Amended Agenda

Harrison County Commission Meeting

Wednesday, September 17, 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 Expressions of Love requesting $2,500 for supplying food to children & families in our community

10:10 A.M. --- Special Funding Request from the West Fork Onsite Community Cooperative, Inc requesting $6,680 for their Urgent Need for a Septic Tank Replacement and E- One Pump Maintenance

10:15 A.M. --- Special Funding Request from Town of Nutter Fort requesting $1,500 for their Community Halloween/Fall Festival

10:20 A.M. --- Special Funding Request from Town of Lost Creek requesting $1,624 for New Pole Mount Christmas Lights

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** J.E. Carder – Law Enforcement – Resignation – Effective September 1, 2025
   - **B.** Ethan Sloan – Parks & Rec – New Hire, Part time – Effective September 25, 2025
   - **C.** Zach Bartlett – Law Enforcement – Promoted to Lieutenant – Effective September 25, 2025
   - **D.** Kris Warner – Law Enforcement – Promoted to Sergeant – Effective September 25, 2025
   - **E.** Curt Diaz – Law Enforcement – Promoted to Captain – Effective September 25, 2025
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** Regular Meeting Minutes for August 20, 2025
   - **B.** Regular Meeting Minutes for September 3, 2025
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA - Enlarged Hepzibah PSD - $4,030.00
   - **B.** Quotes
   - **C.** Vendor List of Payments

6. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
    - **A.** Exonerations
    - **B.** Corrective Tickets
7. **Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements:**
    - **A. Series 2008A -** $22,290.33
    - **B. Series 2019 A&B -** $4,253.00
8. **Review—Discuss—Consider** Pratt & Whitney 2025 TIF Application per March 4, 2020 Agreement
9. **Review—Discuss—Consider** Setting Date and Time for Trick or Treating in Harrison County – Recommended to be Friday, October 31st at 6:00pm to 7:30pm
10. **Review—Discuss—Consider** Declaring the following Properties as an Emergency Nuisance within the frame work of the International Property Maintenance Code Ordinance so that Emergency measures/abatement can be commenced.
    - **A.** 276 Underhill Road, Bridgeport
    - **B.** 451 Roane Ave, Clarksburg
    - **C.** 453 Roane Ave, Clarksburg
    - **D.** 4028 Mount Clare Road, Mount Clare
11. **Review—Discuss—Consider** Terminating Lease with Softball Association at Summit Park and work with Softball for a MOU
12. **Review—Discuss—Consider** Allowing the County Administrator to work with the City of Shinnston to acquire a piece of property near the Shinnston Rail Trail (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
13. **Review—Discuss—Consider** Contract for Prosecuting Attorney's Office by Karpel Computer Systems, Inc.
14. **Review—Discuss—Consider** Rail Trail Update (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
15. **Review—Discuss—Consider** Update on Sewer
16. **Review—Discuss—Consider** Update on Ellis Property
17. **Review—Discuss—Consider** Budget Revisions
    - **A.** General County
    - **B.** Vital Services
18. **Review—Discuss—Consider** Travel Request for 911 Employees to go to APCO Customer Service in Today's Public Safety Communications Class at WV Northern Community College in New Martinsburg, WV on September 22, 2025
    - **A.** Lindsay Atha

B. Michelle Payton
C. Mike Coffey
D. Tyara Martin

19. **Review—Discuss—Consider** Travel Request for Tabitha Robey from 911 to go to APCO Cybersecurity Fundamentals for the Emergency Call Center Class at WV Northern Community College in Wheeling, WV on September 23, 2025
20. **Review—Discuss—Consider** Travel Request for Traci Bodkin from Harrison County Community Corrections to go take her Social Work Licensing Exam in Morgantown, WV on October 20, 2025
21. **Review—Discuss—Consider** Travel Request for 911 Employees to go to Suicide Caller Seminar Class Walt Smittle Training Center in Ripley, WV on October 26-28, 2025
    A. Megan Rowand
    B. Tyara Martin
    C. Tess Hawkins
22. **Review—Discuss—Consider** Travel Request for 911 Employees to go to Basic Call-Taker/Dispatcher Techniques & Procedures Class at the Walt Smittle Training Center in Ripley, WV on October 22-24, 2025
    A. Bryce Delgado
    B. Lorenda McConnell
    C. Jade Haggerty
23. **Administrator's Report**
24. **Commissioner Comments – Questions**

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

A. Weekly Fiduciary Report from the County Clerk
    1. Wednesday, August 27, 2025 through Tuesday, September 2, 2025
    2. Wednesday, September 3, 2025 through Tuesday, September 9, 2025

B. Monthly Fiduciary Commission Settlements:

C. Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service
    1. Enlarged Hepzibah PSD Regular Board Meeting Agenda for September 8, 2025
    2. Sun Valley PSD Regular Board Meeting Agenda for September 9, 2025
    3. Sun Valley PSD Regular Board Meeting Minutes for August 12, 2025
    4. Sun Valley PSD Financial Information

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

1. **Review—Discuss—Consider** Setting aside funds for work on the rail trail from the VA to Lost Creek
   - Currently no funds are allotted to this project
2. **Review—Discuss—Consider** Status update of Charles Pointe negotiations and lawsuits (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)
3. **Review—Discuss—Consider** Freeze all spending/expense relating to the re-organization of bonds (i.e MuniCap, Steptoe & Johnson)
   - Amount spent to date on Charles Pointe Bond Restructuring

   (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)

4. **Review—Discuss—Consider** Hiring a County Attorney vs Outsourcing Legal Services (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)

10:05am

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 7-29-25

Organization Name: Expressions of Love

Name and Title of Requester: Lisa Bennett, Treasurer

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

Telephone: 304-629-9102 Fax: _____ E-mail: bennhouse@aol.com

FEIN# 83-3592622 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: $ 40,000 annual

Dollar Amount REQUESTED - Grant: $ 2,500 Loan: $ 0

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): We support a wide range of urgent needs in our community, mainly focusing on supplying food to children + families.
If for a fair/festival/event, give dates and location: Date: _____ Location: _____

Describe the proposed activities with dollar amounts to be funded by this request: We do a large fundraiser annually and rely on donations from our members and the community to help fulfill the request that we receive. We sponsor backpack programs & Sit & Eat programs in Clarksburg, help families in need of food or help with utility bills. We help the Mustard Seed by providing dry milk for pick up and have supplied a beef for distribution to those that go to the Mustard Seed.

Are your financial statements audited by an outside accounting firm? (Y) N #see letter & P&L
If Yes, by whom: T. Lopez, Accountant

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N
If Yes, how? On our facebook site and at our annual fundraiser in Oct. 2025

Expressions of Love, Lisa Bennett-Treasurer 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) Expressions of Love, Lisa Bennett-Treasurer the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Expressions of Love, Lisa Bennett Treasurer 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) Expressions of Love, Lisa Bennett - Treasurer 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 Lisa A. Bennett, Treas. Expressions of Love **Date** 7-29-25

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant Expressions of Love

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):

If we would receive $2,500 we would use the funds for feeding those in need	$
Local Sit + Eat Program	$ 500.00
Food support programs Victory Elem. Robert C. Byrd HS	$ 1,000
Backpack Programs Victory Elem.	$ 750
Hygiene supplies - United H.S.	$ 250
TOTAL	$ 2,500.00

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): see attached sheet

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

Lisa A. Bennett, Treasurer — Applicant

7-29-25 — Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

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

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

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

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

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

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

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

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

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

Officers of Expressions of Love

Judy Bonamico, President
154 Woodson Blvd, Bridgeport, WV 26301

Melissa Jenkins, V President
49 Beechwood Ave, Clarksburg, WV 26301

Jackie Goff, Secretary
411 Johnson Ave, Clarksburg, WV 26301

Lisa Bennett, Treasurer
47 Famiy Dr, Clarksburg, WV 26301

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 10 2019

EXPRESSIONS OF LOVE CHARITY INC
C/O JUDY BONAMICO
424 LAWMAN AVE
BRIDGEPORT, WV 26330-0000

Employer Identification Number:
83-3592622
DLN:
26053519004989
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 15, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

COPY

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Expressions of Love

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☑ Other (see instructions) ▶ 501 (c)(3) non profit

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
100 W. Main St.

Requester's name and address (optional)

6 City, state, and ZIP code
Bridgeport, WV 26330

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
83 - 3592622

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Judy Bonamico Date ▶ 9/13/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Expressions of Love

Income & Expense

2024

Income	
Cash Bash Ticket	$ 1,396.80
Cookie Trays	2,536.05
LDE Fundraiser	9,163.11
Flight Raffle	2,084.69
Fritti Sales	4,931.63
Grants	6,000.00
LDE Tickets	9,036.57
Meatball Sale	1,986.77
Misc Donations	5,558.14
Interest Income	62.95
Total Income	$43,756.71
Expenses	
Bi County Nutrition	$ 2,000.00
Family Help	2,660.50
Food Pantries	4,812.59
Help families due to illnesses	7,300.00
American Cancer Society	1,000.00
HC Humane Society	100.00
Families needs of life necessities	1,013.66
Mission Outreach	1,500.00
Mustard Seed	3,000.00
School Food Programs	4,564.59
Help families with utility bills	1,239.15
Fritti Sale Supplies	1,302.54
LDE Expenses	429.35
Meatball Sale Expenses	1,125.00
Art Sale Expenses	205.00
Instacart Expenses (food)	462.84
Cookie Tray Expenses	179.47
Instacart Membership fee	105.93
Office Supplies	72.72
Lowes (repairs on house for grandfamily)	4,000.00
Total Expenses	$37,073.34

EXPRESSIONS OF LOVE

100 W. Main Street
Bridgeport, WV 26330
304-838-4847

Dear Harrison County Commission:

I hope this message finds you well. I would love to begin by asking—have you heard of Expressions of Love? If not, allow me to introduce us.

