,000.00
install bathroom fans Labor and materials	$500.00

Form **990-N**

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2022

Open to Public Inspection

A For the **2022** Calendar year, or tax year beginning 2022-01-01 and ending 2022-12-31

B Check if available
Terminated for Business
☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: SARDIS COMMUNITY COUNCIL LTD
105 ROCK CAMP ROAD,
Clarksburg, WV, US, 26301

D Employee Identification Number 55-0773442

E Website:

F Name of Principal Officer: Glenda Gaines
105 ROCK CAMP ROAD,
Clarksburg, WV, US, 26301

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Streamlined Sales and Use Tax Agreement

Certificate of Exemption

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

1. [X] Check if you are attaching the Multi-state Supplemental form.
[ ] [ ] If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.

2. [ ] Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____

3. **Please print** Sandis Community Council Ltd
Name of purchaser
48 Community Center Rd. Clarksburg W.V. 26301
Business Address | City | State | Zip Code

Purchaser's Tax ID Number	State of Issue	Country of Issue
550773442	WV.	Harrison

If no Tax ID Number Enter one of the following:	FEIN	Driver's License Number/State Issued ID Number State of Issue: Number	Foreign diplomat number

Name of seller from whom you are purchasing, leasing or renting

Seller's address | City | State | Zip code

4. **Type of business.** Circle the number that describes your business

01	Accommodation and food services	11	Transportation and warehousing
02	Agricultural, forestry, fishing, hunting	12	Utilities
03	Construction	13	Wholesale trade
04	Finance and insurance	14	Business services
05	Information, publishing and communications	15	Professional services
06	Manufacturing	16	Education and health-care services
07	Mining	17	Nonprofit organization
08	Real estate	18	Government
09	Rental and leasing	19	Not a business
10	Retail trade	(20)	Other *(explain)* Community Center

5. **Reason for exemption.** Circle the letter that identifies the reason for the exemption.

A	Federal government *(department)* _____	H	Agricultural production # _____
B	State or local government *(name)* _____	I	Industrial production/manufacturing # _____
C	Tribal government *(name)* _____	J	Direct pay permit # _____
D	Foreign diplomat # _____	K	Direct mail # _____
E	Charitable organization # _____	(L)	Other *(explain)* Community Center
F	Religious or educational organization # _____		
G	Resale # _____		

6. **Sign here.** *I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.*

Signature of Authorized Purchaser	Print Name Here	Title	Date
William S. Hurst	William S. Hurst	Treasure	11-6-15

WEST VIRGINIA CONSUMERS SALES AND SERVICE TAX AND USE TAX
EXEMPTION CERTIFICATE

WV/CST-280
(Rev. 8/96)

CANNOT BE USED TO PURCHASE GASOLINE OR SPECIAL FUEL

SUBSTANTIAL PENALTIES will result from misuse of this certificate

Tax must be collected on a sale of taxable personal property or taxable services unless a properly completed Exemption Certificate or a Direct Pay Permit number is furnished. Read instructions carefully on back of form before completing this Certificate.

NAME OF VENDOR	DATE	✓ APPLICABLE BOX:
Sardis Community Center		☑ SINGLE PURCHASE CERTIFICATE ☐ BLANKET CERTIFICATE
STREET ADDRESS	CITY	STATE / ZIP CODE
~~Rt 4 Box 69~~ Clarksburg 48 Comm. Cent. Ln.		W.V. 26301

TO BE COMPLETED BY PURCHASER: I, the undersigned, hereby certify that I am making an exempt purchase as follows:

I hold a valid Business Registration Certificate # 55077342 42 that has not been suspended or revoked.

My principle business activity is Community Center

I claim an exemption for the following reason (✓ applicable box or boxes):

PURCHASE FOR RESALE

☐ Purchase of tangible personal property or taxable services for resale or for use in performing taxable services where such property becomes a component part of the property upon which the services are performed and will be actually transferred to the purchaser. WV Code § 11-15-9(a)(9)

PURCHASE BY AN EXEMPT COMMERCIAL AGRICULTURAL PRODUCER

☐ A. Purchase of tangible personal property or taxable services for use or consumption in the commercial production of an agricultural product. But **not** purchases for the construction of, or permanent improvement to real property or purchases of gasoline or fuel. WV Code § 11-15-9(a)(8)

☐ B. Purchase of propane for use in poultry houses for heating purposes. WV Code § 11-15-9(a)(19)

TAX EXEMPT ORGANIZATIONS

☐ A. **GOVERNMENT** - Purchases by governmental agencies and institutions of (1) the United States; (2) this State (including its local governments); and (3) any other State (and its local governments) which provides this same exemption to this State. Such purchases by government employees are not exempt unless they are on government business and are billed to and paid for directly by the government. Private persons doing business with government may not claim this exemption. WV Code § 11-15-9(a)(3)

☒ B. **CERTAIN NONPROFIT ORGANIZATIONS** - Purchases by a corporation or organization which has a current registration certificate and which is exempt from federal income taxes under section § 501(c)(3) or (c)(4) of the Internal Revenue Code. These organizations must meet all of the requirements set forth in WV Code § 11-15-9(a)(6). For information concerning these requirements refer to publication TSD-320. WV Code § 11-15-9(a)(6)

☐ C. **SCHOOLS** - Purchases by a school with its principal campus in this State which is approved by the State of West Virginia to award degrees and which is exempt from federal and state income taxes under section § 501(c)(3) of the Internal Revenue Code. WV Code § 11-15-9(a)(15)

☐ D. **CHURCHES** - Purchases of services, equipment, supplies, food for meals and materials directly used or consumed by churches which make no charge whatsoever for the services they render. The purchase must be paid for directly out of the church treasury. WV Code § 11-15-9(a)(5)

PURCHASES OF CERTAIN SPECIFIC SERVICES AND TANGIBLE PERSONAL PROPERTY

☐ A. Purchases of electronic data processing services and related software but **not** data processing equipment, materials and supplies. WV Code § 11-15-9(a)(22)

☐ B. Purchases of services by one corporation, partnership or limited liability company from another corporation, partnership or limited liability company **but only** when the entities are members of the same controlled group or related taxpayers as defined in Section 267 of the Internfal Revenue Code. WV Code § 11-15-9(a)(24)

☐ C. Purchases of motion picture films, coin-operated video arcade machines and other video arcade games for any use upon which there will be a charge subject to sales tax. WV Code § 11-15-9(a)(33)

☐ D. Purchases by a licensed carrier of persons or property, or by a government entity, of aircraft repair, remodeling and maintenance services for an aircraft, engine or other component part of an aircraft, or purchases of tangible personal property that is permanently affixed as a component part of an aircraft as part of the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts, and purchases by a licensed carrier of persons or property, or by a government entity, of machinery, tools or equipment, directly used or consumed exclusively in the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts. WV Code § 11-15-9(a)(34)

REVERSE SIDE OF EXEMPTION CERTIFICATE MUST BE COMPLETED TO BE CONSIDERED VALID

William Hurst
Rt 4 Box 159C
Clarksburg, W.V. 26301

I understand that this certificate may not be used to make tax free purchases of items or services which are not for an exempt purpose and that I will pay the Consumers Sales or Use Tax on tangible personal property or services purchased pursuant to this certificate and subsequently used or consumed in a taxable manner. In addition, I understand that I will be liable for the tax due, plus substantial penalties and interest, for any erroneous or false use of this certificate.

NAME OF PURCHASER	STREET ADDRESS
Saedis Community Council, LTD	~~RT 4 Box 169BB~~ 48 Comm Center Ln.
SIGNATURE OF OWNER, PARTNER, OFFICER OF CORPORATION, ETC.	CITY Clarksburg
TITLE	STATE: WV. ZIP CODE: 26301

GENERAL INSTRUCTIONS

An Exemption Certificate may be used only to claim exemption from tax upon a purchase of tangible personal property or services which will be used for an exempt purpose as stated on the front of this form.

A purchaser may file a blanket Exemption Certificate with the vendor to cover additional purchases of the same general type of property or service. However, each subsequent sales slip or purchase invoice evidencing a transaction covered by a blanket Exemption Certificate must show the purchaser's name, address and Business Registration Certificate Number for purposes of certification.

INSTRUCTIONS FOR PURCHASER

To purchase tangible personal property or services tax exempt, you must possess a valid Business Registration Certificate and you must properly complete this Exemption Certificate and present it to your supplier. To be properly completed, all entries on this Exemption Certificate must be filled in.

Your Business Registration Certificate (and any duplicates) may be suspended or revoked if you or someone acting on your behalf willfully issues this certificate for the purpose of making a tax exempt purchase of tangible personal property and/or services that is not used in a tax-exempt manner (as stated on the front of this form).

When property or services are purchased tax exempt with an Exemption Certificate, but later used or consumed in a non exempt manner, the purchaser must pay Sales or Use Tax on the purchase price.

The willful issuance of a false or fraudulent Exemption Certificate with the intent to evade Sales or Use Tax is a misdemeanor.

Your misuse of this Certificate with intent to evade the Sales or Use Tax shall also result in your being subject to:

A penalty of fifty percent of the tax that would have been due had there not been a misuse of such certificate.

This is in addition to any other penalty imposed by the Law.

In the event you make false or fraudulent use of this Certificate with intent to evade the tax, you may be assessed for the tax at any time subsequent to such use.

INSTRUCTIONS FOR VENDOR

At the time the property is sold or the service is rendered, you must obtain from your customer this Certificate, properly completed, (or a Direct Pay Permit number issued by the West Virginia Department of Tax and Revenue), or the sale will be deemed a taxable sale, unless the property or service sold is exempt per se from Sales Tax. Your failure to collect tax on such taxable sale will make you personally liable for the tax, plus penalties and interest.

Additional information may be required to **substantiate that the sale was for exempt** purposes. In order for this Certificate to be properly completed, it must be issued by a purchaser who has a valid Business Registration Certificate and must have all entries completed by the purchaser.

A timely received certificate which contains a material deficiency will be considered satisfactory if such deficiency is subsequently corrected.

You must keep this certificate for at least three years after the due date of the last return to which it relates, or the date when such return was filed, if later.

You must maintain a reasonable method of associating a particular exempt sale to a customer with the Exemption Certificate you have on file for such customer.

INSTRUCTIONS FOR VENDOR AND PURCHASER

If you, as vendor or as a purchaser, engage in any business activity in West Virginia without possessing a valid Business Registration Certificate (and you do not clearly qualify for an exemption), you shall be subject to a penalty in an amount **not exceeding $100** for the first day on which such sales or purchases are made, plus an amount **not exceeding $100** for each subsequent day on which such sales or purchases are made.

Please begin using this Certificate immediately.

2. Current List of Board of Directors with addresses.

President: Sue Hurst
64 Daffodil Lane,
Clarksburg, WV 26301

Vice- President: None, at present.

Secretary Glenda Gaines
105 Rock Camp Road,
Clarksburg, WV 26301

Treasurer: William "Bill" Hurst
64 Daffodil Lane,
Clarksburg, WV 26301

Trustees, 4: Esther Wells
104 Back Street,
Clarksburg, WV 26301

Stewart Hurst
64 Daffodil Lane,
Clarksburg, WV 26301

Francis Allen
617 Flag Run Road,
Clarksburg, WV 26301

Howard Bailey
452 Hilltop Haven Dr.
Clarksburg, WV 26301

3. List other Contributors with dollar amounts to your project/event.

None.

4.

2022 Sardis Comm. Center

	Water	Gas	Electric	Utilities
January	36.12	50.00	44.59	433.44
Feburary	36.12	50.00	62.35	600.00
March	36.12	50.00	48.50	679.90
April	36.12	50.00	67.58	1713.34
May	36.12	50.00	38.04	1214.64 Ins.
June	36.12	50.00	70.67	2927 98
July	36.12	50.00	49.66	
August	36.12	50.00	56.08	
September	36.12	50.00	61.75	
October	36.12	50.00	56.79	
November	36.12	50.00	65.06	
December	36.12	50.00	58.83	
	433.44	600.00	679.90	

Deposits

1-11	210.
2-10	190
2 18	150
3-17	150
4-1	305
5-11	346
5-16	260
7-9	500
10-12	487
10-27	270
11-13	572
12-2	25.
12-15	227
	3642.00

ODD Checks

1942	8748
1950	23.76
1951	70.00
1952	23.25
1967	70.00
Check Order	75.76
1974	324.00
1978	35.00
1979	118,00
1980	35.00
	860.25

2927.98
860 25
3788.23 Spent
3642.00 Deposits
146,23

5. Any additional information about your organization.

The Sardis Community Council, Ltd., continues to have annual fund-raisers to help our doors stay open to the public. Our only incomes are from renting the building out to the public and from voluntary donations. However, since 2019 both have been down. In 2020, during the pandemic, our facility was closed to fund-risers with only a few rentals available. We resumed in 2021, but it was slow in gaining profits. Our insurance and utilities have also been raising throughout this time.

