Amended Agenda

Harrison County Commission Meeting

Tuesday, July 29, 2025

10:00 A.M.

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

Join Zoom Meeting

****

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

Dial: 1-646-568-7788

Meeting ID: 762 816 0712

Passcode: 26301

Appointments:

10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance

10:05 A.M. --- Special Funding Request from the Harrison County Sheriff's Office requesting $1,500 for National Night Out

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Payroll Change Notices:**
   - **A.** Lou Ortenzio – Community Corrections – New Hire, Part-time Transportation Officer – Effective August 1, 2025
   - **B.** Jacquelin Snider – Community Corrections – Resignation – Effective August 1, 2025
   - **C.** Traci Bodkins – Community Corrections – New Hire, Counselor – Effective August 6, 2025
   - **D.** Michael David Sadler – Parks & Rec – Resignation – Effective August 3, 2025
   - **E.** Emily Sampson – 911 – Declined Job Office – Effective July 18, 2025
   - **F.** Kristian Wentz – 911 – New Hire, Telecommunicator Trainee – Effective August 10, 2025
3. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA - Enlarged Hepzibah PSD - $43,309.41
   - **B.** ARPA – Salem - $4,901.60
   - **C.** ARPA – Salem - $598.40
   - **D.** Quotes
   - **E.** Vendor List of Payments
4. **Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021**

A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements:

   A. Series 2008A - $4,305.00

5. **Review—Discuss—Consider** Budget Revision for General County 001 FY2025-2026 Carry Over balance
   A. Option 1
   B. Option 2
   C. Option 3
6. **Review—Discuss—Consider** Work that has been completed by CEC & McKinley on the Rt 19 Property
7. **Review—Discuss—Consider** Master Plan proposal from McKinley for Rt. 19 Property
8. **Review—Discuss—Consider** Phase 2 of demolition for 720 Hood Ave, Shinnston (Potential Executive Session Pursuant to 6-9A-4(b)(9) to Consider Matters Involving or Affecting the Purchase, Sale or Lease of Property, Advance Construction Planning, the investment of Public Funds or Other Matters Involving Commercial Competition, which if Made Public, Might Adversely Affect the Financial or Other Interest of The County)
9. **Review—Discuss—Consider** Advertising Immediately for Grant Writer Position (Open it internally & externally)
10. **Review—Discuss—Consider** 2025 County Projects
11. **Review—Discuss—Consider** Space Utilization study at Courthouse
12. **Review—Discuss—Consider** If the tax office mailed all the 2025 tax tickets being distributed to Genesis affiliate taxpayers to their attorney and Genesis Partners
13. **Review—Discuss – Consider** Travel Request for 911 Employees to go to Terminal Agency Coordinator Class at the WV State Police in Charleston, WV on September 15, 2025
    A. Mike Coffey
    B. Cathy Willis
14. **Administrator's Report**
15. **Commissioner Comments - Questions**

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

10:05 AM

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: 7-8-2025

Organization Name: National Night Out / Harrison County Sheriff's Office

Name and Title of Requester: Robert G. Matheny II, Sheriff

Mailing Address of Organization and Responsible Person:
Robert G. Matheny II, Sheriff, 229 South 3rd St, Clarksburg, WV 26301
If approved, this is where the check will be sent

Telephone: 304-624-7705 Fax: 304-624-8434 E-mail: rgmatheny2@harrisoncountywv.gov

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

TOTAL Cost of Project/Activity: $ _____

Dollar Amount REQUESTED - Grant: $ 1500.00 Loan: $ _____

Was project funded previously by HCC? (Y) N If so, when July 2024; how much: $ 1500.00

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: _____ ; how much: $ _____
When: _____ ; how much: $ _____
When: _____ ; how much: $ _____

Purpose of request (one sentence): Participating in National Night out

If for a fair/festival/event, give dates and location: Date: 8/5/2025 Location: 609 W. Main St. Clarksburg

Describe the proposed activities with dollar amounts to be funded by this request:
- All divisions within the Sheriffs Office will be on hand to pass out back packs with an assortment of items in the bags
- We will have food & drinks
- Cartoon Characters
- Games & prizes

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?