We are a small but dedicated nonprofit founded in 2019, born out of the pandemic, and built on the belief that passion with a purpose can make a powerful impact. Based in Harrison County, our team is made up of local mothers, grandmothers, small business owners, and neighbors all committed to helping individuals and families whose needs outweigh their resources.

At Expressions of Love, we proudly operate with zero overhead—meaning 100% of contributions go directly to community needs. Each of our meetings begins with prayer and every project is driven by compassion, faith, and a genuine desire to uplift those around us.

Our focus has grown from addressing food insecurity in school age children to supporting a wide range of urgent needs in our community. A few examples of our outreach include:

- Food support programs at Northview Elementary, Robert C Byrd High School, Friends Feeding Friends, and the local Sit and Eat Program

- Funding for children's extracurriculars: dance fees, soccer cleats, show choir dues, and more
- Emergency needs: coats, shoes, baby supplies, stoves, air conditioners and transportation for medical care
- Hygiene products and essentials not covered by food assistance programs, toothpaste, deodorant detergent, feminine hygiene products
- Prepare and provide powdered milk to a local food pantry each month for distribution

We are reaching out today because the success of our mission relies on partnerships with businesses like yours—those who believe in making a meaningful difference right here at home. Your corporate donation would provide vital support to children and families in need and as a 501(C)3, we will provide a tax receipt for all contributions. Your support does not just meet a need—it restores dignity and brings hope to our neighbors.

With sincere appreciation for your time and consideration,

Judy Bonamico
Founder, Expressions of Love
304 838-4847
judybonamico@gmail.com
FB Expressions of Love Charity



Our Recent Efforts

- Provided food for area backpack program
- Collected winger coats
- Collected non-perishables for food drives
- Assisted North View Elementary with sensory items and back packs
- Replenished food pantries at North View Elementary and Robert C. Byrd High School
- Prepared and served at 'Sit and Eat' program monthly
- Prepared and served regularly at 'Friends Feeding Friends'
- Various special "wish lists" for children in need

Contact Us

expressionsoflovecharity@gmail.com

(304) 838-4847

expressionsoflovewv

Our miss

To effect p
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About us

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How Can You Help...



Become a sponsor of community hope. Monetary donations enable us to meet unique needs as they arise.

Invaluable support also comes from volunteers, advertising and prayer warrirors for guidance and strength.

If you are interested in being an active volunteer or would like to help from your home, please reach out to one of our committed officers.

We continue to grow on our journey of community service to provide not just food, but hope and opportunities for others.

With your help, WE can reach farther!

For Tax Deductible Charitable Contributions



Who Are We

Led by the words, "We rise by lifting others", we set out to make the lives of our community members better.

Founder/President: Judy Bonamico

Vice President: Melissa Jenkins

Secretary: Jackie Goff

Treasurer: Casey Mitchell

And MANY volunteers who make it all happen!

EX

Harrison cou
better wo

10:10am

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 5 Sept 2025

Organization Name: West Fork Onsite Community Cooperative, Inc.

Name and Title of Requester: Paul E. Hamrick, Sec-Treas.

Mailing Address of Organization and Responsible Person: 59 Goldenrod Ln. Clarksburg WV 26301

If approved, this is where the check will be sent

Telephone: 304-622-5664 Fax: _____ E-mail: chubnwv@aol.com

FEIN# 54-2137832 Is your organization an IRS 501(c) 3 not-for-profit? (Y) N
If yes, attach IRS Status Letter Attch #1 501C-12 Tax Exempt Non-Profit
If no, please explain: _____

TOTAL Cost of Project/Activity: $ 6,680.00

Dollar Amount REQUESTED - Grant: $ 6,680.00 Loan: $ _____

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

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

Purpose of request (one sentence): Urgent need for Septic Tank Replacement and E-One Pump Maint.

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

Describe the proposed activities with dollar amounts to be funded by this request: Based on written proposals and past expenses.

Septic Tank (Concrete) $1,450
Pipe & Fittings $ 150
Equipt Mobilization $ 400
Operator + Labor $ 2,800
Project Cost $4,800

(Demo Project)

E-one Pump In Shop Repairs
Service Call - Remove/Reinstall
$240 ea.
In Shop Part/Labor 700 ea.
$940 X 2
Needed $1,880.00

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?

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) West Fork Onsite Coop, Inc. 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) West Fork Onsite Co-op, Inc., the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) West Fork Onsite Co-op, Inc. 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) West Fork Onsite Co-op, Inc. 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 ✓ 6. IRS Filings ✓ 7. State Filings ✓

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 Paul B Hamrick Sec-Treas **Date** 5 Sept 2025

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant West Fork Onsite Community Co-op. Inc.

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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 06 2007

WEST FORK ONSITE COMMUNITY
COOPERATIVE INC
C/O PAUL E HAMRICK
RT 3 BOX 352
CLARKSBURG, WV 26301-9689

Employer Identification Number:
54-2137832
DLN:
17053151114006
Contact Person:
MARC KENNEDY ID# 52413
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
October 30, 2003
Contribution Deductibility:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(12) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Robert Choi

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 948 (DO/CG)

Attch #1

West Fork On-Site Community Cooperative, Inc.
59 Goldenrod Lane
Clarksburg, WV 26301

Current Board of Directors and addresses,

President - Wayne Snyder

375 Jack Run Rd. Clarksburg WV 26301

Vice-Pres - Raymond Ash

103 Butterfly Ln. Clarksburg WV 26301

Sec-Treas – Paul Hamrick

59 Goldenrod Ln. Clarksburg WV 26301

Director – Vonda Rigdon

3113 Frank St. Clarksburg WV 26301

Director – Glenn Daniels

335 Daniels Rd. Clarksburg WV 26301

Director – Dave Layman

1809 Shinnston Pike Clarksburg WV 26301

Attch # 2

West Fork On-Site Community Cooperative, Inc.
59 Goldenrod Lane
Clarksburg, WV 26301

List of other contributors to the project;

Pumping of old septic tank being replaced,	$334.50
(To be paid by the West Fork Co-op)	
Permit from County Health Dept	$220.00
(To be paid by the West Fork Co-op, or possibly waived)	
River rock for fill/ditching (If needed by contractor)	$250.00
(Donated by homeowner on Demo Project)	
Miss Utility	N/A
(To be called by the West Fork Co-op before digging)	

Attch #3

West Fork On-Site Community Cooperative, Inc.
59 Goldenrod Lane
Clarksburg, WV 26301

2024/2025 **Annual Financial Statement**

This annual report reflects income and expenses for the Co-op Demo Project.

Beginning balance: $ 233.35
July 20, 2024

Demo Project : (Income)	$ 985.00
Receivables: - $ 90.00	
Total Account Deposits:	**+ $ 985.00**

Checking Account: **(Expenses)**

H.R.E.A. Elect bill payments:	$ 502.00
(Co-op electric bill – ($41.83 monthly average)	
WV Sec of State (Annual Reporting on PH Credit Card)	$ 25.00
Trumbold Equip (E-One Pump Repair)	$ 300.00
Total Expenditures :	**- $ 802.00**

July 29, 2025
Ending Balance: $ 416.35

The billing of $15.00 per month (per Demo Project customer) needs to increase to $20 as most income pays electric bill and very little for repairs when needed. Last report was Clarksburg Sewer was going to hire Right-of-way agent to begin in Arlington, no word on Glen Falls design.

Maintenance with no deductions from Coop checking funds.
Billing/Postage, Donation was made to cover portion of expense on pump repair, weed eating, pump and drain-field system & monitoring septic tanks.

West Fork On-Site Community Cooperative, Inc.
59 Goldenrod Lane
Clarksburg, WV 26301

The West Fork Onsite Community Cooperative was incorporated in October 2003 (Legal Assistance provided by WVU College of Law). It was determined best to form as a Cooperative vs a Homeowners Association as we would be providing an essential utility service to the community members of Arlington, Glen Falls, Gore and Dawmont. In 2007 the IRS determined the West Fork Co-op as a tax exempt non-profit 501 (c)(12) organization.

Working with the National Onsite Demonstration Project (EPA funded and based at WVU) we were able to build this cluster Demonstration Project in Glen Falls in 2008, which connected six homes to one drainfield. Two homes did not have a septic system at all and, with a high water table, the other four were living with water filled drainfields resulting in effluent laying on the surface.

The WV PSC in 2007 ruled that we would be a utility providing a service but would not be a regulated utility until we reached 25 or more customers. This Co-op spent 20 years on an effluent sewer system design that would have placed a new septic tank at all homes but being in close proximity to Clarksburg, the WV IJDC ruled in June of 2022 that the Co-op project was terminated. (No need for another sewer utility when the Clarksburg Sanitary Board can extend their lines out)

We now wait for the Clarksburg Sanitary Board to design and extend their sewer service but have an urgent need to replace a septic tank with an obligation to continue serving and maintaining the Demo Project for those that signed a user's agreement with the Co-op in 2008. Today only four homes are occupied and with limited revenue and no growth, the Co-op is struggling financially while we wait for Clarksburg to extend sewer collection lines out to Glen Falls which will include these homes in the Demo Project.