We continue to provide, rent-free, the use of our center to local church dinners, after-funeral family gatherings, and events that benefit our community. We rent our center for weddings, receptions, birthdays, family gatherings , dinners, etc. In 2022, we recorded 130 volunteer hours, but we feel that we neglected to record many more.

In the past, the County Commission has helped us as we needed funds to keep our community center in it's upkeep. We are hoping for your assistance one again. We do have about $1,900 in our building fund for regular maintenance.

Here is a list of projects that need our attention in the near futuree, in the order of importance. See attached estimate sheet::

1. Replacement of our shingled roof. It is nearing it's lifetime and we would like to replace it before it starts leaking.
#2. Floor tile needs replaced. Tiles keep being damaged, coming loose, etc. This is an ongoing problem. This would include the great room, the kitchen, and two small bathrooms.
#3. An approximate 8 x 10 foot, room added onto the building.. There is already a concrete floor and a roof in place.
Our center is used as a voting precinct and another district was recently added. This makes the area crowded since there are extra tables, chairs, trucks, etc., stored there too. We have an option of moving those extra items outside on the covered concrete porch area, but if it is raining or snowing these items could get wet.
This 8' x 10' room would let us store items permanently, with easier access to those needed quickly.
#4. Siding. There are some damaged siding panels that need repaired or replaced.
#5. Outside half-wall. Along one side of our building, in our parking lot, a half-wall extends and it is crumbling away near the far end.
#6. Mold removal from the outside of our building/center.
#7. Install bathroom fans.

If you can help us in any or all of these projects, we would greatly appreciate it. Thank you for your time and consideration with these requests.

Sincerely,
Officers of the Sardis Community Center;
President – Sue Hurst
Secretary – Glenda Gaines ,
Treasurer – Bill Hurst
Trustees: Esther Wells, Stewart Hurst, Francis Allen and Howard Bailey

10:35am

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

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

Date of Request: March 18, 2025

Organization Name: Wallace Volunteer Fire Dept

Name and Title of Requester: James Comp President

Mailing Address of Organization and Responsible Person:
PO Box 216 Wallace WV 26448
If approved, this is where the check will be sent

Telephone: 304 796 4014 Fax: 304 796 4133 E-mail: wallace.vfd@aol.com

FEIN# 55-0569870 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: $ $4,500.00 - $5,000.00

Dollar Amount REQUESTED - Grant: $ $3,000.00 Loan: $

Was project funded previously by HCC? (Y) N If so, when 2024 ; how much: $ $3,000.00

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: 2022 ; how much: $ $2,000.00
When: 2023 ; how much: $ $2,000.00
When: 2024 ; how much: $ 3,000.00

Purpose of request (one sentence): Homecoming Days In The Park

If for a fair/festival/event, give dates and location: Date: July 11-12 Location: Wallace Community Park
Fire Dept host this for the Community 2025

Describe the proposed activities with dollar amounts to be funded by this request:
Childrens Firefighter + EMS Rodeo $500.00
Live Entertainment on the Stage Both nights 1,500.00
Concession Supplies - $500.00
Games and Contest Supplies - Prizes - Awards + trophys

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

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N
If Yes, how? All ADs will include the Commissions sponsorship, And signs at the event will include the Commissions sponsorship and support.

(Revised 8/19/14)

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) Wallace V.F.D 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) Wallace V F D, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Wallace V.F.D 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) Wallace V.F.D 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 James Jump President **Date** 3/18/2025

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: _____

Customer #

Streamlined Sales and Use Tax Agreement Certificate of Exemption

This is a multistate form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

1 [ ] Check if you are attaching the Multistate Supplemental form.

[W][V] If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.

2 [X] Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

3 **Please print**

Name of purchaser: **Wallace Volunteer Fire Department, Inc.**

Business address	City	State	Zip code
PO Box 216	**Wallace**	**WV**	**26448**

Purchaser's tax ID number	State of issue	Country of issue
55-056-9870	**WV**	**United States**

If no tax ID number, enter one of the following:	FEIN	Driver's license number/State issued ID number (state of issue / number)	Foreign diplomat number

Name of seller from whom you are purchasing, leasing or renting

Seller's address	City	State	Zip code

4 **Type of business.** Circle the number that describes your business.

01 Accommodation and food services
02 Agricultural, forestry, fishing, hunting
03 Construction
04 Finance and insurance
05 Information, publishing and communications
06 Manufacturing
07 Mining
08 Real estate
09 Rental and leasing
10 Retail trade
11 Transportation and warehousing
12 Utilities
13 Wholesale trade
14 Business services
15 Professional services
16 Education and health-care services
x 17 Nonprofit organization
18 Government
19 Not a business
20 Other *(explain)*_____

5 **Reason for exemption.** Circle the letter that identifies the reason for the exemption.

A Federal government *(department)*_____
B State or local government *(name)*_____
C Tribal government *(name)*_____
D Foreign diplomat #_____
E Charitable organization #_____
F Religious or educational organization #_____
G Resale #_____
H Agricultural production #_____
I Industrial production/manufacturing #_____
J Direct pay permit #_____
K Multiple points of use (services, digital goods, or computer software delivered electronically)
L Direct mail #_____
M Other *(explain)* **Non Profit Volunteer Fire Department**

6 **Sign here.** *I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.*

Signature of authorized purchaser	Print name here	Title	Date
	Marcus Shaw	**Fire Chief**	

(Rev. 3/06-2)

Customer # Client #

Wallace Volunteer Fire Department

Board of Directors

Marcus Shaw

James Gumps

Todd Haddix

Nick Wade

Donna Ray

Lennie E Coffey

Liz Sprout

3-A

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
04-09-2025		

NAME	ADDRESS
Giaquinto, Mica	

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) 40 Hours LWOP - FMLA

(Has since returned to work on 04-01-25)

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Amber D. Bailey	DATE 04-09-2025
HUMAN RESOURCES MANAGER	DATE

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3-B

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
04-25-2025		

NAME	ADDRESS
Hawkins, Theresa	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE	PG 3-1	PG 4-1 - $17.27 / hr
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Effective 04-25-2025 Completion of training program. Upgrade to E911 Telecommunicator.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Heather D. Bailey	DATE 04-04-2025
HUMAN RESOURCES MANAGER	DATE

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PAYROLL CHANGE N

3-C

DATE OF CHANGE	EMPLOYEE #	SOC
04-14-2025		

NAME	ADDRESS
Alexis B. Ervin	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Animal Control	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain)_____

_____

_____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE

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3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
04-25-2025		| | | -| | | -| | | | |

NAME	ADDRESS
Olivia Cantarelli	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Animal Control	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		5-1
☐ SHIFT		$18.13
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Animal Control Officer

going from Kennel Tech to ACO

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 4/15/25
HUMAN RESOURCES MANAGER	DATE 4/15/2025

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3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
04-28-2025		| | |-| | |-| | | |

NAME	ADDRESS
Allison Boggs	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Animal Control	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		4-1
☐ SHIFT		$17.27
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Kennel Tech

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Kim Shr	DATE 4/15/25
HUMAN RESOURCES MANAGER Laura Pyle	DATE 4/15/2025

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3-F

PAYROLL CHANGE NOTICE

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

NAME	ADDRESS
Lacey Workman	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Animal Control	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		5-1
☐ SHIFT		$18.13
☐ 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) Animal Control Officer

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 4/15/25
HUMAN RESOURCES MANAGER	DATE 4/15/2025

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3-G

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO	
4/30/2025			
NAME Rick Roberts		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT Process	SHIFT

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

■ OTHER (Explain) Retirement effective 4/30/2025. Please pay available vacation days, if any.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Rick Roberts II Sheriff	DATE 4/9/25
HUMAN RESOURCES MANAGER	DATE

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3-H

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
4/21/2025		

NAME	ADDRESS
Shaun Fleming	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Process	

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) New Hi reeffecti ve 4/21/2025

Paygrade/Step 4-6

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Kha Mth II	DATE 4/9/25
HUMAN RESOURCES MANAGER	DATE

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At the Budget meeting of the County Commission of Harrison County held on Monday March 17, 2025, Commissioners Susan Thomas, Patsy Trecost II and David Hinkle were present. Also present were Laura Pysz-Laulis - County Administrator and John Spires –County Clerk. Commissioner Thomas opened the meeting.

DRAFT

1. Elected Officials Budget Requests:
   - Rachel Romano – Prosecuting Attorney – Asked for an increase in salaries and wages, 6% Cost of Living Adjustment (COLA) and stated that no line items are changing this year and asking that there are not more cuts to the budget. Rachel Romano also stated that there is a need for an updated software system that is more efficient and there are current line items that can be cut to make up the difference in budget such as the Green Code Books.

   - Albert Marano - Circuit Clerk – Asked for a 6% COLA, $250.00 increase for travel and $500.00 training increase. Remaining budget stays flat. Albert Marano stated that the Supreme Court now provides computers, scanners and monitors so that is a cut in the budget as well.

   - John Spires – County Clerk – 6% COLA increase and $6000.00 increase in line item for extra help. John Spires stated that the Election machine service agreement was upped and would decrease the budget by about $20,000 if the yearly service agreement was reduced.

   - Allen Ferree – Assessor - Asked for a 6% COLA. Flat budget from prior year. Allen Ferree stated that there will be a decrease in Class 3 Personal Property due to Oil and Gas.

Hinkle moved to recess. Thomas and Hinkle voted for and Trecost voted against. Motion passed. Commission went into recess. Hinkle moved to enter regular session. Commission concurred. Commission entered regular session.

   - Robert Matheny – Sheriff – 6% COLA increase reflected on amended version. Civil Process, Court House Security, Staging, and Home Confinement - 6% increase. - 5% Increase. Tax Division – 6% COLA increase. Robert Matheny requested additional increases in budget for other line items including a new vehicle, Deputies Laundry/Dry Cleaning, and Civilian employees. Judicial Security Division - Steve Johnson spoke on behalf of Deputy Sheriffs Association.

Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

4-B

At the Work Session of the County Commission of Harrison County held on Wednesday March 19, 2025, Commissioners Susan Thomas, Patsy Trecost II and David Hinkle were present. Also present were Laura Pysz-Laulis - County Administrator and John Spires –County Clerk. Commissioner Thomas opened the meeting.

1. Discuss Budget Fiscal Year 2025 – 2026: Laura Pysz-Laulis – County Administrator,. Revenue Deficit – $27,414,620.00 compared to last year at $33,557,264.00. Laura Pysz-Laulis presented two options:
   A. 3% COLA for all employees
   B. 3% COLA 4% for Civil service Deputies
   Laura Pysz-Laulis clarified the exact deficit – $4,000,000.00 short from last year's $21,953,364.00 at $18,012,084.00 this year. Trecost asked what the cost of 3% is for all employees- Option A. Laura Pysz- Laulis stated that it added $150,000.00 to the budget. Option B added an extra $70,846.00. Trecost asked the Assessor about his budget compared to other counties. Trecost proposed 2% and 2.5% for Civil Service Deputies. Thomas wants 3% for all employees. Hinkle suggests 3.5% for all employees. Thomas agreed.

Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

4-C

At the Budget Meeting of the County Commission of Harrison County held on Monday March 24, 2025, Commissioners Susan Thomas, Patsy Trecost II and David Hinkle were present. Also present were Laura Pysz-Laulis - County Administrator and John Spires –County Clerk. Commissioner Thomas opened the meeting.

1. Review-Discuss-Consider Fiscal Year 2025 – 2026 Budget: Laura Pysz-Laulis – County Administrator, went over General County revenue and expenditures. Laura spoke with all the elected officials regarding their respective budgets. Laura Pysz-Laulis spoke of Coal Severance decline and reduced projected revenue and summarized Vital Services levy rates. Emergency Services, Animal Control and Court House Security was also summarized. Hinkle stated that he would like to look at Security Personnel and potentially reduce the budget. Laura Pysz-Laulis reviewed all County Commission line items individually. Hinkle moved to approve Fiscal Year 2025 -2026 budget for A. General County, B. Coal Severance, and C. Vital Services. Thomas and Hinkle voted for and Trecost voted against. Motion carried.
    A. General County
    B. Coal Severance
    C. Vital Services

Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

4-D

At the Special Budget Meeting of the County Commission of Harrison County held on Wednesday March 26, 2025, Commissioners Susan Thomas and David Hinkle were present. Patsy Trecost II was absent. Also present were Laura Pysz-Laulis - County Administrator and John Spires –County Clerk. Commissioner Thomas opened the meeting.