(Name of Applicant) Robert G. Matheny II, Sheriff 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) Robert G. Matheny II, sheriff, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Robert G. Matheny II, Sheriff 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) Robert G. Matheny II, Sheriff 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 Robt G. Matheny II sheriff **Date** 4-8-2025

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: _____

2-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
8/1/25		| | |-| | |-| | | | |

NAME	ADDRESS
LOU ORTENZIO	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		COM CORR	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT	PART-TIME	
☐ RATE	TRANSPORTATION OFFICER	
☐ ADDRESS/PHONE	AS-NEEDED	
☐ BENEFIT PLAN	$20 PER HOUR	
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
G-mgt	9/10/25
HUMAN RESOURCES MANAGER	DATE
Laura Tyler	7/10/2025

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2-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
8/1/25		| | |-| | |-| | | | |

NAME	ADDRESS
JACQUELIN SNIDER	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Com Coar	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Pay Remaining Vacation Days

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 7/10/25
HUMAN RESOURCES MANAGER	DATE 7/16/2025

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2-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
8/6/25		| | |-| | |-| | | | |

NAME	ADDRESS
TRACI BODKINS	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		COM CORR	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB	New HIRE	
☐ SHIFT	D-1	
☐ RATE		
☐ ADDRESS/PHONE	COUNSELOR (MSW)	
☐ BENEFIT PLAN	LICENSED SOCIAL WORKER (MASTERS)	
☐ 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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 7/17/25
HUMAN RESOURCES MANAGER	DATE

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2-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
8-3-2025	0976	| | |-| | |-| | | | |

NAME	ADDRESS
Michael David Sadler	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Pay out remaining vacation time.

AUTHORIZATION:

	DATE
EMPLOYEE SIGNATURE	7-14-2025
SUPERVISOR SIGNATURE	7-14-2025
HUMAN RESOURCES MANAGER	7-24-2025

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2-E

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
07/18/2025		

NAME	ADDRESS
Sampson, Emily R.	

PHONE	CITY/STATE/ZIP	DEPARTMENT	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
- ☐ 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) E911 Telecommunicator Trainee - Declined Job Offer

Unit #1739

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 07/18/2025
HUMAN RESOURCES MANAGER	DATE

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2-F

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
08/10/2025		

NAME	ADDRESS
Wentz, Kristian J.	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☑ JOB		
☐ SHIFT		
☑ RATE		PG 3-1
☐ 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) E911 Telecommunicator Trainee
Unit #1741

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 07/18/2025
HUMAN RESOURCES MANAGER	DATE

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3-A

Enlarged Hepzibah PSD - Sewer
ARPA Funds Allocation
Pay Application #8

	Lake Floyd PSD	Sun Valley PSD	Enlarged Hepzibah PSD	Total
Original Allocation	$ 1,385,000.00	$ 615,000.00	$ 500,000.00	$ 2,500,000.00
Uses:				
IIIA Project		$ (409,649.00)		$ (409,649.00)
IIIB Project		$ (110,000.00)		$ (110,000.00)
Project Disbursements	$ (1,168,152.00)		$ (170,825.00)	$ (1,338,977.00)
Pay App 1			$ (76,727.20)	$ (76,727.20)
Pay App 2			$ (248,723.43)	$ (248,723.43)
Transferred To EHPSD	$ (216,848.00)	$ (95,351.00)	$ 312,199.00	$ -
Allocated to EHPSD	$ -	$ -	**$ 315,923.37**	**$ 315,923.37**
Pay Application #3				**$ (48,071.55)**
Pay Application #4				**$ (46,880.73)**
Pay Application #5				**$ (83,575.60)**
Pay Application #6				**$ (83,841.86)**
Pay Application #7				**$ (9,134.00)**

Pay Application #8

Vendor	Description	Invoice #	Amount
Posey Electric	Upgrades Plant	99-5025-5024	$ 9,360.67
Precision Pump	Repair for LS	144623	$ 5,676.00
Applied	Bearings	7032442827/7032482986	$ 428.74
Mine Belt	Belting/Clarifiers	58060	$ 446.00
JD Utility Services	Admin	190	$ 3,000.00
Extreme Repair LLC	Roof		$ 24,398.00