The WV DEP and WV Housing offers an Onsite Loan to repair or replace a septic system, but this program is for homeowners to incur the debt and repay the loan. Based on the PSC required user's agreement signed in 2008, it is not for the homeowner to replace a septic tank but the Co-op.

We therefore come to the Harrison County Commission with the urgent need to replace a septic tank but also ask if you would approve the additional amount listed. With limited revenue, we pray that you will also consider funds, in this request or in the future, to be used by the Co-op to maintain the duplex pump system until transferred to the Clarksburg Sanitary Board. (E-One pumps are used by most PSD's and municipal sewer systems)

Respectfully submitted for your consideration,

Paul E. Hamrick, Sec-Teas.

Attch #5

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** WEST FORK ON SITE COMMUNITY COOPERATIVE INC
- **EIN:** 542137832
- **Tax Year:** 2024
- **Tax Year Start Date:** 01-01-2024
- **Tax Year End Date:** 12-31-2024
- **Submission ID:** 10065520251338902220
- **Filing Status Date:** 05-13-2025
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

Attch #6

West Virginia Business Registration Receipt

Business for West Virginia
www.business4wv.com

Fees for Registration of WEST FORK ON SITE COMMUNITY COOPERATIVE INC. - 2025 Corporations Annual Report
Unified Business ID: UD000249027001
Filing Date: 05/02/2025 07:39:45

Secretary of State

Annual Report Fee	$25.00
Business Registration Total Fees	**$25.00**

Attch #7

10:15am

HARRISON COUNTY COMMISSION SPECIAL FUNDING REQUEST

Thank you for the opportunity to support 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; [redacted] Email: countyadministrator@harrisoncountywv.gov ; Question: 304-624-8500 Funding is derived from the State of West Virginia/Video Lottery Funding.

Date of Request: 09/02/2025

Organization Name: Town of Nutter Fort

Name and Title of Requester: Charlene Louk, Councilor / Leslie Cummings, Town Treasurer

Mailing Address of Organization and Responsible Person: 1415 Buckhannon Pike, Nutter Fort, WV 26301

if approved, this is where the check will be sent

Telephone: 304-622-7713 Fax: 304-623-0288 E-mail: lcummings@townofnutterfort.com

FEIN# Is your organization an IRS 501(c) 3 not-for-profit? No

If yes, attach IRS Status Letter
If no, please explain:

TOTAL Cost of Project/Activity $19,000.00

Dollar Amount REQUESTED -Grant: $1500.00 Loan: N/A

Was project funded previously by HCC? Last year If so, when; how much? $1500.00

Have you previously received funds from Harrison County Commission:
If Yes, how much? If funded multi years - list by fiscal year? When:

August 2023 • how much: $1500.00
October 2024 $1500.00

Purpose of request (one sentence):

Community Halloween/Fall Festival (Street Fair); Entertainment, Cartoon Headquarters inflatables, food and craft vendors

If for a fair/festival/event, give dates and location: Date: Saturday, 10/18/2025 Location: Pennsylvania Ave. Nutter Fort, WV

Describe the proposed activities with dollar amounts to be funded by this request:
Advertising $2500.00; DJ $575. Light plants $600. Lift rental $2700. Band $1500. Banners $500.00; Tent Rentals $ 1200.00; Port a Pot Rentals $1500.00

Misc. materials for set-up, electrical, etc. $1200. Decorations $900.

OT Wages $6000.

(Revised 8/19/14)

Are your financial statements audited by an outside accounting firm?
If Yes, by whom: Yes, Ferrari and Associates

Do you plan to recognize the Harrison County Commission 's contribution?
If Yes, how? On banner, radio advertising, website and social media

HARRISON COUNTY corvnnss10N SPECIAL FUNDING REQUEST

Town of Nutter Fort 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 Town of Ntter Fort, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Town of Nutter Fort 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 the Town of Nutter Fort 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 Leslie Cummings, Treasurer, Town of Nutter Fort, WV Date 09/02/2025

Leslie C 9/2/2025

For Official Use:

This funding request is : APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

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

NAME OF PROJECT/EVENT: Nutter Fort Halloween/Fall Festival

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

INCOME SOURCE:

_____

_____

_____

TOTAL

EXPENSE ITEM:

_____

_____

_____

TOTAL

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

TOTAL

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund Number 026

Harrison County General Fund Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Susan J Thomas, President

Attest:

	pires,	
ohn	Cler	of Harrison County

10:20am

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: 09-05-2025

Organization Name: Town of Lost Creek

Name and Title of Requester: Joanie Oliverio - Council person

Mailing Address of Organization and Responsible Person:
98 Railroad St, Lost Creek, WV 26385 - Joanie Oliverio
If approved, this is where the check will be sent

Telephone: 304-838-0309 / 304-745-3466 Fax: _____ E-mail: lcnews26385@gmail.com / joliverio65@yahoo.com

FEIN# 55 054 2430 Is your organization an IRS 501(c) 3 not-for-profit? Y (N)
If yes, attach IRS Status Letter
If no, please explain: We are a local government that is tax exempt.

TOTAL Cost of Project/Activity: $ $17,864.00

Dollar Amount REQUESTED - Grant: $ $1624.00 Loan: $

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

Have you previously received funds from the Harrison County Commisson: Y N
If Yes, how much? If funded multi years - list by fiscal year?
When: 2022 ; how much: $ 70,000.00 The commission committed to our parking lot project but we have not received the fund yet.
When: _____ ; how much: $
When: _____ ; how much: $

Purpose of request (one sentence): New pole mount Christmas Lights

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

Describe the proposed activities with dollar amounts to be funded by this request: Our current displays are on their last leg and in bad shape. We are doing fundraising with local businesses and citizens to replace the displays. Looking at our projections we are going to fall short of our goal of 30 new displays. If we purchase in January of 2026, for every 2 displays purchased we will receive a 3rd one free.

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

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N
If Yes, how? Our [illegible] in 2026, Social media, a sign in 2026 Thanking All Sponsors.

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) Janie Oliveros 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) Janie Oliveros, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Janie Oliveros 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) Janie Oliveros 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 Janie Oliveros **Date** 09-05-2025

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant The Town of Lost Creek - Joanie Olverio

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: Pole Mount Christmas Lights

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)

Dear Commissioners,

The Town of Lost Creek is in desperate need of new pole mount Christmas Lights. The pole mounts we have is over 30 years old and getting in a state of disrepair.

We have been in contact with Mosca Design, a commercial lighting company that makes pole mount commercial lighting as well as other commercial Christmas Decorations and is well known across the state and nation among municipalities for their lighting needs.

We are asking for your kind contribution to help fund our new lights. For every 2 displays purchased during the month of January 2026, we will receive a 3rd display at no charge. Lost Creek would be able to proudly display the new lights for the 2026 Christmas Season.

The price reflects the pole mount light and bracket to hang the display. Each wreath is 3.5 ft. wide outside end to outside end, has 42 LED lights and 24 ornaments, plus a large red bow at the top of the wreath.

The cost to sponsor two wreaths pole mount lights is $1624.00
(with 2 purchased displays we will get a 3rd display at no charge)



Sincerely,
Joanie Oliverio – Council Person
The Town of Lost Creek

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/1/2025		| | |-| | |-| | | | |

NAME	ADDRESS
J. E. Carder	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Resignation effective 9/1/2025

Please pay available vacation hours, if any.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Thos D. Matthews III, Sheriff	DATE 8/29/25
HUMAN RESOURCES MANAGER	DATE

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Toll Free 1-866-446-1438 or online www.amsterdamforms.com
Amsterdam

3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
09-25-25		| | | - | | - | | | |

NAME	ADDRESS
Ethan Sloan	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☑ RATE		3-1
☐ 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) Parks ; Part time

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 9-11-25
HUMAN RESOURCES MANAGER	DATE 9-11-25

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

3-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/25/2025		| | |-| | |-| | | | |

NAME	ADDRESS
Zach Bartlett	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

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) Effective 9/25/2025, promoted to Lieutenant

Please pay current rate for Lieutenant

Harrison County Sheriff's Office Pay Scale 2025-2026

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Ron D. Mathis II, sheriff	DATE 9/11/25
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

3-D

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/25/2025		| | |-| | |-| | | |

NAME	ADDRESS
Kris Wariner	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

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) Effective 9/25/2025, promoted to Sergeant

Please pay current rate for Sergeant

Harrison County Sheriff's Office Pay Scale 2025-2026

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE [signature] II, sheriff	DATE 9/11/25
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

3-E

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
9/25/2025		| | |-| | |-| | | | |

NAME	ADDRESS
Curt Diaz	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

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) Effective 9/25/2025, promoted to Captain

Please pay current rate for Captain

Harrison County Sheriff's Office Pay Scale 2025-2026

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Ronnie M. McElroy, Sheriff	DATE 9/11/25
HUMAN RESOURCES MANAGER	DATE

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At the regular meeting of the County Commission of Harrison County held on Wednesday August 20, 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**: NONE
2. **Consent Agenda**: Hinkle moved to approve as presented. Commission concurred.
3. **Payroll Change Notices:** Hinkle moved to approve A, B, C and D. Commission concurred.
   - **A.** Bianca Jamen – 911 – Probationary Period Completed – Effective August 25, 2025
   - **B.** Tyara Martin – 911 – Leave w/o pay – Effective August 9, 2025
   - **C.** David Gonzalez – Parks & Rec – Part time to Full time – Effective August 25, 2025
   - **D.** Allison Boggs – Animal Control – Resignation – Effective August 26, 2025
4. **Minutes and/ or Amended Minutes of Previous Meetings**: Hinkle moved to approve as presented. Commission concurred.
   - **A.** Special Meeting Minutes for July 29, 2025
5. **Requisitions --- Purchase Orders --- Invoices**: Laura Pysz-Laulis advised that there was some that needed pulled from the vendor list of payments. Commissioner Hinkle advised that he would like to handle the quotes separately. Ms. Pysz-Laulis explained that quote number one is for Premier Construction Group for brush clearing and road repair for the Shinnston Tower Site in the amount of $23,805.00. Ms. Pysz-Laulis advised that this one is being pulled until someone with expertise can look further into it. Laura Pysz-Laulis gave an overview of the remaining quotes on the list. Commissioner Hinkle explained that he feels that the quote for radar detectors is money that could be used better. Commissioner Hinkle moved to pull quote number one. Commission concurred. Hinkle moved to pull the quote on the radar detectors. All three Commissioners voted against. Motion failed. Trecost moved to approve quotes two through five. Commission concurred.