1. Review-Discuss-Consider Adjustment to General County Budget revenue for FY 2025-2026 that has already been approved: Laura Pysz-Laulis spoke of line item revisions; Line item 366 Miscellaneous Revenue – Originally $25,000.00 to $ 22,000.00 Line item 367 Sheriff Commission from $12,000.00 to $15,000.00. All other items remained the same. Hinkle moved to approve 1B revenue adjustment for FY 2025-2026, moving $3000 from Miscellaneous Revenue to Sheriffs Commission. Commission concurred.
    A. Previously submitted revenues for FY 2025-2026
    B. Adjusted revenues for FY 2025 - 2026

Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

At the regular meeting of the County Commission of Harrison County held on Wednesday April 2, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were Micah Fisher, Deputy County Clerk and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

1. **Public Comment Period:** David Goldberg from MonHealth, thanked the Commissioner for their support and gave an update on the new MonHealth that will be built at Charles Pointe.
2. **Consent Agenda:** Trecost moved to approve.
3. **Payroll Change Notices:** Trecost moved to approve A through F. Commission concurred.
   - **A.** Mia Giaquinto – 911 – Leave of Absence – Effective March 24, 2025
   - **B.** David Gosa – Security – New hire – Effective April 2, 2025
   - **C.** Thomas Dodd – 911 – Resignation – Effective March 18, 2025
   - **D.** Wilma Carder – Parks & Rec – Pay Rate Increase – Effective March 25, 2025
   - **E.** Tyler Wagner – Parks & Rec – New Hire – Effective April 25, 2025
   - **F.** Daniel Gonzalez – Parks & Rec – New Hire – Effective March 25, 2025

   10:05 A.M. --- Special Funding Request from YMCA of North Central WV requesting $1,500 for the Richard Iaquinta YMCA of NCWV 5-K Run & Walk: Rick Johnson, YMCA CEO, gave an overview of the event. Trecost moved to approve funding in the amount of $1,500.00. Commission concurred.

4. **Minutes and/ or Amended Minutes of Previous Meetings:** Trecost moved to approve. Commission concurred.
   - **A.** Regular Meeting Minutes for March 19, 2025
5. **Requisitions --- Purchase Orders --- Invoices:** Trecost moved to approve A through E. Commission concurred.
   - **A.** ARPA - Greater Harrison PSD - $4,564.52
   - **B.** ARPA – West Milford - $14,519.52
   - **C.** ARPA – City of Salem - $9,000.00
   - **D.** ARPA – City of Salem - $9,000.00
   - **E.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** Trecost moved to approve item A. Commission concurred.
   - **A.** Exonerations – See Exhibit A

DRAFT

7. **Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements:** Trecost moved to approve item A. Commission concurred.
    A. Series 2008A - $14,967.50
8. **Review—Discuss—Consider** the Commission to engage Steptoe and Johnson to represent the Commission in litigation in support of certain provisions of the West Virginia Tax Increment Financing Act: Trecost moved to approve and affix signatures. Commissioner Hinkle questioned why this matter was placed on the agenda. Commissioner Trecost explained the matter. Tom Aman from Steptoe and Johnson, gave an overview of the West Virginia Tax Increment Financing Act. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.

10:10 A.M. --- Special Funding Request from the Hotsinpiller Foundation requesting $5,000 for the Derek Hotsinpiller Fallen Stars Memorial 5K: Tim Currey gave an overview of the event and what the funds will be used for. Trecost moved to approve funding in the amount of $5,000.00. Commission concurred.

10:15 A.M. --- Special Funding Request from Together with Veterans requesting $2,000 for the Veteran Service Fair: Tom Willis gave an overview of the free Veterans Service Fair. Trecost moved to approve funds in the amount of $2,000.00. Commission concurred.

9. **Review—Discuss—Consider** Consideration of approval of Engagement Letter with Steptoe & Johnson PLLC for bond counsel services associated with replacement of Bond Trustee for outstanding Tax Increment Revenue Bonds issued for Development District No. 3- White Oaks Business Park and Development District No. 4- White Oaks Industrial Park: Trecost moved to approve the engagement letter. Tom Aman gave an overview of what will take place, what fees will be encountered and how they will be paid. Commission concurred.
10. **Review—Discuss—Consider** Consideration of adoption of Resolution and Order which would approve the replacement of the Bond Trustee for the Tax Increment Revenue Bonds issued by the County Commission for Development District No. 3- White Oaks Business Park and the execution and delivery of such documents as are necessary in connection with same: Tom Aman explained the resolution and other required documents. Trecost moved to approve and adopt resolution and order. Commission concurred.
11. **Review—Discuss-- Consider** Consideration of adoption of Resolution and Order which would approve the replacement of the Bond Trustee for the Tax Increment Revenue Bonds issued by the County Commission for Development District No. 4- White Oaks Industrial Park and the execution and delivery of such documents as are necessary in connection with same: Trecost moved to adopt the resolution. Commission concurred.

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12. **Review—Discuss-- Consider** Update and Discussion with respect to Charles Pointe Bond Restructure Efforts (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) (Possible Executive Session): Hinkle requested that the letter received from Genesis Partners be made part of the record. Trecost moved to enter into executive session pursuant to 6-9A-4(b)(9). Commission concurred. Those present in executive session were: Commissioner Thomas, Commissioner Hinkle, Commissioner Trecost, Trey Simmerman, County Attorney, Rachel Romano, Prosecuting Attorney, Mike Romano, EODD, and Allen Ferree, Assessor.
    Commissioner Trecost moved to come out of executive session and back into regular session. Commission concurred. Commissioner Trecost advised there will be no action taken and this matter will be discussed at the Special Meeting on April 9th.
13. **Review—Discuss—Consider** Letter from City of Bridgeport regarding Proposed Terms related to Extension of Harrison County Development District No. 2 – Charles Pointe: Tom Aman explained. Laura Pysz-Laulis read the letter from Genesis Partners into the record. There was discussion of Mr. Aman contacting the bond holder's attorney and setting up a meeting with the City of Bridgeport, Developer and the Commission.
14. **Review—Discuss—Consider** Status of Rycon GSA litigations (Potential Executive Session pursuant to the attorney- client priveilage): Trecost moved to table this matter until April 9th. Commission concurred.
15. **Review—Discuss- Consider** Budget Revisions for the Tax Office: Laura Pysz-Laulis explained the budget revision. Trecost moved to approve. All Commissioners voted against. Motion failed.
    - 404- Tax Division
      Move $79,543.00 from line item 404-103-00 (Salary & Wages of Employees) to line item 404-459-00 (Capital Outlay – Equipment)
      Move $6,085.04 from line item 404-104-00 (FICA Tax-Social Security) to line item 404-459-00 (Capital Outlay- Equipment)
      Move $7,158.06 from line item 404-106-00 (Retirement Expense) to line item 404-459-00 (Capital Outlay- Equipment)
16. **Review—Discuss—Consider** Budget Revisions for the Sheriff: Trecost moved to consider budget revisions for the Tax Office. Commission concurred.
    - 700- Law Enforcement
      Transfer $736.13 from line item 700-216 (Maintenance & Repairs- Equipment) to 700-341 (Departmental Supplies & Materials)
      Transfer $700.00 from line item 700-211(Phone) to 700-341 (Departmental Supplies & Materials)
    - 701- Process
      Transfer $662.00 from line item 701-345 (Uniforms) to 701-219 (Building & Equipment Rental)
      Transfer $400.00 from line item 701-345 (Uniforms) to 701-225 (Laundry & Dry Cleaning)

DRAFT

- 730- Security
  Transfer $365.72 from line item 027-730-459 (Capital Outlay- Equipment) to line item 027-730-345 (Uniforms)
  Transfer $100.00 from line item 027-730-221 (Training & Education) to line item 027-730-341 (Departmental Supplies & Materials)
  Transfer $1,066.49 from line item 027-730-459 (Capital Outlay- Equipment) to line item 027-730-225 (Laundry & Dry Cleaning)

17. **Review—Discuss—Consider** Modifying previously approved use of Opioid funds for the Sheriff's Department: Trecost moved to reallocate the funds back to the committee to redistribute. Commissioner Trecost voted in favor. Commissioner Thomas and Commissioner Hinkle voted against. Motion failed. Hinkle moved to recind the DARE salary and purchase three cruisers for the DARE officer and reduce number of cruisers if the allotted funds are not enough. Commission concurred.
    - $200,000 was approved for DARE officer salary over 2 years. Change to purchase of vehicles to be used by DARE officer and in various prevention
18. **Review—Discuss—Consider** Appointing to the Centra Bus Board: Hinkle moved to appoint Tim Defazio. Commission concurred.
    A. Tim Defazio
    B. Jeanie McNabb
19. **Review—Discuss** North Central West Virginia Economic Outlook 2023-2027: This matter is being made a part of today's record.
22. **Review—Discuss—Consider** Letter from the Farmland Protection Board requesting Excise Tax be increased for the program to the max amount set forth by the state: Laura Pysz-Laulis explained the increase for farmland protection from $1.50 per thousand to $2.20 per thousand which is the max State allowance. Trecost moved to approve the increase to $2.20 effective July 1st. Commission concurred.
20. **Review—Discuss—Consider** Resolution Authorizing the Acceptance of Funds from the West Virginia Department of Agriculture for the WV Spay/Neuter Assistance Program: Christina Murphy from the Planning Department explained the funds that will be used for the spay and neuter program in the County. Hinkle moved to approve the resolution and affix signatures. Commission concurred.
21. **Review—Discuss—Consider** Resolution and Letter to request a bank account for GovWell: Charlotte Shaffer, Director of Planning, explained the resolution. Hinkle moved to approve and affix signatures. Commission concurred.
23. **Review—Discuss – Consider** Declaring Properties at 143 Bices Run Road, Enterprise West Virginia and 711 Bices Run Road, Enterprise West Virginia as an Emergency Nuisance within the frame work of the International Property Maintenance Code Ordinance so that Emergency measures/abatement can be commenced: Hinkle moved to approve the emergency nuisance and affix signatures. Commission concurred.
24. **Review—Discuss—Consider** Request to Travel for 911 Employees to go to Hurricane, WV for NENA 911 Center Supervisor Program on May 27th through May 30th : Hinkle moved to approve the travel. Commission concurred.
    A. Nina Loar
    B. Justin Norman

DRAFT

C. Jacob Hyre

25. **Administrator's Report:** Laura Pysz-Laulis advised that the budget is over and she is working to keep the projects going.
26. **Commissioner Comments – Questions:** Commissioner Hinkle thanked everyone who helped with the budget.

Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

DRAFT

5-A

ENVIROCLEAN LLC
PO BOX 550
CLARKSBURG, WV 26302-0550
Phone: 304-623-6770 Fax: 304-623-6775

4/1/2025	11139

Bill To

Town of West Milford
Attn: Todd Somers
PO Box 120
West Milford, WV 26451

P.O. No.	Terms	Date of Service	Job / Project
		4/1/2025	E25-0017

Quantity	Description	Rate	Amount
1	Progressive Billing for E25-0017 Fire Hydrant Replacement per Jeff Barnhart	18,484.14	18,484.14T
	Exempt	0.00%	0.00

**** Effective January 1, 2020 all invoices over 30 days past due will be subject to interest of 1.5% per month. ****

Email: EnvirocleanLLC@envirocleanWV.com

Invoice Total	$18,484.14
Payments/Credits	$0.00
Balance Due	$18,484.14

5-B

SUN VALLEY PUBLIC SERVICE DISTRICT

IJDC No. 2022S-2148

Resolution #9

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	$ 13,947.90	$ 10,173.09	$ 3,774.81	
JD Utilities	$ 1,100.00		$ 1,100.00	
Pro Contracting	$ 27,651.55	$ 27,651.55		$ -
	$ -			
	$ -	$ -		
Total	$ 42,699.45	$ 37,824.64	$ 4,874.81	$ -

ADOPTED BY the Sun Valley Public Service District this 8th day of April 2025

By: Connie L Morgan

Its: ~~Chairman~~ Board Member

Sandra J Potter

Board Member

5-C

2022S-2062
C-544587
SUN VALLEY PUBLIC SERVICE DISTRICT

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

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

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

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

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

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

NOW, THEREFOR, BE IT RESOLVED the Sun Valley PSD has hereby authorized and directed the payment of the attached invoices which comprise Draw #2 as follows

Vendor	Total	CWSRF Debt Forgiveness	CWSRF Loan	Enhacement Grant	Harrison County ARPA
	$	$	$ -	$	$ -
Glover Legal PLLC	$ 52 632.64	$ 50 000.00	$ -	$ -	$ 2 632.64
Haymond LLC	$ 4 875.00	$		$	$ 4 875.00
Sun Valley PSD Reimb	$ 11 500.00	$	$	$	$ 11 500.00
JD Utility Services LLC	$ 1 900.00	$ -	$ 1 900.00	$	$
	$ -	$ -		$	$
Total	$ 70 907.64	$ 50 000.00	$ 1 900.00	$ -	$ 19 007.64

ADOPTED BY the Sun Valley Public Service District, at the board meeting held February 20 2025