Pay Application #8 Total	**43,309.41**
Remaining Funds	1,110.22

Kevin C. Short
General Manager 7/22/2025

3-B

City of Salem
Water System Improvements Phase IV Project
Requisition #12

Payee	HCC General Funds $141,500.00	HCC ARPA Funds $100,000.00	Salem ARPA Funds $100,000.00	CDBG $2,000,000.00	IJDC District 1 Grant $1,000,000.00	WV WDA EEGF $960,000.00	DWTRF Principal Forgiveness $1,000,000.00	DWTRF Lead Service Grant $284,200.00	DWTRF Lead Service Loan $295,800.00	EEGF Overrun Grant $565,000.00	Total $6,446,500.00
Construction											$ 123,659.10
Contract #1 ***(Doss Pay App #06***	$ -	$ -	$ -	$ 49,616.63	$ -	$ -	$ 72,100.38	$ -	$ 1,942.09	$ -	
Contract #2 ***(Pay App #03)***	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Customer LSL Replace.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Pitchers & Filters (city)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Sponsor Sampling (city)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Cont'y	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Engineering (Thrasher) ***(Inv. #1037977)***											$ 37,143.60
Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Preliminary Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Final Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Bidding & Negotiations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Management	$ -	$ 4,901.60	$ -	$ 3,098.40	$ -	$ -	$ -	$ -	$ -	$ -	
Geo Tech/Subsurface	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Eng. Surveys & Topo	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Const Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
RPR Services	$ -	$ -	$ -	$ -	$ 26,143.60	$ -	$ -	$ -	$ -	$ -	
BABA/AIS Requirement	$ -		$ -	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -	
Lead Service Line Inv.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000.00	$ -	
ROW Coordination Mtg.s	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Legal (Sam Harold)											$ -
Project	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Accounting											$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Project Mgm't											$ 2,485.12
Region VI ***(Inv #28)***	$ -	$ -	$ -	$ -	$ 2,485.12	$ -	$ -	$ -	$ -	$ -	
Cost of Financing											$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Permits											$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL THIS REQUEST	**$ -**	**$ 4,901.60**	**$ -**	**$ 54,715.03**	**$ 28,628.72**	**$ -**	**$ 72,100.38**	**$ -**	**$ 2,942.09**	**$ -**	**$ 163,287.82**
PRIOR REQUEST	$ 141,500.00	$ 86,976.10	$ 100,000.00	$ 578,805.15	$ 159,536.68	$ 960,000.00	$ 189,915.77	$ 10,967.00	$ 28,214.54	$ -	$ 2,255,915.24
REQUESTED TO DATE	$ 141,500.00	$ 91,877.70	$ 100,000.00	$ 633,520.18	$ 188,165.40	$ 960,000.00	$ 262,016.15	$ 10,967.00	$ 31,156.63	$ -	$ 2,419,203.06
REMAINING FUNDS	**$ -**	**$ 8,122.30**	**$ -**	**$ 1,366,479.82**	**$ 811,834.60**	**$ -**	**$ 737,983.85**	**$ 273,233.00**	**$ 264,643.37**	**$ 565,000.00**	**$ 4,027,296.94**

Submitted By: Sheena Hunt, Project Manager **Date:** 06/24/2025

Sheena Hunt

RESOLUTION

WHEREAS, the City of Salem has reviewed the attached invoices in relation to its water project and finds as follows:

1. That none of the items for which payment is proposed under this requisition has formed the basis for any disbursement heretofore made;
2. That each item for which the payment is proposed to be made is or was necessary in connection with the Project and constitutes a cost of the Project.
3. That each of such costs has been otherwise properly incurred; and
4. That payment for each of the items proposed is then due and owing.

NOW, THEREFORE, BE IT RESOLVED by the City of Salem that payment of the attached invoices as summarized above is hereby authorized and directed for payment.

APPROVED by the City of Salem on the 24th day of June 2025.