   Laura Pysz-Laulis gave an overview of the items on the vendor list of payments that are being pulled from the list. Hinkle moved to approve all of the vendor list of payments except the ones stated by the County Administrator. Commission concurred.
   - A. Quotes
   - **B.** Vendor List of Payments

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10:05 A.M. --- Special Funding Request from Shinnston Soccer Association requesting $2,000 for soccer field equipment replacement: Joshua Parsons, President of the Shinnston Soccer Association, and Amanda Love, Vice President of the Shinnston Soccer Association, were present. Mr. Parsons gave an overview of the funding request and what the funds will be used for. Trecost moved to allocate $2,000.00 for the Shinnston Soccer Association. Commission concurred.

10:10 A.M. --- Special Funding Request from Harrison County Livestock Association requesting $3,000 to rent tents for their livestock show: Trecost moved to allocate $3,000.00 for the Harrison County Livestock Association. Commission concurred.

10:15 A.M. --- Special Funding Request from the Italian Heritage Festival requesting $5,000 to assist with expenses for electrical upgrades beside the courthouse: Marsha Viglianco, representative from the Italian Heritage Festival, gave an overview of the funding request in the amount of $5,000.00. There was discussion on what has taken place to date and the Commission was advised that there would be no cost to the tax payers regarding this project. Hinkle moved to approve $5,000.00 for upgrades. Commissioner Thomas and Commissioner Hinkle voted in favor. Commissioner Trecost voted against. Motion carried.

6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** Hinkle moved to approve A, B and C. Commission concurred.
    - **A.** Exonerations
    - **B.** Corrective Tickets
    - **C.** Joint Property Applications
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: (None)**
8. **Review—Discuss—Consider** United International condemnation and updated exhibit (potential executive session to discuss active litigation pursuant to the attorney-client privilege): There was discussion with Chad Biller on the route options. Hinkle moved to further investigate to make sure that the County can obtain rights of ways before proceeding. Commissioner Thomas and Commissioner Hinkle voted in favor. Commissioner Trecost voted against. Motion carried.
9. **Review—Discuss—Consider** Joint Petitioner's proposed Order Approving the Asset Purchase Agreement between Summit Park Public Service District and the Clarksburg Sanitary Board: Tim Stranko, Representative for the Clarksburg Sanitary Board, advised that they are in favor of this matter. Hinkle moved to approve the order approving the asset purchase agreement between Summit Park Public Service District and the Clarksburg Sanitary Board and affix the proper signature. Commission concurred.
10. **Review—Discuss—Consider** Engagement Letter from the Harrison County Development Authority to Collaborate on a Utility Feasibility Study for the Harrison County Development Authority & Harrison County Commission Properties located on 279: Laura

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Pysz-Laulis explained the engagement letter and advised that this is a feasibility study for the utilities only. There was discussion on who would be covering the cost of the study. Trecost moved to move forward with the feasibility study for the utilities and cap the Commissions cost at $5,000.00. Commission concurred.

11. **Review—Discuss—Consider** giving the Deputies an additional .5% raise: Laura Pysz-Laulis explained that the total cost for this is $23,000.00 per year. Commissioner Thomas moved to proceed with the 0.5% raise for deputies for the September 15th pay pending auditor approval. Commissioner Thomas and Commissioner Hinkle voted in favor. Commissioner Trecost voted against. Motion carried.
12. **Review—Discuss—Consider** Promoting Michelle Tonkin to Assistant County Administrator (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee): Trecost moved to enter into executive session per §6-9A-4(B)(9). Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
    Commissioner Thomas moved to come out of executive session and enter into regular session. Commission concurred.
    Commissioner Hinkle moved to approve making Michelle Tonkin the Assistant County Administrator and will step in as the County Administrator when Ms. Pysz-Laulis is absent, employees will answer to Ms. Tonkin when she is in this role and her salary go from E5 to G5 effective September 10, 2025. Commission concurred.
13. **Review—Discuss—Consider** Change Order #2 CEC Route 19 Feasibility Study Ecological permitting scope of work (ARMY Corp): Ryan Haws from CEC gave an overview of the scope of work. Trecost moved to approve moving forward with the feasibility study for the Route 19 property. Commission concurred.
14. **Review—Discuss—Consider** Firework Ordinance: Commissioner Trecost explained why he placed this matter back on the agenda. Laura Pysz-Laulis explained the changes to the original ordinance presented. Trecost moved to pass the original ordinance with the exception of the fines. Commissioner Trecost voted in favor. Commissioner Thomas and Commissioner Hinkle voted against. Motion failed.
15. **Review—Discuss—Consider** Raising 911 Fees; Paul Bump gave an overview of increase. Member from 911 and the County Administrator will work on this matter and come up with some numbers.
16. **Review—Discuss--Consider** Order Appointing Alex J. Harclerode to the Charles Pointe Community Enhancement District Board: Laura Pysz-Laulis advised that this is replacing Doug Miley's seat and recommends approval. Hinkle moved to approve appointment. Commission concurred.
17. **Review—Discuss—Consider** Hiring a Grant Writer/Manager instead of a Grant Administrator: Laura Pysz-Laulis explained the possibility of contracting the grant writing out. Hinkle moved to have the grant administrator position to include being able to write grants. Commission concurred.
18. **Review—Discuss—Consider** Due to the ongoing sewer and drainage issues in Modoc Alley, instruct McKinley to publish an RFP for emergency sewer repair at the GSB. The

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RFP will not be issued until the official report prepared by Blood Hound is received and reviewed by McKinley, County Commissioners and County Attorney.

19. **Review—Discuss—Consider** Parking lots: Commissioner Trecost advised that he wants one lot for employees, the other two for the public and credit cards will be used for payment and no cash. There was discussion of the cost for employees and public to park. There was also discussion of who parks in the current County parking lot and how many spots are taken up by other entities.
    - Allocating Spaces for Employees and Public Parking: Trecost moved to approve the top parking lot for employees and the bottom two for the public. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
    - Cost: Trecost moved to approve $3.00 per day for the public lots. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
    - Signage
    - Payment Options: Hinkle moved to have credit card payments only. Commissioner Trecost and Commissioner Hinkle voted in favor. Commissioner Thomas voted against. Motion carried.
20. **Review—Discuss—Consider** Awarding Bid for Fire Study: Laura Pysz-Laulis advised that two bids have been received for the Fire Study. One bid being $74,960.00 and the other bid being $94,000.00. Hinkle moved to table this matter until OEM and 911 can look at the proposals and come back to the Commission with recommendations. Commission concurred.
21. **Review—Discuss—Consider** Awarding Bid for the equipment to be utilized at the 3 new HCC parking lots: Laura Pysz-Laulis advised that there are two bids for the parking lots with cash and credit cards as options. There was discussion of what additional cost would be incurred by the Commission. Ms. Pysz-Laulis advised that Flash Parking is the lowest bidder. Hinkle moved to award Flash Parking for RFP in the amount of $145,076.00 and the President to affix signature. Commissioner Thomas and Commissioner Trecost voted in favor. Commissioner Hinkle voted against. Motion carried.
22. **Review—Discuss – Consider** Setting dates and times for 2-3 Public Meetings with stakeholders who have an interest in development options at the Ellis Property
    - Discussion will be of who to invite including providing contact info

    Commissioner Hinkle advised that he was the one that placed this matter on the agenda. Commissioner Hinkle explained that he would like a public meeting with the stakeholders present so that things are done in the public's best interest. Hinkle moved to have staff pick locations throughout the County, pick dates, invite stakeholders and hold public meetings to see what the County can do and offer. Commissioner Hinkle voted in favor. Commissioner Thomas and Commissioner Trecost voted against. Motion failed.
23. **Review—Discuss—Consider** Zayo on Lost Creek trail
    - Needs signs on trail to warn of work or to indicate trail is closed

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Laura Pysz-Laulis advised that since the agenda had come out, Danny Hamrick, Director of Maintenance, visited the Lost Creek Trail and was unhappy with holes that were left open and advised that it was not safe. Ms. Pysz-Laulis explained that since then Zayo was filling in the holes and correcting the safety issues. Ms. Pysz-Laulis advised that the construction is supposed to continue until the end of October 2025.