By: _____

Its Chairman

5-D

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Commun Improvemen		
911 Center	Frontier	911 / Taylor County Phone Bill		$802.85					
911 Center	Mon Power	Shinnston Tower Electric Utility Bill							$644.20
911 Center	Mon Power	Grafton Tower Electric Utility Bill							$404.75
911 Center	Hope Gas	911 Center Gas Utility Bill		$391.23					
911 Center	City of Bridgeport	911 Center - Water, Sewer, Sprinkler Fee, Fire Fee & Utility Tax		$272.35					
911 Center	Paul Bump	(3) Full Days Per Diem - Meals & Incidentals, (2) First & Last Day Per Diem - Meals & Incidentals ((For previously approved travel to Orlando, FL for Central Square Engage Conference April 27 - May 1st, 2025))		$306.00					
911 Center	Gary Keith	(3) Full Days Per Diem - Meals & Incidentals, (2) First & Last Day Per Diem - Meals & Incidentals ((For previously approved travel to Orlando, FL for Central Square Engage Conference April 27 - May 1st, 2025))		$306.00					
911 Center	Travis Miller	(3) Full Days Per Diem - Meals & Incidentals, (2) First & Last Day Per Diem - Meals & Incidentals ((For previously approved travel to Orlando, FL for Central Square Engage Conference April 27 - May 1st, 2025))		$306.00					
911 Center	Rebecca Ayers	Previously Approved Travel and Per Diem - (3) Dinner Per Diem, (2) Breakfast Per Diem, Lunch included on both days of instruction - ((For NENA Enhanced Fire Dispatching & NENA Preventing Telecommunicator Tunnel Vision May 19-21, 2025))		$116.00					

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
911 Center	Rebecca Martin	Previously Approved Travel and Per Diem - (3) Dinner Per Diem, (2) Breakfast Per Diem, Lunch included on both days of instruction - ((For NENA Enhanced Fire Dispatching & NENA Preventing Telecommunicator Tunnel Vision May 19-21, 2025))		$116.00					
911 Center	Lorenda McConnell	Previously Approved Travel and Per Diem - (3) Dinner Per Diem, (2) Breakfast Per Diem, Lunch included on both days of instruction - ((For NENA Enhanced Fire Dispatching & NENA Preventing Telecommunicator Tunnel Vision May 19-21, 2025))		$116.00					
911 Center	Frontier	Multiple Invoices --- Internet Service for JSJOC Charles Pointe, Taylor County Phone Exchange w/ Rollover that rings direct to JSJOC Charles Pointe, Phone Service including voice & data circuits for JSJOC Charles Pointe		$3,054.02					
911 Center	US Cellular	911 Monthly Cell Phone and Data Service			$379.08				
911 Center	RD Wilson & Sons Co	2 Boxes of Trash Bags for JSJOC Charles Pointe (out of stock @ Courthouse)			$72.54				
911 Center	APCO International	Fire Service Communications Recertification & Law Enforcement Communications Recertification for Julia Pierce		$70.00					
911 Center	UniFirst Corp	Carpet Runner Service for JSJOC Charlespointe			$62.25				
911 Center	National Emergency Number Association (NENA)	(3) Class - 911 Supervisor Program for Justin Norman, Nina Loar & Jacob Hyre		$1,380.00					

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
911 Center	Navex Global, Inc	Policy Tech - Professional Subscription Yearly Renewal (Covers Period 05-17-2025 to 05-16-2026) Online Policy / Procedure Manual		$4,849.06					
911 Center	Lowes	Cleaning Supplies - Lysol & Disinfectant Wipes and Pinesol for JSJOC Charles Pointe			$27.51				
911 Center	The Water Shop	Bottled Water Delivery for the dispenser at JSJOC Charles Pointe			$45.00				
911 Center	EIP Holdings II, LLC	April 2025 Lease Payment for Grafton Tower Site							$1,000.00
911 Center	Harrison Rural Electric Association	Multiple Invoices - Utilities - 911 Center Electric Utility Bills		$3,078.19					
911 Center	US Cellular	Capital Outlay / Equipment - (10) Battery Powered Solar Recharged Cellular Cameras to be utilized at the Tower Sites to provide Property Surveillance - Listed Price is for 24 month contract and will require a monthly recurring fee for cell service of $150.00							$2,507.20
911 Center	National Emergency Number Association (NENA)	Training &Education - Enhanced Police Dispatching Class Contingency		$750.00					
911 Center	National Emergency Number Association (NENA)	Training & Education - Enhanced Caller Management Class Contingency Fee		$750.00					
911 Center	UniFirst Corp.	Professional Services - Carpet Runner Service for JSJOC Charles Pointe			$62.25				
911 Center	Lowes	Maintenance & Repair / Equipment - Cleaning Supplies (Lysol Wipes & Dishwasher Soap Pods) for JSJOC			$34.16				
911 Center	The Water Shop	Professional Services - Bottled Water Delivery for the dispenser at JSJOC Charles Pointe			$22.50				

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
911 Center	Language Line Services	Professional Services - Subscription for 24/7 phone assistance for interpreter service to assist with Non-English speaking 911 callers (Used twice in March)		$31.20					
911 Center	Waste Management	Professional Services - Refuse Disposal Service for JSJOC Charles Pointe			$197.51				
Ambulance Authority	Anmoore EMS	March 2025 / Allotment - 140 Runs @ $30.16			$4,222.40				
Ambulance Authority	Bridgeport Fire Dept. / EMS	March 2025 Allotment for: BEMS 51 - 129 Runs @ $30.16 & BEMS 52 - 113 Runs @ $30.16			$7,298.72				
Ambulance Authority	Harrison County EMS	March 2025 Allotments for: (EMS 61 - 360 Runs @ $30.16) (EMS 62 - 85 Runs @ $30.16) (EMS 63 - 89 Runs @ $30.16) & (EMS 67 - 156 Runs @ $30.16)			$20,810.40				
Ambulance Authority	Nutter Fort VFD	March 2025 Allotment - 93 Runs @ $30.16			$2,804.88				
Ambulance Authority	City of Salem	March 2025 Allotment - 24 Runs @ $30.16			$723.84				
Animal Control	Mon Power	Animal Control Electric Utility Bill			$275.12				
Animal Control	City of Shinnston	Animal Control Water Utility Bill			$40.82				
Animal Control	Tractor Supply Co.	Supplies - (4) Puppy Chow 30LB, (10) Dog Chow 44LB, (10) TSC Pelletized Horse Bedding			$491.76				
Animal Control	Good Hope Animal Hospital	Professional Services - Routine Examination for "Prim", Biohazardous Medical Waste Disposal Fee, Fecal Examination (Floatation)			$54.00				

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Animal Control	M&M Septic Pumping	Contracted Services - Septic Tank Pumping for Harrison County Animal Control plus a Fuel Surcharge Fee			$742.00				
Animal Control	A-1 Exterminating Co., Inc.	Professional Services - General Pest Control Services for Animal Control			$50.00				
Animal Control	Enterprise Sanitation	Utilities - Animal Control Garbage Utility Bill			$178.23				
Animal Control	Humane Society of Harrison County	Adoption Stipend from Best Friends Grant - Adoption Category - up to $125.00 ea. Paid from Money Received from Best Friends Grant of $24,999 Receipted into 027-324-00 - Multiple Invoices - Rinehart, Thornburg, Meadows			$375.00				
Animal Control	Audubon Animal Clinic, Inc.	March 2025 Spay & Neuter Services for Grant Program - Will be reimbursed from WVSNP Grant			$295.60				
Assessor	Artworks	Romano Art & Framing Plates @ $165.90	$165.90						
Assessor	James & Law Co.	Labor 3 Men / 3 Hours @ $35.00/Hour	$315.00						
Assessor									
Circuit Clerk	Truist	Credit Card Statement for Lori Thomas	$728.46						
Circuit Clerk	Truist	Credit Card Statement for Albert Marano	$609.82						
Circuit Clerk	AJ Allegheny ystems, LLC	Supplies - New T-3 Time Date Stamp for the Circuit Clerks Office	$795.00						
Circuit Clerk	WV Association of Counties	Travel - (3) Registration Fees for Travel to WV Association of Counties for : Albert Marano, Lori Thomas & Glenda Cutlip	$750.00						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Circuit Court	The Water Shop	Supplies - Water for Judge McMunn's Jury Room	$33.00						
Circuit Court	The Water Shop	Supplies - Water for Judge Shaffer & Judge McCarthy's Jury Rooms	$66.00						
Commission	Frontier	Courthouse Phone / Internet Bill	$355.24						
Commission	Frontier	Courthouse Phone Service Bill	$404.19						
Commission	Hope Gas	229 South Third Street Gas Utility Bill	$241.75						
Commission	Hope Gas	609 W. Main Street Gas Utility Bill	$125.15						
Commission	Hope Gas	Courthouse Gas Utility Bill	$466.98						
Commission	Mon Power	609 W. Main Street Electric Utility Bill	$1,045.36						
Commission	Mon Power	633 W. Pike St Electric Utility Bill	$661.25						
Commission	Mon Power	County Parking Lot Electric Utility Bill	$11.82						
Commission	Hope Gas	Courthouse-Annex Gas Utility Bill	$3,873.25						
Commission	Waste Management	Garbage Utility Bill for 301 West MainStreet & 609 West Main St	$1,063.80						
Commission	Clarksburg Water	306 Washinton Ave, Clarksburg Water Utility Bill	$371.02						
Commission	Clarksburg Water	307 Washinton Ave, Clarksburg Water Utility Bill	$319.37						
Commission	Clarksburg Water	General Service Building Water Utility Bill	$411.21						
Commission	Clarksburg Water	609 West Main Street - Sheriff's Office Water Utility bill	$129.43						
Commission	Clarksburg Water	Courthouse Water Utility Bill	$615.19						
Commission	Clarksburg Water	Extension Office Water Utility Bill	$118.98						
Commission	Hart Office Solutions	Black Toner	$129.99						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	Visual Edge IT	Black Toner for Assessors Office	$97.99						
Commission	Mon Power	Public Safety Building Electric Utility Bill	$843.88						
Commission	Hart Office Solutions	Fax Machine Repair Charges for Circuit Clerks Office	$67.50						
Commission	UniFirst Corp.	Multiple Invoices - Weekly Rugs and Maintenance Supplies Contracts	$358.74						
Commission	Hart Office Solutions	Copier Rental Agreement for Voters Registration	$51.81						
Commission	Visual Edge IT	Multiple Invoices - Copier Rental Agreements for Prosecuting Attorney's Office & Sheriff's Office	$1,068.80						
Commission	Uline	Supplies for GSB - (10) White Paper Towel Roll, (10) Uline Jumbo Bath Tissue, + Yellow Pallet Notes at no charge	$1,634.63						
Commission	Ace Aggregates	Multiple Invoices - Capital Outlay / Other Improvements - (18.74 tons) & (18.11 tons) Limestone Sand for South Trail Project	$801.48						
Commission	The Water Shop	Water for The County Commission Office	$42.00						
Commission	Software Systems Incorporated	Maintenance - Level 1 & 2 Tax Office Software System Maintenance	$1,950.20						
Commission	YMCA of North Central WV	Other Contributions / Transfers - Special Funding Request for The YMCA NCWV requesting $1500.00 for the Richard Iaquinta YMCA of NCWV 5-K Run & Walk on May 17th at the VA Trail					$1,500.00		

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	The Hotsinpiller Foundation	Other Contributions / Transfers - Special Funding Request for The Hotsinpiller Foundation requesting $5000.00 to support race activities and the 15 Year Anniversary Event					$5,000.00		
Commission	Together With Veterans	Other Contributions / Transfers - Special Funding Request for Together With Veterans requesting $2000.00 for their Veterans Service Fair					$2,000.00		
Commission	Citynet, LLC	Phone / Internet for County Commission Office	$11,452.41						
Commission	Town of West Milford	Town of West Milford - ARPA Funds Request - Fire Hydrant Project Requisition #03 (Project #3) This is a draw from ARPA Funds						$18,484.14	
Commission	Visual Edge IT	Equipment Rental - Black Toner for Extension Office	$95.00						
Commission	Fleetcor (dbs Fuelman)	Automobile Supplies - Gasoline Purchases for March 2025	$18,640.65						
Commission	Waste Management	Utilities - Garbage Utility for 301 W. Main St	$42.52						
Commission	Truist	Supplies - Black Ink / Toner for Process Department	$183.97						
Commission	Truist	Automobile Supplies - Fuel for PRO Zach Hutson (Fuel Card did not work/ misplaced & reordered)	$44.00						
Commission	Steptoe & Johnson	Charles Pointe Bond Restructure Proceedings March 5 to April 1, 2025	$7,117.50						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	PACE Enterprises	Contracted Services - Shredding Service for the Harrison County Commission Office	$334.00						
Commission	West Virginia Association of Counties	Travel for Commissioner Patsy Trecost to attend 2025 Conference of Counties Registration	$250.00						
Commission	Advantage Technology, LLC	Contracted Services - Office 365 G1 (GCC) & Office 365 G3 (GCC) - Annual Commitments - Paid Monthly	$4,230.00						
Commission	CEC - Civil & Environmental Consultants, Inc.	Professional Services - Sunset Ellis Drive-In Property Surveying Fees, Plat & Legal Description Fees & Technology & Office Service Fee	$12,035.43						
Commission	Thomas Reuters	Dues & Subscription - Online / Software Subscription Charges for February & March 2025	$1,162.40						
Commission	Pitney Bowes Bank Inc. Purchase Power	Postage - Postage Charges for the Harrison County Commission Office	$10,001.88						
Commission	US Bank	Utilities - Greater Harrison PSD Water Utility Bill for Quiet Dell School	$41.37						
Commission	Hart Office Solutions	Supplies - Toner for Circuit Clerks Office	$410.00						
Commission	Visual Edge IT	Supplies - Toner for Staging	$399.99						
Commission	Sun Valley PSD	Sun Valley PSD - ARPA Funds Request - Phase IIIA Wastewater Collection System Project - Requisition #09						$4,874.81	