By: _____

Brandie Garner, Mayor

3-C

City of Salem
Water System Improvements Phase IV Project
Requisition #13

Payee	HCC General Funds	HCC ARPA Funds	Salem ARPA Funds	CDBG	IJDC District 1 Grant	WV WDA EEGF	DWTRF Principal Forgiveness	DWTRF Lead Service Grant	DWTRF Lead Service Loan	EEGF Overrun Grant	Total
	$141,500.00	*$100,000.00*	*$100,000.00*	*$2,000,000.00*	*$1,000,000.00*	*$960,000.00*	*$1,000,000.00*	*$284,200.00*	*$295,800.00*	*$565,000.00*	*$6,446,500.00*
Construction											**$ 143,453.72**
Contract #1 *(Doss Pay App #07*	$ -	$ -	$ -	$ 67,493.72	$ -	$ -	$ -	$ -	$ -	$ -	
Contract #2 *(Pay App #04)*	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,960.00	$ -	$ -	$ -	
Customer LSL Replace.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Pitchers & Filters (city)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Sponsor Sampling (city)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Cont'y	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Engineering (Thrasher) *(Inv.#1038288)*											**$ 24,632.80**
Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Preliminary Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Final Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Bidding & Negotiations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Management	$ -	$ 598.40	$ -	$ 3,098.40	$ 4,303.20	$ -	$ -	$ -	$ -	$ -	
Geo Tech/Subsurface	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Eng. Surveys & Topo	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Const Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
RPR Services	$ -	$ -	$ -	$ -	$ 15,632.80	$ -	$ -	$ -	$ -	$ -	
BABA/AIS Requirement	$ -		$ -	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	
Lead Service Line Inv.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
ROW Coordination Mtg.s	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Legal (Sam Harold)											**$ -**
Project	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Accounting											**$ -**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Project Mgm't											**$ 2,742.85**
Region VI *(Inv #29)*	$ -	$ -	$ -	$ -	$ 2,742.85	$ -	$ -	$ -	$ -	$ -	
Cost of Financing											**$ -**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Permits											**$ -**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL THIS REQUEST	**$ -**	**$ 598.40**	**$ -**	**$ 71,592.12**	**$ 22,678.85**	**$ -**	**$ 75,960.00**	**$ -**	**$ -**	**$ -**	**$ 170,829.37**
PRIOR REQUEST	$ 141,500.00	$ 91,877.70	$ 100,000.00	$ 633,520.18	$ 188,165.40	$ 960,000.00	$ 262,016.15	$ 10,967.00	$ 31,156.63	$ -	$ 2,419,203.06
REQUESTED TO DATE	$ 141,500.00	$ 92,476.10	$ 100,000.00	$ 705,112.30	$ 210,844.25	$ 960,000.00	$ 337,976.15	$ 10,967.00	$ 31,156.63	$ -	$ 2,590,032.43
REMAINING FUNDS	**$ -**	**$ 7,523.90**	**$ -**	**$ 1,294,887.70**	**$ 789,155.75**	**$ -**	**$ 662,023.85**	**$ 273,233.00**	**$ 264,643.37**	**$ 565,000.00**	**$ 3,856,467.57**

Submitted By: Sheena Hunt, Project Manager **Date:** 07/22/2025

RESOLUTION

WHEREAS, the City of Salem has reviewed the attached invoices in relation to its water project and finds as follows:

1. That none of the items for which payment is proposed under this requisition has formed the basis for any disbursement heretofore made;
2. That each item for which the payment is proposed to be made is or was necessary in connection with the Project and constitutes a cost of the Project.
3. That each of such costs has been otherwise properly incurred; and
4. That payment for each of the items proposed is then due and owing.

NOW, THEREFORE, BE IT RESOLVED by the City of Salem that payment of the attached invoices as summarized above is hereby authorized and directed for payment.

APPROVED by the City of Salem on the 22nd day of July 2025.

By: _____
Brandie Garner, Mayor

3-D

Date of Meeting	7/29/2025	QUOTES		
Department	**Vendor**	**Description**	**Price**	**Line Item #**
IT	US Bank - Amazon	3 colors & black toner for Brian Hayes	$189.99	001-424-459-00
County Clerk	Champion Industries	Toner for Record Room	$922.24	001-413-341-00
Maintenance	Global Industries	Floor Scrubber for General Service Building	$3,599.00	

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

3-E

Date of Meeting	7/29/2025	Invoice							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services 027	Community Corrections	Community Improvement Fund 026	ARPA Fund	Other as Needed
911 Center	Central Square Technologies	Annual Subscription & Licensing fee for CAD PS Pro Priority Paging		$5,173.77					
911 Center	Lowes	2 Treated Post for Secuity Camera Installation @ Salem Tower							$111.12
911 Center	Lowes	2 Treated Post for Secuity Camera Installation @ Shinnston Tower							$111.12
911 Center	Lowes	2 Treated Post for Secuity Camera Installation @ Shinnston Tower							$111.12
911 Center	Lowes	4 Treated Post for Secuity Camera Installation @ PK & Lost Creek Tower		$222.24					
911 Center	Jacob Hyre	3 days of Per Diem - ISC-300 in Martinsburg		$232.00					
911 Center	Natasha McDaniel	3 days of Per Diem - ISC-300 in Martinsburg		$232.00					
911 Center	Michelle Payton	3 days of Per Diem - ISC-300 in Martinsburg		$232.00					
911 Center	Unifirst	Carpet Runner Service			$62.25				