24. **Review—Discuss—Consider** Chad Biller/Thrasher – to provide cost of fixing Lost Creek rail trail: Commissioner Hinkle explained that this is for the rail trail from Mount Clare Fire Department to Lost Creek and is 5.4 miles long. Hinkle moved to approve the task order and affix the appropriate signature. Commission concurred.
25. **Review—Discuss—Consider** Approving Thrasher contract/ Task Order for work on Rt. 19 to Reynoldsville trail.
    - Funds have been set aside for this project

    Hinkle moved to approve task order number 7 and to affix President's signature and amend the name so it does not get confused.

    Commissioner Hinkle moved to table item 26, 27, 28 and 29 due to the lack of people involved being present. Commission concurred.

26. **Review—Discuss—Consider** Setting aside funds for work on the rail trail from the VA to Lost Creek
    - Currently no funds are allotted to this project

    TABLED
27. **Review—Discuss—Consider** Status update of Charles Pointe negotiations and lawsuits (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)

    TABLED
28. **Review—Discuss—Consider** Freeze all spending/expense relating to the re-organization of bonds (i.e MuniCap, Steptoe & Johnson)
    - Amount spent to date on Charles Pointe Bond Restructuring

    (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)

    TABLED
29. **Review—Discuss—Consider** Hiring a County Attorney vs Outsourcing Legal Services (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)

    TABLED
30. **Review—Discuss—Consider** Budget Revisions from the Sheriff for Security(730)
    - $1,273.60 from line item 027-730-225-00 to line item 027-730-345-00

    Trecost moved to approve. Commission concurred.
31. **Review—Discuss—Consider** Letter to the Alcohol Beverage Control Administration –
    - Ovies Wine Cellar, LLC dba Haunting Hill
      434 Jacobs Road
      Mount Clare, West Virginia 26408

    Trecost moved to approve. Commission concurred.

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32. **Review—Discuss—Consider** Letter to the Alcohol Beverage Control Administration –
    - Tubby's Café
      269 Factory Street
      Clarksburg, West Virginia 26301

    Trecost moved to approve. Commission concurred.
33. **Review—Discuss—Consider** Request to Travel for Pegi Bailey to go to the Bridgeport Conference Center for OEM Conference: Trecost moved to approve. Commission concurred.
34. **Review—Discuss—Consider** Request to Travel from 911 Employees to go to WV Telecommunicators Conference at Bridgeport Conference Center on October 7-9, 2025
    - **A.** Chris Cutright
    - **B.** Bryce Delgado
    - **C.** Jesua DeProspero
    - **D.** Megan Fox
    - **E.** Matthew Gump
    - **F.** Mica Love
    - **G.** Tyara Martin

    Trecost moved to approve. Commission concurred.
35. **Review—Discuss—Consider** Request to Travel for Robert Leonard from Planning to go to Asbestos Inspector Refresher Class 2025 on August 15, 2025: Trecost moved to approve. Commission concurred.
36. **Review—Discuss—Consider** Request to Travel for Robert Leonard from Planning to go to WVCOA Fall 2025 Seminar on September 4-5, 2025 in Flatwoods: Trecost moved to approve. Commission concurred.
37. **Administrator's Report**: laura Pysz-Laulis advised that the Flea Market was a success and work has begun on the levy.
38. **Commissioner Comments – Questions:** Commissioner Thomas asked if there was a date for softball yet. Commissioner Hinkle advised that he understands that there is a meeting set to discuss the Ellis Property and he has not been notified. Commissioner Hinkle did some research on rail trail organizations in other Counties and rail trail boards. Commissioner Hinkle asked how to get it organized and get an organization started.

    Trecost moved to adjourn. Commission concurred.

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

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_____ _____

Susan Thomas, President Date

At the regular meeting of the County Commission of Harrison County held on Wednesday, September 3, 2025, Commissioners Susan Thomas, Patsy Trecost II, and David Hinkle were present. Also present were Laura Pysz-Laulis - County Administrator, John Spires - County Clerk, and Trey Simmerman - County Attorney, via Zoom. Commissioner Thomas opened the meeting. Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

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1. Public Comment Period: Bill O'field, resident, thanked the Commission for responding to a request on behalf of the Hepzibah PSD for the Hepzibah water project a few years ago. Also Mr. O'field and thanked the Commission for the Alzheimer's and Brain Awareness Proclamation in June and raising awareness for Alzheimer's fundraiser.

10:05 A.M. --- Estate Hearing – Petition to Accept a Copy of a Will – Susan Osborn: Victoria Lim, Executrix, petitioned the Commission to accept a copy of Susan Osborn's Will as the original was not found. Hinkle moved to accept the petition, accept a copy of the Will, admit the will to probate, and provide notice and a copy of the order to contingent heirs. Commission concurred.

10:10 A.M. --- Special Funding Request for Expressions of Love, requesting $2,500.00 towards supplying food to children & families in the community who are in need. No representative attended meeting. Hinkle moved to table the funding request for Expressions of Love. Commission concurred.

2. Consent Agenda: Hinkle moved to approve as presented. Commission concurred.

3. Payroll Change Notices: Hinkle moved to approve Payroll Change Notices A, B, and C as presented. Commission concurred.
    A. Tabitha Robey – 911 – Training Completed – Effective 09/10/25
    B. Brandon P. Delaney – 911 - Training Completed – Effective 09/10/25
    C. Deanna Basile – County Clerk – Resignation – Effective 09/05/25

4. Minutes and/ or Amended Minutes of Previous Meetings: Hinkle moved to approve 4A Regular Meeting Minutes for August 6, 2025 as presented. Commission concurred.
    A. Regular Meeting Minutes for August 6, 2025

5. Requisitions --- Purchase Orders --- Invoices: Hinkle moved to accept A, B, C, and D as presented. Commission concurred.
    A. ARPA – Enlarged Hepzibah PSD $1,110.22
    B. ARPA – Greater Harrison PSD $3,000.00
    C. Vendor List of Payments
    D. Quotes

6. Exonerations --- Corrective Tickets --- Joint Property Applications: Hinkle moved to approve Exonerations and Corrective Tickets A and B as presented. Commission concurred.
    A. Exonerations
    B. Corrective Tickets

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: Hinkle moved to approve A, B, C, and D. Commission concurred.
    A. Series 2021 A&B - $718.75
    B. Series 2021 - $400.00
    C. Series 2019 A&B - $3,846.25
    D. Series 2008 A - $9,281.25

8. Review—Discuss—Consider Potential settlement with Purdue Pharma & Sackler Family re: opiate litigation (potential executive session pursuant to the attorney-client privilege): Hinkle moved to approve the settlement letter and affix the president's signature. Commission concurred.

9. Review—Discuss—Consider United International condemnation and updated exhibit (potential executive session to discuss active litigation pursuant to the attorney-client privilege): Discussion was held on the potential Rail Trail connection with recommendations from the county attorney, Trey Simmerman, and Thrasher engineer, Chad Biller. Trecost moved to proceed with the original plan. Commission concurred.

10. Review—Discuss—Consider Update on Rail Trail: Laura Pysz-Laulis spoke about Danny Hamrick, Maintenance Director, overseeing Rail Trail fiber install to ensure proper repairs.

11. Review—Discuss—Consider Travel Request for 911 Employees to go to the RapidSOS Unite platform demonstration at the Allegheny County Emergency Services, Moon Twp, PA, held on September 4th, 2025: Hinkle moved to approve travel for 911 Employees A, B, C, and D. Commission concurred.
    A. Chris Cutright
    B. Paul Bump
    C. Andy Bailey

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D. Travis Miller

12. Review—Discuss—Consider Travel Request for 911 Employee Paul Bump to attend Camp Dawson, Kingwood, WV 2025 Statewide Interoperable Radio Network (SIRN) Conference held on September 14-18, 2025: Trecost moved to approve travel. Commission concurred.

13. Review—Discuss – Consider Travel Request for 911 Employees to go to the West Virginia Northern Community College, Wheeling Campus on September 23, 2025, for the APCO Cybersecurity Fundamentals for the Emergency Call Center Class: Hinkle moved to approve travel911 Employees . Commission concurred.
    A. Brandon Delaney
    B. Matt Gump
    C. Jade Haggerty
    D. Consuela Jones

14. Review—Discuss—Consider Travel Requests for 911 Employees to go to the Walt Smittle Training Center, Ripley, WV, on September 21-23, 2025, for a Call-Taker/ Dispatcher Critical Incident Management Class: Hinkle moved to approve travel for 911 Employees. Commission concurred.
    A. Heather Mick
    B. Corey Hagan
    C. Becca Martin

15. Administrator's Report: Laura Pysz-Laulis spoke of working with the City of Clarksburg on the sewer issues, a successful Italian Heritage Festival, and working on Levy information.

16. Commissioner Comments – Questions: Hinkle spoke about the Shinnston issue and thinks the Commission hired the wrong company. Trecost said he is meeting with the staff September 10th at 10 am.