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Commission	UniFirst Corp.	Contracted Services - Weekly Rugs / Maintenance Supplies for the Harrison County Commission	$170.70						
Commission	Sun Valley PSD	Contributions / Transfers to Other Government Entities - Sun Valley PSD - Arpa Funds Request - IIIB Sewer Project - Requisition #02 (This is Sun Valley's 2nd ARPA Project) This is a draw from ARPA Funds						$19,007.64	
Commission	E911 Advisory Board	Telecommunicator Donation					$1,025.00		
Commission	US Bank	Animal Control Officer Week					$1,025.00		
Commission	Lightning Technologies, LLC	Equipment - (2) Network Bridge, (2) Outdoor Network Cabinet, (4) LPR Cameras, (1) CAT Cable & (1) Conduit / Connectors / Mounting Pole	$14,500.00						
Commission	Skidmore Digital	Technology Configuration - Configuration of Network Bridge and Parking Lot Systems	$14,825.00						
Commission	Hart Office Solutions	Building & Equipment Rentals - Copier Rental for Vital Statistics	$142.06						
Commission	Mon Power	Utilities - Electric Utility Bill for General Service Building	$10,414.63						
Commission	Mon Power	Utilities - Electric Utility Bill for License Plate Readers	$41.37						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Community Corrections	Uline	Supplies - Office Supplies for Community Corrections - (36) Pilot G-2 Gel Pen - Bold Tip Blue plus shipping charges				$99.19			
Community Corrections	Alcohol Monitoring Systems, Inc.	Multiple Invoices - Supplies - SCRAM Daily & Remote Breath Monitoring Fees, Equipment Supplies - (5) CAM/HA MagnetS, RB Pro Charger plus freight				$1,920.78			
Community Corrections	Central West Virginia Transit Authority	Supplies - Client Bus Pass (1600 One Ride Bus Pass Tickets)				$800.00			
Community Corrections	WV Certification Board Addiction & Prevention Professional	Dues & Subscriptions - Test Fee for AADC Credentials				$200.00			
Community Corrections	Shane Tenda	Refunding Erroneous Payments - Reimbursement for Safety & Treatment Program (Level II DUI Treatment)				$250.00			
Community Corrections	Grandeotto Inc.	Supplies - Leasing of 10 Parking Spaces at Washington Ave. Parking Lot for: April, May, June, July, August & September 2025				$1,800.00			
Community Corrections	D/B/A PACE Enterprises, Inc.	Contracted Services - Shredding Service for Community Corrections				$129.00			
Community Corrections	The Change Companies	Supplies - Group Materials - (1) Safe Bet Facilitator Guide (50) Safe Bet (1) Living As If				$424.24			
Community Corrections	Lowe's	Multiple Invoices - Supplies - Office Materials - (4) Fabric Bins, Primo Manual Water Pump, Shark Rocket Stick Vacuum, Primo - 5G Water Bottle, Terro Fruit Fly Traps, Indoor Fly Trap, DryDex Spackling, 3 pack Putty Knife				$396.83			

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Community Corrections	Micro Distributing II, LTD	Multiple Invoices - Supplies - Lab Confrimations & Supplies				$39,314.35			
Community Corrections	Emily Rebelo	Travel - Travel Reimbursement: Emily Rebelo for Annual Clinician Training				$205.42			
Community Corrections	Emily Rebelo	Travel - Travel & Meal Reimbursement for Emily Rebelo				$205.42			
Community Corrections	OpAns, LLC	Supplies - Lab Confirmations - (162) Analysis of DBS Toxicology Samples for March 2025				$16,200.00			
Community Corrections	Micro Distributing II, LTD	Supplies - (40) Urine Analysis Lab Confirmations				$5,200.00			
Community Corrections	BestNotes, LLC	Supplies - Monthly EMR				$582.00			
Community Corrections	Solid Ground Therapy Services	Training & Education - Social Worker Licensure for Emily Rebelo				$200.00			
Community Corrections	The SASSI Institute Inc.	Training & Education - Priority Material for Assessments				$97.00			
County Clerk	General County Fund	Receipted & Deposited Into Wrong Fund			$43,725.00				
County Clerk	Complied Technologies	Backup Services - Secure Private Cloud Backup, Disaster Recovery Services, Crypto Locker Protection, 256 Military Grade Encryption, 3 Month Daily Storage and Recovery, 24 Hour Restoration Service and Server Loaner Program	$4,200.00						
County Clerk	The Water Shop	Supplies - (11) Water for the County Clerks Office	$66.00						
County Clerk	The Exponent Telegram	Advertising & Legal Publications - Legal Ad	$16.33						
County Clerk	Champion Industries	Supplies - (3) HP Toner (147A) for the County Clerks Office	$625.71						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
County Clerk	Casto & Harris	Supplies & Record Books - (11) Boxes Poll Book Signature Paper, (10) Packs Yellow Numbered Seals	$785.00						
County Clerk	WV Association of Counties	2025 Conference Registration	$250.00						
County Clerk	Amazon	Supplies - U Brand Magnetic Dry Erase Board - 8.5'' x 11''	$5.49						
County Garage	US Bank / Menards	Supplies - Supply of Windshield Washer Fluyid for the County Garage	$179.10						
County Garage	Fisher Auto Parts	Supplies - (44) Rock Salt for County Garage	$374.00						
County Garage	US Bank / The Home Depot	Supplies - Shop Tool - RGD 18V BL Hammer Drill / Impact Kit	$199.00						
Courthouse Security	Trapuzzano's Uniform	Walker - Shirt and Pants			$103.78				
Courthouse Security	Markl Supply Company	Capital Outlay / Equipment - Ammo & Freight - (28) 9MM 124GR Full Metal Jacket 1000 Rounds			$1,500.00				
Courthouse Security	Skasiks Cleaners	Laundry & Dry Cleaning - Dry Cleaning Charges for Courthouse Security for March 2025			$345.14				
Dental Clinic	Susan Dew Hoff Memorial Clinic, Inc.	Other Contributions / Transfers - Fourth Quarter Levy Allotment for April - June of 2025			$17,750.00				

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Fire Department	Fubar Enterprises	Contributions / Transfers to Other Governmental Entities - Spelter Fire Department Supplies - (6) Powewr Products Smart Batteries for Motorola APX6000, (5) Power Products Endura Rugged Speaker Mics	$1,956.55						
Grants	Beatty Construction	Demolition and Removal of structure at 429 Bristol Rd, Salem - Will be reimbursed from WVDEP DLAP Grant #071-033-24-22	$9,800.00						
Grants	Beatty Construction	Demolition and Removal of structure off Sun Valley Road, Clarksburg - Will be reimbursed from WVDEP DLAP Grant #071-033-24-23	$8,000.00						
Grants	Beatty Construction	Demolition and Removal of structure at 112 Factory St, Clarksburg - Will be reimbursed from WVDEP DLAP Grant #071-033-24-24	$8,300.00						
Grants	Beatty Construction	Demolition and Removal of structure at 113 Beechwood St, Clarksburg - Will be reimbursed from WVDEP DLAP Grant #071-033-24-25	$8,000.00						
Home Confinement	US Cellular	Phone - Cell Service for Home Incarceration							$1,077.58
Home Confinement	Buddi US LLC	Supplies - Home Incarceration Monitoring Fees							$4,563.80

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Health Department	Harrison-Clarksburg Health Department	Other Contributions / Transfers - Fourth Quarter Levy Allotment for Fiscal Year 2024-2025 (April 2025 through June 2025)			$48,449.00				
I.T.	State Electric Supply Co.	Supplies - Per Charlie (1) Door Swipe Box, (2) Power Injectors	$207.65						
I.T.	US Bank	Amazon Order for Probation, Commission is paying for this printer. HP MFP3301SDW Printer	$449.00						
I.T.	US Bank	Amazon Order: Dell Laptop Battery for Deputy Curt Diaz	$41.99						
Law Enforcement	Truist	Various Line Items - Deputy's Credit Card Charges - Hotel Fees, Workout Shorts, Mouth Guard, Double Mag Pouch for Glock 9mm, 3 pack Screen Protectors, 4 pack USB C Charger Block, Ink Cartridges, Gun Cleaning Supplies	$3,868.05						
Law Enforcement	Truist	Various Line Items - Deputy's Credit Card Charges - American Polygraph Association, Packtrack yearly handler subscription, Tactical Boots,Hotel & Restaurant Fees during Training, Packing & Shipping Fees	$1,192.90						
Law Enforcement	Robins Perfect Fit	Laundry & Dry Cleaning - Petroski - 1 Jacket Patch on Left Sleeve, Inside Lining	$10.00						
Law Enforcement	Skasiks Cleaners	Laundry & Dry Cleaning - Deputy's Dry Cleaning Charges for March 2025	$613.35						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Law Enforcement	Optimum	Phone - Secure Internet Charges, Modem Fee, Static IP, Network Surcharge & Premier Technical Support	$156.02						
Law Enforcement	Creative Product Sourcing, Inc.	Advertising & Legal Publications - Dare Supplies - Classic Graduation Tshirts in Small, Medium & Large plus Shipping Fees							$112.84
Law Enforcement	Markl Supply Company	Various Line Items - Capital Outlay / Equipment - Ammo & Freight Charges for Law Enforcement, Process & Jail - 9MM 124GR Full Metal Jacket 1000 Rounds	$5,886.68						
Library	Nutter Fort Library	Other Contributions / Transfers - Yearly Allotment for Small Library	$10,000.00						
Library	Lowe Public Library	Other Contributions / Transfers - Yearly Allotment for Small Library	$10,000.00						
Library	Southern Area Library	Other Contributions / Transfers - Yearly Allotment for Small Library	$10,000.00						
Magistrate Clerks	The Water Shop	Supplies - Water for Harrison County Magistrate Clerks Office	$21.00						
Maintenance	Lowes	Area Light, Light Pole Mounting	$398.01						
Maintenance	Sandy's True Value	Multiple Invoices - Maintenance Supplies - Keys, Treated Lumber, Conduit, Strap, PVC Term Adapter	$91.98						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Maintenance	City Mechanical	Work done at old DHHR building - Installation of mini split to condition meeting room, Installation of outdoor unit on block wall, Installation 3 high wall heads, clean up and haul away debris	$14,500.00						
Maintenance	Liberty Distributors	Supply Restock - (25) Wypall Rags x2	$662.97						
Maintenance	Shinnston Ace Hardware	Multiple Invoices -Supplies - Hookaroon 30 in. & 1 Gal. Mix 2.6 oz 6 pack, Caulkgun Smooth Rod3:1 TR & Caulk Alex+ CLR 10.1 oz	$110.16						
Maintenance	Lowes	Supplies - WD-40, Gorilla Black Tape, Gorilla Black All Weather, 12 in. Speedlite SQ, Duracell AA 24 pk, Flickblade Knife, 3PK Aviation Snip Set, 2in. Ratcheting Clamp, SnpSkru Mini	$309.85						
Maintenance	The Water Shop	Supplies - Water for the Manitenance Department	$36.00						
Maintenance	Sandy's True Value	Supplies - (4) 2'' x 27' Ratch Tie Down	$75.96						
Maintenance	Lowes	Multiple Invoices - Supplies - (12) Niagara 32 - Count Purified Water, SW 2-IN. X 4-FT WLD STL FL	$100.50						
Maintenance	Whaley Distributing Company	Multiple Invoices - Maintenance Supplies - (40) Ice Melt 50# Calcium, (48) Ice Melt 50# Calcium	$2,199.12						
Maintenance	Liberty Distributors, Inc.	Supplies - Wypall Restock for the Maintenance Department	$126.28						
OEM	PACE Enterprises	Contracted Services - Shredding Service for the Office of Emergency Management			$43.00				