911 Center	EIP Holdings II, LLC	August 2025 Lease Payment for Grafton Tower							$1,000.00
911 Center	Frontier	Backup data circuit from PK Tower to JSJOC Charlespointe		$766.00					
911 Center	Shinnston Ace Hardware	Quickcrete for Post @ Shinnston Tower							$13.38
911 Center	A-1 Exterminating	General Pest Control for 911 Center			$75.00				
911 Center	The Water Shop	Water for 911		$15.00					
911 Center	Lowes	Sakrete for post @ PK & Lost Creek Tower			$28.40				
911 Center	Lowes	Sakrete for post @ Grafton Tower							$14.20
911 Center	Lowes	Sakrete for post @ SAlem Tower							$14.20
911 Center	Alpha Energy Solutions	Replacement of Damaged Blower Wheel on upstairs AC unit			$854.27				
911 Center	Commerce District at Charles Pointe	Monthly HOA for 911 Center		$834.00					
911 Center	Frontier	911 Center Bill		$5,057.36					
911 Center	Hart Office Solutions	Copier Rental		$166.00					
Ambulance Authority	University Health Associates	Medical Direction - Dr. James Scheidler - April through June 2025			$7,152.00				
Ambulance Authority	University Health Associates	Medical Direction - Dr. James Scheidler - January through March 2025			$7,152.00				
Animal Control	US BANK	Various invoices			$612.83				
Animal Control	Alpha Energy Solutions	New Blower Motor			$1,141.50				
Animal Control	Hope Gas	Gas Bill - Animal Contrl			$44.09				
Animal Control	Clarksburg Veterinary Hospital	7 invoices for vet visits			$1,701.78				

ARPA	Enlarged Hepzibah PSD	Sanitary Sewer Upgrades APRA Project #2						$43,309.41	
ARPA	City of Salem	Water Sys Improvements Phase IV - Draw #8						$4,901.60	
ARPA	City of Salem	Water Sys Improvements Phase IV - Draw #9						$598.40	
Assessor	Visual Edge IT	Toner - Magenta	$444.99						
Assessor	The Water Shop	Water for Assessor Office	$60.00						
Assessor	WV Association of Counties	WVACO Spring Board Meeting	$200.00						
Assessor	Assessor Account	Transfer of funds to cover the Dog Tag Fund account	$25.00						
Assessor	Visual Edge IT	Colored Toner	$1,208.96						
Commission	Stars & Strides	Special Funding Request for Mounted Speech Therapy Scholarships					$4,000.00		
Commission	WV Black Heritage Month	Special Funding Request for Annual Festival					$3,500.00		
Commission	Glen Elk Iron	June Gym Memberships	$416.00						
Commission	Thrasher	Aerial Mapping	$32,032.00						
Commission	US Cellular	Phone Bill	$5,504.55						
Commission	US Bank	State Auditor Training Registration for Laura	$275.00						
Commission	Unifirst	Weekly Rugs	$144.62						
Commission	US Bank	Various Invoices from P Card Statement	$4,103.74						
Commission	US Bank	Amazon Prime Subscription	$14.99						
Commission	Steptoe & Johnson	Mon County TIF Litigation through June 2025	$393.34						
Commission	Steptoe & Johnson	CP Bond Restructuring through 6/27/2025	$26,646.43						
Commission	Stationers	Black Toner for County Clerk	$746.09						
Commission	Hope Gas	Gas Bill for Garage and Quiet Dell School	$71.93						
Commission	MonPower	Courthouse/Annex Power	$23,727.88						
Commission	EMCOR	Installation of Control wiring & programming for 2 powered fans	$14,720.00						