Trecost moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

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5-A

SUN VALLEY PUBLIC SERVICE DISTRICT

IJDC No. 2022S-2148

IIIA Resolution #13

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
	$ -	$ -	$ -	
	$ -		$ -	
Sun Valley Reimb Lift St	$ 4,030.00		$ 4,030.00	$ -
	$ -			
	$ -	$ -		
Total	$ 4,030.00	$ -	$ 4,030.00	$ -

ADOPTED BY the Sun Valley Public Service District this 9th day of September 2025

By: _____

Its: Chairman

_____

Board Member

5-B

Date of Meeting	9/17/2025	QUOTES		
Department	**Vendor**	**Description**	**Price**	**Line Item #**
911 Center	Motorola Solutions, Inc	Seven Year discounted service package that will replace exsisting multi-year service agreement to cover new radio dispatch consoles if approved. Contract is billed annually. First payment due May 26th, 2026	$750,225.01	007-712-459-00
911 Center	Motorola Solutions, Inc	Eleven new Command Central AXS Radio Dispatch Consoles to replace aging radio system with limited servicability and upgrade capacity to maintain functionality and operational objectives. Price represents a re-negotiated price for purchase vs. lease option.	$698,000.00	007-712-459-00
Maintenance	Lemon & Barrett's Powersports	2024 Polaris R24E3CC2BD EV ATV w/ Accessories	$29,489.00	001-442-459-01
Parks & Rec.	CEC- Civil Engineering Consultants, Inc.	Proposal for Professional Surveying Service for Harrison County Parks & Rec. Center	$5,300.00	027-900-223-00

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

5-C

Date of Meeting	9/17/2025	Invoice							
Department	Vendor	Description	General County Fund	E-911	Vital Services Levy	Community	Community		
Name	Name	Note	001	007	027	Corrections	Improvement Fund 026	Fund	Needed
911 Center	City of Bridgeport	735 Genesis Blvd - Water, Sewer, Sprinkler Fee, Fire Fee, Utility Tax		$293.85					
911 Center	Harrison Rural Electric Association	911 Center Electric Utility Bill - Lost Creek Location		$1,599.83					
911 Center	Harrison Rural Electric Association	912 Center Electric Utility Bill - Genesis Blvd Location		$2,619.93					
911 Center	Language Line Services	Subscription for 24/7 phone assistance for interpreter service to assist with non-english speaking 911 callers		$76.05					
911 Center	Benchmark Professional Seminars, Inc.	(3) Critical Incident Call Taker Seminar: Becca Martin, Heather Mick, Corey Hagan		$737.00					
911 Center	National Emergency Number Association (NENA)	Enhanced Fire Dispatching Class - 11 Students		$2,420.00					

911 Center	National Emergency Number Association (NENA)	Enhanced Fire Dispatching Contingency		$1,100.00					
911 Center	National Emergency Number Association (NENA)	Transforming 9-1-1 Center Culture Class - 10 Students		$2,200.00					
911 Center	National Emergency Number Association (NENA)	Transforming 9-1-1 Center Culture Class Contingency		$1,250.00					
911 Center	US Bank	WV Telecommunicators Conference Registrations: Chris Cutright, Jesua DeProspero, Bryce Delgado, Matthew Gump, Mica Love, Megan Fox, Tyara Martin		$2,100.00					
911 Center	Lowes	2 Gallons of Waterproofing stain, metal pan and liners, rollers, and box of drywall screws needed for work being conducted at Salem Tower site							$72.34
911 Center	Frontier	Internet Service for JSJOC Charles Pointe		$220.50					
911 Center	UniFirst Corporation	Carpet Runner Service for JSJOC Charles Pointe			$62.25				

911 Center	Waste Management	Refuse Disposal Service for JSJOC Charles Pointe			$192.27				
911 Center	Ace Hardware of Salem WV	24'' Level, tape measure, post hole digger, and spud bar needed for work being conducted at Salem Tower Site							$110.96
911 Center	APCO International	(8) APCO EMD 5.4 Student Manuals plus Shipping		$863.28					
911 Center	Shinnston Ace Hardware	Supplies - Plumbing Supplies & Fixtures - (1) Lever Flush ZN Die Cast			$8.59				
911 Center	WV Correctional Industries	One Street Marker (McVaney Rd) and two 5' U-Channel Posts		$61.31					
911 Center	Lowes	Clorox Disinfectant wipes and swiffer duster refills for JSJOC Charles Pointe			$28.37				
911 Center	UniFirst Corporation	Carpet Runner service for JSJOC Charles Pointe			$62.25				
911 Center	APCO International	(1) APCO Illuminations - CTO Track, Mastering CTO Duties - Megan Rowand		$125.00					
911 Center	The Water Shop	Bottled Water Delivery for JSJOC Charles Pointe			$37.50				

911 Center	Universal Engineering & Contracting LLC	Multiple Invoices - New Control Board for one of the generators at PK Tower site, & Replace fuel regulator and shut off valve on the generator at PK Tower site		$7,701.14					
911 Center	Pace Enterprises	Professional Shredding Service for Harrison County 911			$86.00				
911 Center									
911 Center									
Ambulance Authority	Anmoore EMS	August 2025 Allotment - 162 Runs @ $34.00/run			$5,508.00				
Ambulance Authority	Bridgeport Fire Department / EMS	August 2025 Allotment FOR bems 51 = 129 Runs @ $34.00/run, & BEMS 52 = 105 Runs @ $34.00/run			$7,956.00				
Ambulance Authority	Harrison County EMS	August 2025 Allotments for EMS 61: 331 Runs @ $34.00/run, EMS 62: 41 Runs @ $34.00/run, EMS 63: 135 Runs @ $34.00/run, EMS 67: 144 Runs @ $34.00/run			$22,134.00				
Ambulance Authority	Nutter Fort VFD	August 2025 Allotment - 99 Runs @ $34.00/run			$3,366.00				

Ambulance Authority	City of Salem	August 2025 Allotment - 26 Runs @ $34.00/run			$884.00				
Ambulance Authority	Stratodyne, Inc	Oxygen Tank Maintenance			$32,358.00				
Animal Control	Clarksburg Veterinary Hospital	Multiple Invoices - Services for Animals from Neglect Cases			$603.21				
Animal Control	Clarksburg Veterinary Hospital	Multiple Invoices - Spay & Neuter			$2,154.00				
Animal Control	City of Shinnston	Animal Control Water Utility Bill			$183.94				
Animal Control	Enterprise Sanitation	Garbage Utility Bill for Animal Control			$178.01				
Animal Control	Audubon Animal Clinic	Multiple Invoices - Vet Visits			$400.62				
Animal Control	US Bank - Tomahawk Live Trap	Supplies - Son of the Beast 24'', BGD-Bite Guard Delux 18'' Top Grain Leather Glove with Kevlar Lining Large, Freeman Jumbo Net, DPC1 Disposable Pet Carrier 25 Pack plus shipping			$124.14				
Animal Control	The Water Shop	Multiple Invoices - Water for Animal Control for July, August & September			$102.94				
Animal Control	A-1 Exterminating Co, Inc	Multiple Invoices - General Pest Control Services for Animal Control for July & August, 2025			$100.00				

Animal Control	Tractor Supply Co	(2) Supplies Restock			$73.98				
Animal Control	SNIP WV	Professional Services August 2025 Rachel Ray Grant			$1,731.00				
Animal Control	First Guaranty Bank	Good Hope Animal Hospital - Vet Visit			$189.50				
ARPA	Sun Valley PSD	Sun Valley PSD - ARPA Funds request - Phase IIIA Wastewater Collection System Project - Requisition #13						$4,030.00	
ARPA									
Assessor	Chenoweth Ford	Parts - Plate # CY5765 - (1) Reflector Assembly	$17.86						
Circuit Clerk	First Guaranty Bank	Reservation for October WVACO 2025 Board Meeting	$226.84						
Circuit Court	The Water Shop	Water for Harrison County Circuit Court - Judge Shaffer's Jury Room	$39.00						
Circuit Court	The Water Shop	Water for Harrison County Circuit Court - Judge McCarthy's Jury Room	$45.00						
Circuit Court	The Water Shop	Water for Harrison County Circuit Court - Judge McMunn's Jury Room	$27.00						
Circuit Court	Brenda Hinkle	Mental Hygiene Order	$479.50						

Commission	Visual Edge IT	Copier Rental for the Prosecuting Attorney's Office	$318.95						
Commission	Visual Edge IT	Copier Rental for the Prosecuting Attorney's Office	$509.60						
Commission	Visual Edge IT	Copier Rental for the Sheriff's Office	$189.95						
Commission	Pitney Bowes Bank Inc. Purchase Power	Postage for the Commission	$20,923.51						
Commission	Waste Management	609 West Main Street - Sheriff's Office Garbage Utility Bill	$125.07						
Commission	Waste Management	301 West Main Street - Courthouse Garbage Utility Bill	$1,695.49						
Commission	Mon Power	Public Safety Building Electric Utility Bill	$1,784.78						
Commission	Clarksburg Water Board	306 Washington Ave Water Utility Bill	$334.33						
Commission	Clarksburg Water Board	609 West Main St - Sheriff's Office - Water Utility Bill	$427.54						
Commission	Clarksburg Water Board	306 Wahington Ave Water Utility Bill	$401.28						
Commission	Clarksburg Water Board	Courthouse Water Utility Bill	$699.34						
Commission	Clarksburg Water Board	Extension Office Water Utility Bill	$121.19						
Commission	Clarksburg Water Board	General Services Building Water Utility Bill	$469.94						
Commission	Waste Management	301 West Main St - Courthouse - Garbabe Utility Bill	$73.55						