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
OEM	A-1 Exterminating Co., Inc.	Professional Services - General Pest Control Services for the Office of Emergency Management			$75.00				
Parks & Rec.	Enlarged Hepzibah PSD	Water and Sewer for Spelter Ball Field			$82.41				
Parks & Rec.	Clarksburg Water Board	Parks & Rec. Complex Water Utility Bill			$261.61				
Parks & Rec.	Mon Power	Quiet Dell School Electric Utility Bill, Quiet Dell School Barracks Electric Utility Bill			$129.08				
Parks & Rec.	M&M Septic Pumping	Monthly Rental for Portable Toilet at HCPR			$116.60				
Parks & Rec.	R. Nuzum Trucking LLC	Extra Gravel purchased for all parks			$4,573.38				
Parks & Rec.	Sandy's True Value	Tools & Supplies for Park Projects - Hardware & Fasteners, 1/2 x 1/2 Elbow, 60' FBG Bow Rake, 7'' Mortar / Plaster Hoe			$126.89				
Parks & Rec.	United Rentals Inc	Jack Hammer & Generator Rented to remove concrete @ Good Hope			$213.15				
Parks & Rec.	JT Martin Fire & Safety	Yearly Inspection			$71.42				
Parks & Rec.	James & Law	Multiple Invoices - Ink for Donna's Office Printer, (2) Boxes Lamination Film			$229.50				
Parks & Rec.	Jarco Enterprises, LLC	Needed Trailer for Equipment - 2025 Sure-Trac 7 x 18 Tilt Deck Equipment Trailer			$7,628.56				
Parks & Rec.	Lowes	Multiple Invoices -Concrete for Park Projects, Tools and Supplies to complete projects, railing for fence repair on trails, tools and supplies for Spelter Park Project			$1,223.43				
Parks & Rec.	Summit Park PSD	Utilities - Water and Sewer Charges for Summit Park Ball Field			$174.69				

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Parks & Rec.	Cross Entertainment, LLC	Professional Services - Full payment for professional wrestling-based entertainment show being held on April 26th, 2025 including 8-9 matches & a 2.5 hour show			$2,000.00				
Parks & Rec.	Woodford Oil Company	Supplies - (145) B24LSD Clear w/ Winter Additive			$545.20				
Parks & Rec.	Mon Power	Utilities - Electric Utility Bill for Summit Park Field			$18.16				
Parks & Rec.	Mon Power	Utilities - Electric Utility Bill for Summit Park Field			$10.27				
Parks & Rec.	Enterprise Sanitation	Utilities - Parks & Rec Garbage Utility Bill			$440.11				
Parks & Rec.	Mon Power	Utilities - Electric Utility Bill for Spelter Park			$12.30				
Parks & Rec.	Mon Power	Utilities - Electric Utility Bill for Spelter Park			$19.89				
Parks & Rec.	Inflatable Zone	Capital Outlay / Equipment - Inflatables for Parks & Rec.			$10,527.00				
Parks & Rec.	Inflatable Island	Capital Outlay / Equipment - Inflatables for Parks & Rec.			$9,989.00				
Parks & Rec.	Inflatable Island	Capital Outlay / Equipment - Inflatables for Parks & Rec.			$9,978.00				
Planning Dept.	The Water Shop	Water for Planning Department	$31.00						
Planning Dept.	Pinnacle Consultants LLC	Asbestos Tests for: 711 Bices Run Road & 143 Bices Run Road	$40.00						
Process Dept.	Skasiks Cleaners	Laundry & Dry Cleaning - Dry Cleaning Charges for the Process Department for March 2025	$167.25						
Pros. Attorney	Truist Bank	Multiple Invoices - Supplies - Staples Black Ink	$553.15						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
Pros. Attorney	MPB	Multiple Invoices - Printing - Letterhead, envelopes and business cards	$1,834.00						
Pros. Attorney	West Virginia Association of Counties	Training - Rachel Romano's Registration Fee for March 2025 Meeting	$250.00						
Pros. Attorney	Truist Bank	Dues & Subscriptions, Supplies & Travel - Prosecuting Attorney's Credit Card Charges from Gourmet Catering, Aqua Filter Fresh, Delta Air, Embassy, Amazon, Job Squad, Sam's Club, Gall's, Zoom, Staples	$3,851.88						
Regional Jail	WV Regional Jail	Multiple Invoices - Food & Drugs - Feeding Prisoners - Inmate Housing Fees March 2025, Inmate Housing Rate Change March 2025, Swiger, Scott Lee	$155,457.21						
Sheriff & Treasurer	Truist	Supplies - Water, Amazon Monthly & Office Supplies	$266.51						
Sheriff & Treasurer	Special Tees	Supplies - (9) Port Authority Core Soft Shell Jackets Black XL=5, 3X=3	$432.00						
Staging	The Water Shop	Supplies - Water for the Sheriff's Staging Area	$48.00						
WVU Extension Service	John Wickline	Travel - Travel for John Wickline to Unit Meetings & CEO's State Board Meeting at Jacksons Mill, Travel for Planning Meeting at Monongalia Extension Office, Travel for Healthy Grand Families Presentation at Harrison County BOE & Simpson Creek Baptist Church	$205.10						

Date of Meeting	4/16/2025	Invoice - Quote							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund	ARPA Fund	Other as Needed
WVU Extension Service	Jennifer Friend	Travel - Travel for Jennifer Friend to Tag & Weigh Market Steer for WV State Fair, Get-A-Life Program at Lincoln Middle School, WVU Block & Bridle Judging Contest & Return, Financial Literacy with Project ISAAC-MMS, Plant Diagnostics, In-Person Meeting for Financial Literacy Team, House Plant Master Gardener Training	$183.61						
			$394,393.43	$16,694.90	$199,627.14	$68,024.23	$10,550.00	$42,366.59	$10,310.37
					Grand Total :	$741,966.66			

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COMMISSIONER'S SIGNATURE

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COMMISSIONER'S SIGNATURE

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COMMISSIONER'S SIGNATURE

Exhibit A Exonerations	Amount
EX-PP6934 - COLE, GAVIN C.	$590.84
EX-PP6920 - DAVIS, EDDIE C.	$3.85
EX-PP6922 - DEITZEL, ZACKERY D. & ABIGAIL L.	$404.66
EX-PP6924 - GARRETT, KIMBERLY J.	$25.57
EX-PP6926 - GODBREY, KENNETH A.	$210.55
EX-PP6928 - KOONTZ, ANDREA E.	$328.01
EX-PP6930 - SMITH, NICHOLAS R.	$47.58
EX-PP6932 - WILT, STEVIE NICOLE	$84.30

TOTAL:	$1,695.36

EX-PP6934

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **COLE GAVIN C** whose address is, 1507 18TH ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **19410** on **2022 Dodge Charger**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **19410**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2022 Dodge, taxpayer already had an account and paid. Cancel this ticket and mark improper for the 2024 tax year.

District: **08 - COAL-CLARKSBURG**
Account No. **3088020**
Ticket No. **411392**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $590.84

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6920

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **DAVIS EDDIE C** whose address is, 217 EUCLID AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **336** on **MOBILE HOME**, Class **2** in **UNION-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **336**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed fort the 2024 tax year, mobile home owned by daughter land owner. Cancel this ticket and mark improper for the 2024 tax year.

District: **20 - UNION-OUTSIDE**
Account No. **1682575**
Ticket No. **428036**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $3.85

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6922

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **DEITZEL ZACKERY D & ABIGAIL L** whose address is, 73 IVYWOOD DR SHINNSTON, WV 26431, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **48585** on **2017 Chevy Silverado**, Class **3/4** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **30945**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **17640**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2017 Chevy, it was traded for the 2019 Chevy also reported. Exonerate a value of 17640 at a class 3 rate of levy to correct the overcharge. Please remove the 17 Chev Sllv (17640) from the vehicle description.

District: **05 - CLAY-OUTSIDE**
Account No. **3062315**
Ticket No. **406548**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $404.66

PRESENT: Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-PP6924

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **GARRETT KIMBERLY J** whose address is, 1230 15TH ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **8490** on **2006 CHEVY IMPALA**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **7650**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **840**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2006 Chevy, vehicle was gone prior to July 1, 2023. Exonerate a value of 840 at a class 4 rate of levy to correct the overcharge. Please remove the 06 Chev Impa (840) from the vehicle description.

District: **08 - COAL-CLARKSBURG**
Account No. **2404749**
Ticket No. **411629**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $25.57

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6926

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **GODBREY KENNETH A** whose address is, 704 LODGEVILLE RD BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **6915** on **2016 Ford Fusion**, Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **6915**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed on this account, taxpayer is also assessed and paid on account # 3088710. Cancel this ticket and mark improper for the 2023 tax year.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3082845**
Ticket No. **622408**
Tax Year **2023**
Parcel ID:

Amount Exonerated: $210.55

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6928

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **KOONTZ ANDREA E** whose address is, 895 SUNRISE RD LOST CREEK, WV 26385, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **14085** on **2014 Chevy Silverado**, Class **3/4** in **ELK**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **14085**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for a 2014 Chevy, according to cxourt orders she did not have. Cancel this ticket and mark improper for the 2021 tax year.

District: **11 - ELK**
Account No. **3044167**
Ticket No. **915501**
Tax Year **2021**
Parcel ID:

Amount Exonerated: $328.01

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6930

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **SMITH NICHOLAS R** whose address is, 1519 BRIARWOOD DR BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **1548** on **1975 Cadillac**, Class **3/4** in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **1548**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2022**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported and paid taxes on this cadillac in Taylor County. Cancel this ticket and mark improper for the 2022 tax year.

District: **16 - SIMPSON-BRIDGEPORT**
Account No. **3048314**
Ticket No. **524779**
Tax Year **2022**
Parcel ID:

Amount Exonerated: $47.58

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP6932

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Personal Property

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

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

On the 16th day of April, 2025 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **WILT STEVIE NICOLE** whose address is, 156 LENA LN LOST CREEK, WV 26385, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **52827** on **2015 Chevy Cruze**, Class **2** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **49152**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **3675**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2015 Chevy, vehicle was gone January 2023. Exonerate a value of 3675 at a class 3 rate of levy to correct the overcharge. Please remove the 15 Chev Cruz (3675) from the vehicle description.

District: **12 - GRANT-OUTSIDE**
Account No. **3051005**
Ticket No. **417261**
Tax Year **2024**
Parcel ID:

Amount Exonerated: $84.30

PRESENT: Prosecuting Attorney
(or)
PRESENT: Tax Commissioner

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

7-A

REQUISITION FOR PAYMENT FROM SERIES 2021 B BONDS PROJECT FUND

$6,422,000
The County Commission of Harrison County
Amended and Restated Subordinate Tax Increment Revenue Bonds
Series 2021 B Taxable
(Development District No. 3 – White Oaks)

REQUISITION FOR PAYMENT NO. 15

The County Commission of Harrison County, a public corporation and governing body of Harrison County, a political subdivision of the State of West Virginia (the "Issuer"), and High Tech Corridor Development, LLC, a West Virginia limited liability company (the "Developer") by their duly Authorized Officers, hereby certify, in connection with this Requisition for Payment from Series 2021 B Bonds Project Fund (the "Requisition") under an Indenture of Trust for the above captioned Bonds (the "Series 2021 B Bonds"), dated as of May 25, 2021 (the "Original Indenture") between the Issuer and United Bank, as trustee thereunder (the "Trustee"), as supplemented and amended by a First Supplemental Indenture of Trust, dated as of August 11, 2023 (the "First Supplemental Indenture" and together with the Original Indenture, the "Indenture") and a Development Agreement (the "Original Development Agreement"), dated May 25, 2021, by and between the Issuer and the Developer, as amended by a First Amendment to Development Agreement, dated as of August 11, 2023 (the "Amended Development Agreement" and together with the Original Development Agreement, the "Development Agreement"), that:

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

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Costs of the Project authorized for funding under the Indenture and Development Agreement; (b) includes only payments for work, materials, equipment and other costs that constitute capital costs of the Phase III TIF Project which have been incurred and remain unpaid; and (c) is an authorized expenditure under Amended Project Plan No. 2 for the TIF District and the Act.

3. The total amount requested to be disbursed pursuant to this Requisition is $631,880.96. As set forth in **Schedule I** attached hereto, of the total amount of such disbursement:

(a) $631,880.96 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 Issuer or the Developer; and

(b) $0 is to be paid to a third party payee that is not affiliated with the Issuer or the Developer (including any mortgagee or trust deed beneficiary, contractor or supplier of materials) or on a joint basis to the Issuer or the Developer and such a third party payee with respect to an expense previously incurred.

4. The Trustee is directed to forward this Requisition to the Series B Purchaser and, upon receipt of requested funds from the Series B Purchaser and the deposit of such funds by the Trustee into the Series 2021 B Bonds Project Fund to thereafter disburse from the Series 2021 B Bonds Project Fund to the parties and in the amounts indicated in this Requisition or alternatively credit such sum to the principal amount and purchase price of the Series 2021 B Bonds in the event such amount has previously been paid by the Developer and proof of such payment is submitted herewith.

In either event, the amounts set forth herein and in **Schedule I** attached hereto are supported by the attached copies of invoices or statements.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer and by the Developer by their duly Authorized Officers this 16th of April, 2025.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

HIGH TECH CORRIDOR DEVELOPMENT, LLC as Developer

By: _____
Its Authorized Officer

RESIDENT PROJECT REPRESENTATIVE'S CERTIFICATE

H. WOOD THRASHER, MANAGER, as Resident Project Representative for the Phase III TIF Project, hereby certifies that the portion of the Phase III TIF Project for which payment is requested hereby has been constructed in accordance with the plans and specifications therefore, that payment is now due and owing for such costs, and that such costs have not been the subject of a previous requisition by the Issuer and the Developer.