Commission	Liberty Distributors	Restock of Supplies	$6,689.85						
Commission	Hart Office Solutions	Copier Rental for Assessor	$343.81						
Commission	Bridgeport FFA Alumni & Supporter Chapter	Special Funding Request for Bleacher Rental Fee for the 1st Annual BHS FFA Cattle Battle					$3,000.00		
Commission	The Exponent Telegram	Legal Ad for Building in Shinnston	$19.75						
Commission	Software Systems	June 2025 Level 1 & Level 2 Maintenance	$2,024.76						
Commission	Frontier	Courthouse Bill	$22.37						
Commission	MonPower	Power Bill for General Service Building	$10,964.62						
Commission	Charter Communications	Spectrum Bill for Extension Office	$219.99						
Commission	Town of Nutter Fort	Water, Sewer, & Garbage for Garage	$437.37						
Commission	Hope Gas	Gas Bill - Extension Office	$29.89						
Commission	Clarksburg Water Board	633 West Pike Street - Water Bill	$119.59						
Commission	Waste Management	Maintenance trips to dump	$78.03						
Commission	John Deere Financial	Purchases made at Southern States	$364.97						
Commission	Chem Aqua	Water Treatment Program	$310.14						
Commission	Pitney Bowes	Postage Machine Lease	$2,271.84						
Commission	Citynet	Internet for Courthouse - June & July	$23,030.34						
Commission	County Commissioners' Association of WV	CCAWV Assocation Membership Dues	$3,900.00						
Commission	Hart Office Solutions	Copier Rental for County Clerk	$54.54						
Commission	Unifirst	Weekly Rugs	$137.34						
Commission	City of Clarksburg	Frank Loria Field Contribution	$8,000.00						
Community Corrections	OpAns, LLC	Analysis of DBS Toxicology Samples				$11,600.00			

Community Corrections	WV Division of Motor Vehicles	3 Safety & Treatment Class (DUI)				$2,125.00			
Community Corrections	Redwood Toxicology Laboratory,Inc	400 Compact Cups				$1,828.01			
Community Corrections	Central West Virginia Transit Authority	1600 One Ride Tickets				$800.00			
Community Corrections	Alcohol Monitoring Systems	Torx/Flat Screwdriver & RB Pro Charger				$67.11			
Community Corrections	US Cellular	Phone bill for Community Corrections				$538.99			
Community Corrections	Stationers	Post it File Tabs				$38.94			
Community Corrections	PACE Shredding	June 2025 Shredding				$86.00			
Community Corrections	Fisher Auto Parts	Air Filters and Oil				$166.12			
County Clerk	Complied Technologies	Birth Certificate Vital Paper	$1,000.00						
County Clerk	The Exponent Telegram	Legal Ad	$97.63						
County Clerk	The Exponent Telegram	Legal Ad	$127.30						
County Garage	Woodford Oil	Diesel Fuel	$722.00						
County Garage	US Bank - Menards	Windshield Washer Fluid	$124.00						
Extension Office	Jennifer Friend	Travel Reimbursement	$85.96						
Farmland	West Virginia Association of Farmland Protection	WVAFPB	$260.00						
Fire Departments	Mon Power	Power Bill for Fire Fighter Training Building							$59.41

Fire Departments - Nutter Fort	Nutter Fort Volunteer Fire Department	Reimbursement Request for Loan Payment					$30,000.00		
Fire Departments- Spelter	Water Way	Hose and Ladder Testing			$3,143.50				
Grants	Snip WV	Best Friend Grant - Animal Control Rescue Incentive			$3,966.00				
Grants	Clarksburg Veterinary Hospital	Rachael Ray TVRN Grant - Spay & Neuter for Animal Control			$1,603.00				
IT	US Bank - Amazon	Power Supply for Labtop	$40.68						
IT	US Bank - Perspectiv Software	Licenses for Blue Iris Security Camera Software	$159.00						
Law Enforcement	US Cellular	Law Enforcement Cellular Bill	$2,285.64						
Magistrates	The Water Shop	Water for Magistrate Weiss	$12.00						
Maintenance	Shinnston Ace Hardware	Maintenance Supplies	$61.47						
Maintenance	Lowes	4 Invoices - Supplies	$871.94						
Maintenance	Shinnston Ace Hardware	Supplies	$61.47						
Maintenance	Whaley Distributing Company	Stiff Drillbrush Kit - Courthouse Steps	$18.94						
Maintenance	Sandy's True Value	3 Invoices - Lumber, Krazy Glue, & Oil for Lawn mowers	$78.65						
Maintenance	Ace Hardware of Salem	Lopper Telescopic Power	$78.43						
Parks & Rec.	Unifirst	Weekly Rugs	$34.25						
Parks & Rec.	Sandy's Hardware	Building Trash Containers for Parks	$179.35						
Parks & Rec.	US Bank	Sam's Club - Feeding Summer Program	$630.31						