Commission	US Bank	Indeed.com - Job Sponsored on Indeed	$478.50						
Commission	US Bank	WV State Auditor Training Registration Fee for Susan Thomas	$275.00						
Commission	US Bank	Adobe.com	$49.99						
Commission	US Bank	Amazon Prime Subsciption	$14.99						
Commission	US Bank	Amazon.com - Parts for Pressure Washer	$26.99						
Commission	US Bank	Amazon.com - Restock of Supply cage	$4,133.43						
Commission	US Bank	Fibertronics - Custom Fiber Cable to replace run in Family Court/Annex	$173.21						
Commission	Bridgeport Express Care	Office Visit, XRAY for Daniel Gonzalez	$385.00						
Commission	CityNet, LLC	Phone / Internet Service for the Courthouse	$11,452.43						
Commission	UniFirst Corp	Weekly Rugs / Maintenance Supplies Contract for the Courthouse	$176.03						
Commission	Thomson-Reuters - West	Online Software Subscription Charges	$610.26						

Commission	Advantage Technology, LLC	Harrison County Commission Monthly Billing for September, 2025 for (400) Office 365 G1 (GCC) Annual Commitment Paid Monthly, & (10) Office 365 G3 (GCC) Annual Commitment Paid Monthly	$4,230.00						
Commission	Software Systems Incorporated	Multiple Invoices - Courthouse Contractual - Level 2 & 3 Maintenance - July & August, 2025	$4,410.35						
Commission	WV Corp	Workers Comp	$28,748.75						
Commission	Visual Edge IT	Black Toner Sheriff's Office	$189.99						
Commission	A-1 Exterminating Company	General Pest Control services for the Senior Center	$90.00						
Commission	A-1 Exterminating Company	General Pest Control services for the GSA Building	$210.00						
Commission	A-1 Exterminating Company	General Pest Control services for the Old DHHR Building	$173.25						
Commission	A-1 Exterminating Company	General Pest Control services for the Sheriff's Office	$90.00						
Commission	Stationers	Supplies - (50) Invisible Tape Rolls	$518.00						
Commission	FedEx	Postage Charges for the Commission	$111.63						
Commission	TK Elevator	Gold Full Elevator Maintenance	$4,379.02						

Commission	Fleetcor (dba Fuelman)	Gasoline Purchases for August, 2025	$19,258.44						
Commission	James & Law	Office Furniture for HR Generalist	$1,847.00						
Commission	WV News	Newspaper Ads	$786.24						
Commission	CPS HR Consulting	Update County Commission Employee Handbook	$9,750.00						
Commission	Alpha Energy Solutions	Service Call - Completed replacement of Compressor, Filter Drier, and Contactor as requested. Checked all operations.	$7,200.00						
Commission	Mon Power	License Plate Readers Electric Utility Bill	$49.64						
Commission	US Cellular	Harrison County Commission Phone Bill	$385.38						
Commission	US Cellular	Harrison County Commission Phone Bill	$86.62						
Commission	The Thrasher Group	Professional Services for Projects: #080-10097.00(Rail Trail Review & Cost Estimate Adamston to Jarvisville), #T30-10097.00 (FEMA Grant Meeting & Stone Estimate for Repairs), #T30-10097.00 (United Coal Exhibit)	$8,650.00						

Commission	Pratt & Whitney Engine Services, LLC	Request for Appropriation for Tax Year 2025 - Pratt & Whitney TIF							$240,768.00
Commission	US Bank	Quiet Dell School Water Utility Bill	$44.89						
Commission	Lowes	Supplies	$192.47						
Commission	Hart Office Solutions	Black Toner Cartridges for the Circuit Clerk	$332.68						
Commission	Pace Enterprises	Professional Shredding Service for the Commission	$160.00						
Commission	Simmerman Law Office, PLLC	General Advice - Attorney Fees & Expenses through August 31, 2025	$33,012.50						
Commission	First Guaranty Bank	Radiation Badges for Security Guards	$148.47						
Commission	UniFirst Corp	Weekly Rugs / Maintenance Supplies Contract for the Courthouse	$181.38						
Commission	First Guaranty Bank	Deputies Credit Card Charges	$383.59						
Commission	First Guaranty Bank	New Office Chair for HR Generalist	$189.96						
Commission	First Guaranty Bank	Finance Charge	$17.41						
Commission	Frontier	Courthouse - Phone Service Bill	$44.39						
Commission	The Arc of Harrison County	Billing for the Month of August, 2025 for Darius Jackson: 71.50 hours	$594.00						
Commission	Mon Power	General Services Building Electric Utility Bill	$11,773.48						

Commission	Alpha Energy Solutions	Service Call - Completed compressor replacement, added 407C refrigerant and replaced expansion valve. Verified proper operations.	$7,500.00						
Commission	Alpha Energy Solutions	Service Call - Investigated elevated temperature and adjusted blower speed. Verified proper operation.	$626.73						
Commission	Alpha Energy Solutions	Service Call - Investigated A/C, replaced filters supplied by customer, replaced capacitors, compressor needs to be replaced and provided quote.	$409.46						
Commission	Frontier	Courthouse Fiber Internet	$179.81						
Community Corrections	BestNotes, LLC	Monthly Fees and Additional Users				$620.00			
Community Corrections	Solid Ground Therapy Services	Clinical Supervision - Emily Rebelo				$200.00			
Community Corrections	Gournet Catering and Restaurant LLC	HC Community Corrections Advisory Board				$292.00			
Community Corrections	OpAns	DBS Toxicology Panels (August 2025)				$10,000.00			

Community Corrections	DMV / Safety and Treatment Services	Multiple Invoices - (14 total) - August 2025 - Safety and Treatment Class,				$1,750.00			
Community Corrections	Canon Financial Services, Inc	Copier Fee August 2025							$119.07
Community Corrections	Micro Distributing II, LTD	(9) Hair Mega Panel - August, 2025, (561) 16 Panel Drug Urine Test - August, 2025, (1909) Additional Substances Test - August, 2025				$46,172.70			
Community Corrections	Alcohol Monitoring Systems, Inc	(481) CAM Daily Monitoring Fee - August, 2025, (198) Remote Breath Monitoring Fee - August, 2025				$2,829.53			
Community Corrections	Grandeotto, Inc	Parking Lot Rent (10) October, (10) November, (10) December, 2025				$900.00			
Community Corrections	Harrison County Commission	Rent for: October, November & December, 2025				$15,000.00			
Community Corrections	Lowes	Multiple Invoices - Supplies - Cable Concealer Kit, Fly Traps, Trap refills, Surge Strip, Batteries, Outlet Power Strip				$292.34			
Community Corrections	US Bank	Multiple Invoices - Social Work Fees, Sherwin-Williams, Paper Statement Fee, Amazon, Paypal				$1,077.36			

Community Corrections	Traci Bodkins, HCCC	Social Work Liscensing Exam Reg Fee, Masters Exam Fee				$230.00			
County Clerk	The Water Shop	Water for the County Clerks Office	$54.00						
County Clerk	The Exponent Telegram	Legal Ad	$14.03						
County Clerk	Compiled Technologies	Vitals Paper	$2,500.00						
County Garage	Woodford Oil Company	Supplies - 150.0000 Gal CIT Supergard Syn Bld 5w20 Bulk	$1,650.00						
County Garage	Chenoweth Ford	Multiple Invoices - Parts - Plate #'s 504243, 504752, 504696 - Moulding, Shield, V-Belt	$443.17						
County Garage	Chenoweth Ford	Multiple Invoices - Supplies - Tire Pressure Monitoring System Transmitter, Brake Lining Kit, Brake Rotor Assembly, Tire Pressure Monitor System Sensor Kit, Air Clean Element Assembly	$1,278.97						
County Garage	Wholesale Tire Inc	Tires - Plate # 505177 - (1) 255/60R18 (SL) Goodyear Eagle Enforcer BSW 108V	$136.96						

County Garage	Fisher Auto Parts, Inc.	Supplies - (12) Silent Stop Non-Chlorinated Brake Cleaner, (2) Warren Dist Mag 1 Dot 3 Brake Fluid, Quart	$53.78						
County Garage	Fisher Auto Parts, Inc.	Multiple Invoices - Parts - Plate #'s 504714, 504696 - Delphi Chassis Steering Tie Rod End, Silent Stop Disc Brake Caliper, Dorm Hydraulics Brake Hydraulic Hose	$339.27						
County Garage	Harry Green 7 Acres	Parts - Plate # 504243 - 4 Wheel Alignment	$135.95						
County Garage	Toothman Ford	Multiple Invoices - Parts - Plate #'s 504337, 504246 - Chassis Diagnosis and or repair. Electrical Diagnosis and or repair.	$1,034.97						
Economic Development	Harrison County Economic Development Corp	Annual Statewide Economic Conference							$3,000.00
Family Court	The Water Shop	Water for Harrison County Family Court	$27.00						
Grants	The Water Shop	Water for the Grants Department	$24.00						
Heath Access									

Home Incarceration	Buddi US LLC	(1412) August 2025 (Smart Tags)							$5,365.60
Home Incarceration	Idemia Identity & Security	Live Scan Maintenance & Support							$500.00
Law Enforcement	Optimum	Internet	$156.02						
Law Enforcement	Galls	Commenddation Bar	$178.12						
Law Enforcement	Skasiks Cleaners	Dry Cleaning	$296.42						
Law Enforcement	Industrial / Organizational Solutions	Exams for Promotions	$1,044.00						
Law Enforcement	Rocic	In Service Fees	$300.00						
Law Enforcement	Benny's Boot Hill	Safety Toe Shoe- Z. Kesling	$179.91						
Law Enforcement	TLG Printing Services	Multiple Invoices - Talkington (Cards), Door Hangers for the Process Division	$145.00						
Law Enforcement	Creative Product Sourcing, Inc.	DARE Supplies	$190.00						
Law Enforcement	Robins Perfect Fit	Harris - Hem Slacks	$30.00						
Law Enforcement	Idemia Identity & Security	Multiple Invoices - Live Scan Maintenance & Support	$5,417.00						
Law Enforcement	Truist	Law Enforcement Charges	$1,904.00						
Law Enforcement	US Cellular	Cellular Bill	$2,284.29						
Law Enforcement	Trappuzzano's	Multiple Invoices - Difference due for shirt, Name Tag, Misc for Uniforms	$1,282.09						