H. WOOD THRASHER
RESIDENT PROJECT REPRESENTATIVE

By: _____
Name: H. WOOD THRASHER
Title: MANAGER

Schedule I
to Requisition

REIMBURSEMENT AND THIRD PARTY PAYMENTS

(1) Total Amount of disbursement pursuant to this Requisition: $631,880.96

(2) Reimbursement to the Developer:

	Vendor	Description of Expense	Date of Payment	Amount
1.				
2.		SEE ATTACHED SCHEDULE		
3.				
TOTAL				$631,880.96

(3) Payment to third party payees:

	Vendor	Description of Expense	Amount	Payee Name(s)/ Address(es)
1.				
2.		NONE		
3.				
TOTAL				$ 0

The items listed for reimbursement to the Developer or the Issuer or payment to third party payees are supported by attached copies of invoices or statements.

Schedule I
to Requisition
(continued)

Copies of Invoices or Statements
(Attached)

High Tech Corridor Development, LLC
Developer Reimbursements
Schedule I
Payment Application 15

Vendor	Description	Date of Payment	Amount	
The Thrasher Group	Invoice 1035569	12/17/2024	51,352.50	Check 3798
Steptoe & Johnson	1167104, 1167106	12/19/2024	19,848.19	Check 3799
Wolfe's Excavating	Pay App 10	12/16/2024	231,998.44	Paid by Clear Mt Bank EFT 12/16/24
Wolfe's Excavating	Pay App 11	2/18/2025	106,687.83	Paid by Clear Mt Bank EFT 2/18/25
Wolfe's Excavating	Pay App 12	3/18/2025	221,994.00	Paid by Clear Mt Bank EFT 3/18/25
			$ 631,880.96	

7-B

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. (04/16/25)

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 **$12,063.21**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$12,063.21** 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) **$12,063.21** 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 **16th day of April, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB, Inc.	Invoice #1005516	Dated: 03/20/25	$12,063.21
		Total	**$12,063.21**

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

Invoice 1005516

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

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

Billing Period: **February 1, 2025 through February 28, 2025**

Prior Balance:	$ 9,209.32
Payments Received as of March 7, 2025	$ 0.00
Adjustments	$ 0.00
Outstanding Balance:	$ 9,209.32
Current Billing Period:	
Current Period Fees	$12,063.21
Total Fees Due	$21,272.53

Remittance Stub
Billing Period 02/01/2025 - 02/28/2025

Account Number:	141961.1
Invoice Number:	1005516
Remit Balance	$21,272.53

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	1005516
Attention	Fee Processing

UMB

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

Invoice **1005516**

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

Administration Fee	$458.33
Extraordinary Administration Fees	10,580.00
Administrative Fees Total	**$11,038.33**

Expenses

Transaction Type	Fees	Total
Out of Pocket Fees - Meals	$12.70	
Out of Pocket Fees - Air Fare	$810.42	
Out of Pocket Fees - Hotel	$169.20	
Out of Pocket Fees - Incidentals	$32.56	1,024.88
Expenses Total:		**1,024.88**
Expenses Total		**$1,024.88**

Account Total **$12,063.21**

2008

UMB

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

Invoice **1005516**

Statement of Receivables

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

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
994227	November 20, 2024	October 1, 2024 to October 31, 2024	3,357.83	107 days
997780	December 18, 2024	November 1, 2024 to November 30, 2024	2,091.33	79 days
1000710	January 21, 2025	December 1, 2024 to December 31, 2024	1,569.83	45 days
1003033	February 20, 2025	January 1, 2025 to January 31, 2025	2,190.33	15 days
	Total Balance Due		**9,209.32**	

7-C

REQUISITION FOR PAYMENT FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 101 (04/16/25)

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

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

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

3. The total amount requested to be disbursed pursuant to this Requisition is **$16,910.15** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

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

(b) **$16,910.15** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this **16th day of April, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB Bank	Invoice #1005479	Dated: 03/20/2025	$14,678.90
Steptoe & Johnson	Invoice #1187225	Dated: 04/07/2025	$ 2,231.25
		Total	**$16,910.15**

UMB

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

Invoice 1005479

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

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

Billing Period: **February 1, 2025 through February 28, 2025**

Prior Balance:	$10,546.50
Payments Received as of March 7, 2025	$ 0.00
Adjustments	$ 0.00
Outstanding Balance:	$10,546.50
Current Billing Period:	
Current Period Fees	$14,678.90
Total Fees Due	$25,225.40

Remittance Stub
Billing Period 02/01/2025 - 02/28/2025

Account Number:	158735.1
Invoice Number:	1005479
Remit Balance	$25,225.40

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

WIRE PAYMENT INSTRUCTIONS:

UMB Bank, N.A. Kansas City, Missouri	
ABA No.	101 000 695
SWIFT BIC/Code	UMKCUS44
BNF Account	98 0000 6823
BNF Name	Trust
Reference	1005479
Attention	Fee Processing

2019

UMB

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

Invoice **1005479**

Account Detail
Charles Pointe EODD 2019ABC

Account Number: 158735.1

Administrative Fees

Administration Fee	$625.00
Extraordinary Administration Fees	13,029.00
Administrative Fees Total	**$13,654.00**

Expenses

Transaction Type	Fees	Total
Out of Pocket Fees - Meals	$12.70	
Out of Pocket Fees - Air Fare	$810.43	
Out of Pocket Fees - Hotel	$169.21	
Out of Pocket Fees - Incidentals	$32.56	1,024.90
Expenses Total:		**1,024.90**
Expenses Total		**$1,024.90**
Account Total		**$14,678.90**

UMB

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

Invoice **1005479**

Statement of Receivables

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

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
1000750	January 21, 2025	December 1, 2024 to December 31, 2024	4,716.50	45 days
1003018	February 20, 2025	January 1, 2025 to January 31, 2025	5,830.00	15 days
	Total Balance Due		**10,546.50**	

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

400 White Oaks Boulevard
Bridgeport, WV 26330
(304) 933-8000 (304) 933-8183 Fax
www.steptoe-johnson.com

Writer's Contact Information

304.933.8136
Thomas.Aman@steptoe-johnson.com

April 7, 2025

Via E-mail - lpysz@harrisoncountywv.gov

Ms. Laura Pysz, County Administrator
Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

Re: Charles Pointe EODD Administrative Matters

Dear Laura:

Enclosed is our statement for services and expenses incurred through March 31, 2025, in connection with the above referenced matter. This invoice is an administrative expense of the Charles Pointe EODD payable from the excise tax revenues of such District.

Please let me know if you have any questions.

Best regards.

Very truly yours,

Thomas L. Aman, Jr.

TLA/pjg
Cc: mtonkin@harrisoncountywv.com
Enclosure
384480.00030

25743457.2

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

TAX ID # 55-0286140
PHONE: (304) 933-8200
www.steptoe-johnson.com

DUE UPON RECEIPT

County Administrator
Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

Invoice Date:	April 7, 2025
Invoice Number:	1187225
Matter Number:	384480.00030

FOR PROFESSIONAL SERVICES THROUGH APRIL 2, 2025

Client: Harrison County Commission

Matter: Charles Pointe EODD Administrative Matters

Total Current Fees	$	2,231.25
Total Current Due	**$**	**2,231.25**

Payment Address:
Steptoe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

Credit Card (fees apply):
www.steptoe-johnson.com/payments

Electronic Payment Instructions:
The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
ACH Number: 051903761
Wire Routing Number: 044000024
Swift Code: HUNTUS33
(Please Reference Invoice Number)

TIME DETAIL

Date	Initials	Description	Hours	Amount
01/28/25	TLA	Prepare meeting minutes for November meeting of the EODD Board	1.00	395.00
02/14/25	TLA	Participate in EODD Board meeting to approve Second Supplemental Indenture and Amended and Restated C Bond	0.75	296.25
02/14/25	LNS	Attend Charles Pointe EEOD meeting re: second indenture of trust; draft meeting minutes for February 14, 2025, zoom meeting	1.75	463.75
02/18/25	LNS	Draft meeting minutes for February 14 special meeting	1.50	397.50
02/24/25	LNS	Review EEOD Board meeting minutes; prepare meeting minutes to EEOD Board members	0.50	132.50
02/28/25	CCS	Reviewing audit request from client, requesting attorney reports and reviewing same; drafting audit response letter for review by E. King, General Counsel; finalizing and issuing response by email to auditor and client	1.00	250.00
03/18/25	TLA	Work with Mike Romano, State Auditor and Municap regarding audit findings and adjusting journal entries	0.75	296.25
		Total		**$ 2,231.25**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Lacy N. Smith	Associate	$265.00	3.75	993.75
Carmel C. Stuart	Paralegal	$250.00	1.00	250.00
Thomas L. Aman, Jr.	Member	$395.00	2.50	987.50
		Total	**7.25**	**$ 2,231.25**

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW
TAX ID # 55-0286140
PHONE: (304) 933-8200
www.steptoe-johnson.com

DUE UPON RECEIPT

County Administrator
Harrison County Commission
301 W. Main Street
Clarksburg, WV 26301

Invoice Date:	April 7, 2025
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FOR PROFESSIONAL SERVICES THROUGH APRIL 2, 2025

REMITTANCE PAGE

Client: Harrison County Commission

Matter: Charles Pointe EODD Administrative Matters

Total Due This Invoice **$ 2,231.25**

Amount of Payment **$** _____

Payment Address:
Steptoe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

Credit Card (fees apply):
www.steptoe-johnson.com/payments

Electronic Payment Instructions:
The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
ACH Number: 051903761
Wire Routing Number: 044000024
Swift Code: HUNTUS33
(Please Reference Invoice Number)

MEMORANDUM OF UNDERSTANDING

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

WHEREAS, GRANTOR(S) and GRANTEE desire to enter into an agreement in which they will work together to achieve the various aims and objectives related to Hope Gas Inc.'s Pipeline Replacement Project (West Fork River Rail Trail Access Road) (the "Project").

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

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

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

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

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

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

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

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

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

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

GRANTOR:

(1)

By:_____ _____

WV State Rail Authority Date

Owner

(2)

By:_____ _____

Harrison County Commission Date

Lessee

GRANTEE:

Hope Gas, Inc.

By:_____ _____

Authorized Representative Date

CORPORATE ACKNOWLEDGMENT

STATE OF West Virginia,

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

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

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

My commission expires _____ _____

Notary Public

CORPORATE ACKNOWLEDGMENT

STATE OF West Virginia,

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

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

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

My commission expires _____ _____

Notary Public

CORPORATE ACKNOWLEDGMENT

STATE OF West Virginia,

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

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

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

My commission expires _____ _____

Notary Public

EXHIBIT A

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

ORDER ADMINISTRATIVELY CLOSING
DELINQUENT OR UNPROGRESSED ESTATES

1. Pursuant to the provisions of West Virginia Code 44-2-19a, the County Commission entered an Order to Show Cause against the personal representative of the below estates on the __16th__ day of __April_, 2025_, requiring the respective appointed personal representatives to file a statement within thirty (30) days after the mailing of the specific Order to Show Cause why the County Commission should not find the personal representative delinquent in his or her administration of the respective estate and why the County Commission should not remove the personal representative from office, administratively close the estate, or take such other action against the personal representative as may be proper as allowed by the laws of the State of West Virginia.

2. At a previous date, the County Clerk mailed a specific Order to the appointed personal representatives and to other interested parties, and more than thirty (3) days after the mailing of the specific Orders have elapsed.

3. The personal representatives are still delinquent in his or her administration of their respective estates, or the County Clerk has received no verified statement of the personal representatives, or upon review of any statement received by the County Clerk, the Clerk found and determined that good cause has not been shown.

4. At a previous date, the County Clerk mailed a Report and Notice to the appointed personal representatives and other interested parties so informing the personal representatives that GOOD CAUSE HAS NOT BEEN SHOWN and notifying the personal representatives and other interested parties of the hearing before the County Commission to be held on the **__16th_** day of **_April, 2025_.**

5. A notice of the hearing before the County Commission to held the **_16th_** day of __April__ was published on the **_4th_** day of **_March___** in **Clarksburg Telegram** a newspaper of general circulation in this County in accordance with the provisions of law.

6. A hearing before the County Commission in this matter was held on the **__16th** day of **_April, 2025_**, at **_10:05am___**o'clock, at the General Service Building.

7. At the hearing, no good cause was shown by any person or otherwise known to the County Commission as to why the following estates should not be administratively closed.

NOW, THEREFORE, upon consideration of all the above, the County Commission **FINDS** that, pursuant to the provisions of the West Virginia Code §44-2-19a, the following estates are delinquent or have not been duly closed within a period of three years from the opening of such estates and in which no progress, or unsatisfactory progress, has been made towards the settlement of such estates, and the County Commission does herby **ORDER** that the appointed personal representatives appearing below

are **REMOVED** from office and the below estates are **ADMINISTRATIVELY CLOSED**, all in accordance with the laws of the State of West Virginia. Any bond of the below named personal representatives who has been hereby removed, and the sureties or obligors thereon, shall remain and be open and liable for action in accordance with the law including the provisions of West Virginia Code §44-1-26.