Parks & Rec.	First Citizens Bank	Copier Rental	$307.88						
Parks & Rec.	US Bank	Walmart - Feeding Summer Program	$126.36						
Parks & Rec.	US Bank - Sam's Club	Food for 75 Kids on Fridays for Summer Programs			$169.54				
Parks & Rec.	R Nuzum Trucking	Re-surfaced for Baseball field in Good Hope & Spelter			$3,442.60				
Parks & Rec.	Marsh hardware	Cleaning and Maintenance Supplies			$131.50				
Parks & Rec.	M&M Septic	Portable Toliets for Wallace, Good hope, & Spelter			$360.40				
Parks & Rec.	Unifirst	Weekly Rugs			$30.25				
Parks & Rec.	US Bank - Food lion	Plates			$10.58				
Parks & Rec.	Hope Gas	Park - Gas Bill			$28.00				
Parks & Rec.	Mon Power	Spelter Ball Field			$29.81				
Planning Dept.	Charlotte Shaffer	Reimbursement for gas	$30.13						
Process	US Cellular	Process Cellular Bill	$201.04						
Prosecuting Attorney	Allison Kelly CCR	Transcript excerpt of Plea	$26.95						
Regional Jail	WV Regional Jail	Inmate Housing June 2025	$260,194.30						
Senior Center	Chem Aqua	Water Treatment Program			$288.75				
Sheriff & Treasurer	Hart Office Solutions	Black toner for Tax office printers	$ 3,930.00						
Sheriff & Treasurer	US Bank - Amazon	Desktop computer							$1,516.67
			$441,500.40	$7,756.60	$32,028.05	$17,250.17	$40,500.00	$48,809.41	$2,951.22
					Grand Total:	$590,795.85			

Sent to Bookkeeping to be paid on 07-22-2025

COMMISSIONER'S SIGNATURE

_____

COMMISSIONER'S SIGNATURE

_____

COMMISSIONER'S SIGNATURE

4-A

FORM OF REQUISITION
FOR PAYMENT FROM SERIES A
ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. (07/29/25)

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 **$4,305.00.**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$4,305.00** As set forth in the invoices attached hereto, of the total amount of such disbursement:

(a) $ -0- is to be paid to the Developer as reimbursement to the Developer for an invoice or statement previously paid by the Developer to an entity that is not affiliated with the Developer; and

(b) **$4,305.00** is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this **29th day of July, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Jackson Kelly	Invoice #1243467	Date: 07/21/2025	$ 4,305.00
		Total	**$ 4,305.00**

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

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

July 21, 2025
Invoice No. 1243467

Total Amount of Current Invoice # 1243467 **$4,305.00**

PLEASE RETURN THIS PAGE WITH REMITTANCE

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

ACH Instructions

To ensure proper credit to your account, please include the invoice number(s) being paid.

BANK	ACCOUNT NAME	CURRENCY	ACCOUNT #	ABA ROUTING #	SWIFT CODE
Truist	Jackson Kelly PLLC	USD	5172879588	051503394	BRBTUS33

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

PAYMENT DUE August 20, 2025

2008

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

July 21, 2025
Invoice No. 1243467

34382
Charles Pointe Community Enhancement District

For Legal Services Rendered through June 30, 2025.