Name of Decedent	**Name of Personal Representative**	**Decedent's Date of Death**
Maggie Ellen Bowers	Jonathan W Barker Jr.	7/26/2021
Stephanie Jo Bunnell	Courtney Nicole Ronacher	6/3/2021
Roxie Lee Conley	Brenda F Stout & Linda K Lewis	6/24/2020
Thomas Santiago Cueto	Stephen Edward McIntire	9/3/2021
Surelia Currey	Mary Lue Cobb	11/11/2009
William Mckinley Frazier	Francis Eugene Frazier	8/23/1998
William Ledon Lacher Jr	Victor Ledon Lacher	3/9/2021
Howard E Lewis	Joseph R Mauti	1/22/2010
Theodosia Paugh	R. T. Paugh	9/28/1985
Robert Carlos Price Sr.	Joshua Price	2/23/2021
Wanda Lou Shingleton	Vanessa D Shingleton	11/26/2020
John Skelley Jr.	Michael Skelley	5/31/2021
Worthy Lawrence Stutler	Brenda Lee Stutler	12/13/2020
Elizabeth Ann Fultineer	Sharon E Reckart	2/7/2021

All of which is accordingly ADJUDGED, ORDERED, and DECREED this 16th day of APRIL, 2025.

_____

County Commissioner, President

_____

County Commissioner

_____

County Commissioner

A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROPOSAL TO CONGRESSMAN RILEY MOORE'S OFFICE, TO BE CONSIDERD FOR FUNDING FROM THE FY2026 COMMUNITY PROJECT FUNDING THROUGH IT'S SUBCOMMITTEE OF AGRICULTURE AND RURAL DEVELOPMENT FUND; BUILDING AND FACILITIES FOR THE HARRISON COUNTY ANIMAL CONTROL FACILITY

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

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

WHEREAS, Harrison County wishes to participate and be considered for funds from the FY2026 Community Project Funding through the Subcommittee of Agriculture and Rural Development Fund – Building and Facilities, and

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

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

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

1. The Harrison County Commission authorizes the filing of the application for funds from the FY 2026 Community Project Funding through the Subcommittee for Agriculture and Rural Development Fund – Building and Facilities, for Three Million and Five Hundred Thousand Dollars, ($3,500,000) and will provide the appropriate match if required.

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

PASSED by the Harrison County Commission on this the 16th day of April, 2025.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROPOSAL TO CONGRESSMAN RILEY MOORE'S OFFICE, TO BE CONSIDERD FOR FUNDING FROM THE FY2026 COMMUNITY PROJECT FUNDING THROUGH ITS SUBCOMMITTEE OF INTERIOR AND ENVIROMENT-ADVISORY COUNCIL ON HISTORIC PRESERVATION FOR THE HARRISON COUNTY QUIET DELL SCHOOL/CIVILIAION CONSERVATION CORPS (CCC) BUILDING;

WHEREAS, the Harrison County Commission recognizes the Old Quiet Dell School (CCC Building) as being on the Register of Historic Places, and

WHEREAS, the Harrison County Commission qualifies for the CCC Building restoration project funds by being located in the 2nd Congressional District in West Virginia, and

WHEREAS, Harrison County wishes to participate and be considered for funds from the FY2026 Community Project Funding through the Subcommittee of Interior and Environment-Advisory Council on Historic Preservation, and

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

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

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

1. The Harrison County Commission authorizes the filing of the application for funds from the FY 2026 Community Project Funding through the Subcommittee for Interior and Environment-Advisory Council on Historic Preservation, for Two hundred forty-one thousand and fourteen dollars and will provide the appropriate match if required.

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

PASSED by the Harrison County Commission on this the 16th day of April, 2025.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

A RESOLUTION AUTHORIZING THE FILING OF THE APPLICATION FOR 2026 CONGRESSIONAL COMMUNITY PROJECT FUNDING APPROPRIATED THROUGH THE DEPARTMENT OF HOMELAND SECURITY FOR 150 COUNTYWIDE STATE INTEROPERABLE RADIO NETWORK (SIRN) RADIOS; ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID APPLICATION; COMMITTING SUFFICIENT WORK FORCE TO OPERATE AND MANAGE ALL EQUIPMENT AND OTHER ITEMS REQUESTED

WHEREAS, the Harrison County Commission wishes to participate in the 2026 Congressional Community Project Funding, and

WHEREAS, Communication for our county first responders is a priority for the Harrison County Commission and is important to have quality communications equipment and service primarily for our countywide Volunteer Fire Departments, and

WHEREAS, the Harrison County Commission has determined that this project is eligible for the 2026 Community Project Funding and appropriations through the Department of Homeland Security, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the filing of an application; and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all special conditions and assurances contained in, and made a part of, said 2026 Community Project Funding and appropriations through the Department of Homeland Security, and

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

WHEREAS, it is required that the Harrison County Commission commits sufficient work force to operate and manage all equipment and other items requested.

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

1. The Harrison County Commission authorizes the filing of the Harrison County application for funds from the 2026 Community Project Funding and appropriations through the Department of Homeland Security in the amount of One, Million, Fifteen Thousand, Seven Hundred, Ninety Five Dollars ($1,015,795) with the proper State official and said application shall be in proper form and comply with all federal, state, and local laws.

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

3. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said Grant, including providing necessary additional information to the State government.

4. The Harrison County Commission hereby commits sufficient work force to operate and manage all equipment and other items.

PASSED by the Harrison County Commission on this the 16th day of April 2025.

_____

Susan J. Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

A RESOLUTION AUTHORIZING THE FILING OF THE APPLICATION FOR 2026 CONGRESSIONAL COMMUNITY PROJECT FUNDING APPROPRIATED THROUGH THE DEPARTMENT OF HOMELAND SECURITY FOR 30 AXON IN-CAR CAMERAS; ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID APPLICATION; COMMITTING SUFFICIENT WORK FORCE TO OPERATE AND MANAGE ALL EQUIPMENT AND OTHER ITEMS REQUESTED

WHEREAS, the Harrison County Commission wishes to participate in the 2026 Congressional Community Project Funding, and

WHEREAS, documentation, transparency, accountability, and the highest standard of professionalism for our county patrolmen are priorities for the Harrison County Commission, and

WHEREAS, the Harrison County Commission has determined that this project is eligible for the 2026 Community Project Funding and appropriations through the Department of Homeland Security, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the filing of an application; and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all special conditions and assurances contained in, and made a part of, said 2026 Community Project Funding and appropriations through the Department of Homeland Security, and

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

WHEREAS, it is required that the Harrison County Commission commits sufficient work force to operate and manage all equipment and other items requested.

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

1. The Harrison County Commission authorizes the filing of the Harrison County application for funds from the 2026 Community Project Funding and appropriations through the Department of Homeland Security in the amount of Two Hundred Sixty-Two Thousand, Seven Hundred Eighty-Two dollars ($262,782.00) with the proper State official and said application shall be in proper form and comply with all federal, state, and local laws.

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

3. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said Grant, including providing necessary additional information to the State government.

4. The Harrison County Commission hereby commits sufficient work force to operate and manage all equipment and other items.

PASSED by the Harrison County Commission on this the 16th day of April 2025.

_____

Susan J. Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

Harrison County Commission

Request to Attend Meeting

Name: Travis Miller

Department: 911

Destination: WV State Police Information Services, S. Charleston, WV

Travel Dates: 05/19/2025

Reason: Terminal Agency Coordinator Class

Total Estimated Cost $ 0.00

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

Employee Signature: T Miller Date: 4/4/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name	Michelle Payton
Department	911
Destination	Preston County 911/OEM, Kingwood, WV
Travel Dates	06/02/2025 - 06/04/2025
Reason	APCO Communications Training Officer 6th Ed. Course (Will travel each day in county provided vehicle)

Total Estimated Cost			$ 430.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .655	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 430.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: M Payton Date: 04/04/2025

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

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

Date: _____

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name	Bryce Delgado
Department	911
Destination	Preston County 911/OEM, Kingwood, WV
Travel Dates	06/02/2025 - 06/04/2025
Reason	APCO Communications Training Officer 6th Ed. Course (Will travel each day in county provided vehicle)

Total Estimated Cost				$ 430.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 430.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: _____ Date: 04/04/2025

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

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

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name	Mica Love
Department	911
Destination	Preston County 911/OEM, Kingwood, WV
Travel Dates	06/02/2025 - 06/04/2025
Reason	APCO Communications Training Officer 6th Ed. Course (Will travel each day in county provided vehicle)

Total Estimated Cost				$ 430.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 430.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: _____ Date: 4/4/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name	Megan Fox
Department	911
Destination	Preston County 911/OEM, Kingwood, WV
Travel Dates	06/02/2025 - 06/04/2025
Reason	APCO Communications Training Officer 6th Ed. Course (Will travel each day in county provided vehicle)

Total Estimated Cost			$ 430.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage 0	X .655	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 430.00
Meals (Estimated)			$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 04/02/2025

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

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

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name: Paul Bump

Department: 911

Destination: Canaan Valley Resort, Davis, WV

Travel Dates: June 2-4, 2025

Reason: WV GeoCon (GIS Conference)

Total Estimated Cost			$ 1,000.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .655	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 513.00
Registration			$ 255.00
Meals	(Estimated)		$ 232.00
Incidentals			$

Employee Signature: _____ Date: 3/26/2025

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

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

Date: _____

A8 Form Revised: May 1, 2014

Harrison County Commission

Request to Attend Meeting

Name	Steve Martin
Department	911
Destination	Canaan Valley Resort, Davis, WV
Travel Dates	June 2-4, 2025
Reason	WV GeoCon (GIS Conference)

Total Estimated Cost				$ 1,000.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .655	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 513.00
Registration				$ 255.00
Meals	(Estimated)			$ 232.00
Incidentals				$

Employee Signature: _____ Date: 03/31/2025

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

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

Date: _____

A8 Form Revised: May 1, 2014

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, March 26, 2025, through Tuesday, April 1, 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, March 26, 2025, the following matters were disposed of in the presence of the Clerk:

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

GEORGE WALTER POLLOCK, who was named in the last will and testament of **IRENE POLLOCK**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

STEPHEN WILMOTH, who was named in the last will and testament of **VELMA KAY ANDREWS**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

KEVIN ANDERSON, who was named in the last will and testament of **PATRICIA L ANDERSON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

JUDITH ANN SCALISE, who was named in the last will and testament of **EVELYN ZANDRA SNIDER**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
JOYCE RENEE SHAFFER, who was named in the last will and testament of **EVELYN ZANDRA SNIDER**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, March 28, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CHAD CHRISTOPHER BOYLES** was appointed and qualified as ADMINISTRATOR of the estate of **PATRICIA SUE BOYLES**, deceased. No bond was required.

On, Tuesday, April 1, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **JANICE L BRUNETT**, deceased was referred to **JAMES A VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

Wednesday, April 16, 2025

John R Spires
Clerk of the Harrison County Commission

Confirmed

Estate: 11924

A-2

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, April 2, 2025, through Tuesday, April 8, 2025

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

On, Wednesday, April 2, 2025, the following matters were disposed of in the presence of the Clerk:

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

JEANNE GUZZI, who was named in the last will and testament of **GAYNELL CHINAULT LIPPS**, deceased, as ADMINISTRATRIX CTA thereof, qualified as such. Bond was 50,000.00.

On, Friday, April 4, 2025, the following matters were disposed of in the presence of the Clerk:

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

LISA KAY FIDLER, who was named in the last will and testament of **BRENDA LOUISE WAMSLEY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Monday, April 7, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **TIMOTHY EUGENE TODD** was appointed and qualified as ADMINISTRATOR of the estate of **TIMOTHY EUGENE TODD JR**, deceased. Bond was 25,000.00.

On, Tuesday, April 8, 2025, the following matters were disposed of in the presence of the Clerk:

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

John R Spires
Clerk of the Harrison County Commission

Wednesday, April 16, 2025
Confirmed

Estate: 12743

C-1

Sun Valley Public Service District
Regular Board Meeting

Tuesday
April 8, 2025
3:30PM

AGENDA

1. Call meeting to order

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

3. Manager's Report

4. Old Business
   A. Review, Discuss & Approve Revised Employee Handbook
   B. Review & Approve 9th Payment Request for Phase III-A Sewer Collection System Upgrades Project
   C. Review & Approve 3rd Payment Request for Phase III-B Sewer Collection System Upgrades Project

5. New Business

6. Public Comments

7. Adjournment

C-2

Enlarged Hepzibah Public Service District
Regular Board Meeting

Monday
April 7, 2025
4:30PM

AGENDA

1. Call meeting to order

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

3. Manager's Report

4. Old Business
   A. Review, Discuss & Approve Revised Employee Handbook

5. New Business

6. Public Comments

7. Adjournment

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