Matter 301
TIF Bond Assessments

Date	Timekeeper	Description	Hours	Amount
06/02/25	M. Imbrogno	Corresponding regarding execution of April meeting minutes; preparing and reviewing June meeting materials.	1.60	472.00
06/03/25	M. Imbrogno	Reviewing draft meeting documents and corresponding regarding the same.	0.50	147.50
06/04/25	M. Imbrogno	Corresponding regarding meeting matters.	0.10	29.50
06/05/25	M. Imbrogno	Reviewing June meeting materials; corresponding regarding meeting matters; reviewing letter from counsel to Genesis Partners regarding CED assessment issues; phone call with county bond counsel regarding June meeting matters.	2.20	649.00
06/06/25	B. Frontuto	Draft meeting minutes regarding Board Meeting.	1.30	331.50
06/06/25	B. Frontuto	Attend Regular Meeting of Community Enhancement District Board and take minutes.	1.70	433.50
06/06/25	M. Imbrogno	Reviewing letter from counsel to Genesis Partners regarding CED Assessments; attending June board meeting; phone call with county bond counsel regarding certifications and execution of same.	3.00	885.00
06/09/25	M. Imbrogno	Reviewing correspondence related to Software Systems issues with CED assessment billing process.	1.00	295.00
06/10/25	M. Imbrogno	Reviewing further correspondence regarding Software Systems issues with CED assessment billing.	0.30	88.50
06/11/25	M. Imbrogno	Reviewing correspondence regarding Software Systems issues with CED Assessments; phone call with County bond counsel regarding meeting with County Commission, County Assessor and Sheriff's Tax Office in regard to tax tickets and CED assessments.	0.60	177.00
06/12/25	M. Imbrogno	Reviewing and revising letter to Genesis Partners' counsel regarding CED assessments; preparing and circulating	1.60	472.00

PAYMENT DUE August 20, 2025

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

34382
Charles Pointe Community Enhancement District

July 21, 2025
Invoice No. 1243467

		draft June meeting minutes.		
06/13/25	M. Imbrogno	Corresponding with board regarding meeting minutes.	0.20	59.00
06/26/25	M. Imbrogno	Reviewing follow up letter from Genesis Partners counsel regarding CED assessment issues and correspondence from County bond counsel regarding same.	0.90	265.50
		Total Hours	15.00	
		Services		$ 4,305.00
		Total This Matter		$4,305.00

cc: Laura Pysz
lpysz@harrisoncountywv.gov

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

PAYMENT DUE August 20, 2025

PROJECTS HARRISON COUNTY COMMISSION 2025 to 2030

Animal Control	Priortity	Budget	Start Date	Funding Source	Comp. Date
E Property Purchase	Priortity	Budget	Start Date	Funding Source	Comp. Date
Move dirt Ellis Property	Priortity	Budget	Start Date	Funding Source	Comp. Date
Shell building Ellis	Priortity	Budget	Start Date	Funding Source	Comp. Date
Other development for Ellis	Priortity	Budget	Start Date	Funding Source	Comp. Date
Tate Purchase	Priortity	Budget	Start Date	Funding Source	Comp. Date
Up Grade Family Courts	Priortity	Budget	Start Date	Funding Source	Comp. Date
Up Grade Magistrate Courts	Priortity	Budget	Start Date	Funding Source	Comp. Date
Up Grade and move Probation	Priortity	Budget	Start Date	Funding Source	Comp. Date
Jail up or down	Priortity	Budget	Start Date	Funding Source	Comp. Date
CCC Building	Priortity	Budget	Start Date	Funding Source	Comp. Date
Rail Trail Bridge 1	Priortity	Budget	Start Date	Funding Source	Comp. Date
Rail Trail Bridge 2	Priortity	Budget	Start Date	Funding Source	Comp. Date
Rail Trail Va to LC	Priortity	Budget	Start Date	Funding Source	Comp. Date
Rail Trail 19 to Ren.	Priortity	Budget	Start Date	Funding Source	Comp. Date
Rail Trail NV to SP	Priortity	Budget	Start Date	Funding Source	Comp. Date
Rail Trail SP To Shin	Priortity	Budget	Start Date	Funding Source	Comp. Date

13-A

Harrison County Commission

Request to Attend Meeting

Name: Mike Coffey

Department: 9-1-1

Destination: WV State Police, Charleston

Travel Dates: September 15, 2025

Reason: Terminal Agency Coordinator Class

Total Estimated Cost $ 0.00

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

Employee Signature: _____ Date: 7-16-25

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

13-B

Harrison County Commission

Request to Attend Meeting

Name: Cathy Willis

Department: 9-1-1

Destination: WV State Police, Charleston

Travel Dates: September 15, 2025

Reason: Terminal Agency Coordinator Class

Total Estimated Cost $ 0.00

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

Employee Signature: Cathy Willis Date: 7-15-25

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