Law Enforcement	Project Life Saver	Shipping Charges							$14.09
Law Enforcement	First Guaranty Bank	Multiple Invoices - National Night Out Charges for: Burnside, Childers, Heater, Robey							$566.34
Law Enforcement	First Guaranty Bank	Multiple Invoices - Deputies Credit Card Charges	$830.99						
Law Enforcement	First Guaranty Bank	Multiple Invoices - Deputies Credit Card Charges	$109.02						
Law Enforcement	First Guaranty Bank	Credit Card Charges for Bartlett	$97.10						
Law Enforcement	First Guaranty Bank	Multiple Invoices - Deputies Credit Card Charges	$4,210.86						
Magistrates	Kim Wygal	Phone Bill for July, August & September, 2025							$154.92
Magistrates	Mike Weiss	Phone Bill for July, August & September, 2026							$154.92
Magistrates	Kevin Renzelli	Phone Bill for July, August & September, 2027							$154.92
Magistrates	Warren Davis	Phone Bill for July, August & September, 2028							$154.92
Magistrates	Frank DeMarco	Phone Bill for July, August & September, 2029							$154.92
Magistrates	The Water Shop	Water for Magistrate Weiss	$32.00						
Magistrate Clerks	The Water Shop	Water for Harrison County Magistrate Clerks Office	$27.00						

Maintenance	Global Industrial	Multiple Invoices - Cleaning Supplies	$4,352.13						
Maintenance	The Water Shop	Water for the Maintenance Department	$36.00						
Maintenance	Shinnston Ace Hardware	Supplies - (2) SPRNG SNP ZNC BK 4'' 280#, (2) SPRNG SNP ZNC BK 0.63'' 280#	$25.16						
Maintenance	Parcs Superstores (The Tractor Guys)	Parts - Maintenance Tractor - (1) Fuel Hose	$224.99						
Maintenance	Sandy's True Value	Multiple Invoices - Supplies - Electric Tape, Anchor Shackle Galv, Trigger snaps, wire quick links, GripNGrab Ext Reach, Padlock, Single cut keys, Fold Utility Knives, Fluted screw set, Grease Drain Opener	$198.93						
Maintenance	Lowes	Multiple Invoices - Supplies - Lev 37x71 RD Dove Fabric, Outlet test, Galvanized Shackle, 3m Multi-Purpose Respirator	$159.50						
Maintenance	PA Turnpike Toll By Plate	Late Fees for Toll Bills for Plate #'s: CY-5885 & CY-5698	$10.00						
Maintenance	State Electric Supply Co	Supplies - (1) 11-IN-1 Mag Screw/ Nut Driver, (30) Fluorescent Lamp Bulbs	$189.97						

OEM	Inspiron Logistics LLC	Annual WENS Service Renewal - Harrison County Emergency Alerts			$12,750.00				
Parks & Rec.	Mon Power	Quiet Dell School Electric Utility Bill			$171.15				
Parks & Rec.	Mon Power	Quiet Dell School Barracks Electric Utility Bill			$14.85				
Parks & Rec.	Mon Power	Summit Park Field Electric Utility Bill			$26.84				
Parks & Rec.	Clarksburg Water Board	Parks & Rec Complex Water Utility Bill			$280.16				
Parks & Rec.	Summit Park PSD	Water & Sewer Utility Bill for Summit Park Ball Field			$553.02				
Parks & Rec.	Marsh Hardware	Hardware for trash containers being built for Parks			$185.94				
Parks & Rec.	UniFirst Corp	Weekly Carpet Runner Service for Parks			$38.26				
Parks & Rec.	Marsh Hardware	Bug Spray, Signs and stakes			$75.55				
Parks & Rec.	M&M Septic Pumping	Portable Toilet Rentals for Wallace, Good Hope and Spelter plus fuel surcharge			$360.40				
Parks & Rec.	Charter Communications / Spectrum	Internet for Parks			$238.94				
Parks & Rec.	Enterprise Sanitation	Garbage Utility Service Bill for Parks and Rec			$439.57				
Parks & Rec.	Enlarged Hepzibah PSD	Water for Spelter Ball Park			$82.41				

Parks & Rec.	Lowes	Supplies - (40) 2-CU FT Tree/Shrb Soil St			$341.20				
Parks & Rec.	Pace Enterprises	Professional Shredding Service for Parks & Rec.			$43.00				
Parks & Rec.	US Bank	Sams Club Purchase - Food for Summer Park Feeding Program on days not provided by BOE			$33.44				
Parks & Rec.	UniFirst Corp	Weekly Carpet Runner Service for Parks & Rec			$38.26				
Parks & Rec.	Lynch Supply Co	Grave Marker (Used for tree/plant descriptions on ground)			$197.06				
Parks & Rec.	JT Martin Fire & Safety	Semi Annual Inspection			$148.94				
Parks & Rec.	US Bank	Receipt Book for Ellis Vendors			$12.99				
Parks & Rec.	US Bank	Walmart - supplies			$141.94				
Parks & Rec.	First Citizens Bank	Copier Rental			$208.12				
Parks & Rec.	Mon Power	Ellis Property Electric Utility Bill			$46.92				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			$10.20				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			$14.57				
Parks & Rec.	Alpha Energy Solutions	Service Call - Completed replacement of compressor and drier on Rec. Center unit as requested. Verified proper operations.			$7,000.00				

Planning Dept.	The Water Shop	Water for the Planning Department	$12.00						
Planning Dept.	Fisher Auto Parts, Inc	Multiple Invoices - Parts - Plate # CY6012 - Purchase & Return - Silent Stop Disc Brake Caliper Cores, Silent Stop Disc Brake Calipers. AC Engine Oil, Disc Brake Pad Set, Silent Stop Disc Brake Rotor	$536.41						
Planning Dept.	David Allevato	David Allevato for cleaning up 82 Lewis Street, Clarksburg and 146 Crummit Lane, Clarksburg				$500.00			
Process	US Cellular	Cellular Bill	$200.92						
Prosecuting Attorney	Visa	Credit Card Charges for the Prosecuting Attorney	$3,671.59						
Prosecutor's Office	Wilt Court Reporting	Philip Southern Deposition - State v. Tammy Haddix	$1,462.95						
Prosecutor's Office	AT&T Mobility	8-5-25 Invoice	$139.35						
Prosecutor's Office	Washington Co. Ohio Sheriff's Office	Case No. 25-CIG-3 & Case No. 25-JA-136 thru 138	$22.00						
Rail Trail									
Regional Jail	WV Regional Jail	Inmate Housing August, 2025	$179,321.09						

Senior Center									
Sheriff & Treasurer	VISA (First Guaranty Bank)	Amazon Monthly, Water, Supplies	$183.05						
Sheriff & Treasurer	Truist Bank	Quicken Subscription	$83.33						
Staging	The Water Shop	Water for Staging	$48.00						
Tax Office	First Guaranty Bank	Credit Card Charges for Matheny II	$45.06						
			$410,969.43	**$23,367.89**	**$101,978.30**	**$79,863.93**	**$0.00**	**$4,030.00**	**$251,291.00**
					Grand Total:	**$871,500.55**			

Commissioner's Signature

9/17/2025

Date of Meeting

Commissioner's Signature

Commissioner's Signature

US Bank paid early for P Card Statement on 09-01-2025

Sent to Bookkeeping to be paid early 09-12-2025

Sent to Bookkeeping to be paid early 09-08-2025

EX-RE7655

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **QUEEN MARTIN L** whose address is, C/O ROSALYN QUEEN PO BOX 4512 BRIDGEPORT WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **39060** on **1 LOT "E" SD 94 & PT 93 UNION LAND CO 5TH ADD**, Class **3/4** in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **39060**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **0**. 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 property was owner occupied, therefore Class 2 applies. Exonerate a value of 19,530 at a Class 3 rate of levy to correct the overcharge.

District: **01 - CLARK-OUTSIDE**
Account No. **6316881**
Ticket No. **2622**
Tax Year **2024**
Parcel ID: **01 102022500010000**

Amount Exonerated: $448.02

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____ _____

ATTEST: County Clerk

ASSESSOR

EX-RE7667

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **KENNEDY GEORGE M & MILDRED L** whose address is, 402 ELM ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **76560** on **1 LOT 1 S-D M & N CARR ADD (402 ELM ST)**, Class **2** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **56560**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **20000**. 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 **2025**, 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 signed up for Homestead Exemption on July 8, 2024 while in office. The Homestead Exemption erroneously left off. Exonerate a value of 20,000 at a Class 2 rate of levy to correct the overcharge.

District: **03 - CLARK-CLARKSBURG**
Account No. **6086503**
Ticket No. **8031**
Tax Year **2025**
Parcel ID: **03 24038300000000**

Amount Exonerated: $308.00

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____ _____

ATTEST: County Clerk

ASSESSOR

EX-RE7669

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **FRIDDLE THOMAS** whose address is, 227 JACKSON AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **28680** on **1 LOT A 28 JACKSON ADD** , Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **28680**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **0**. 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 property inadvertantly left at Class 4 when in fact Class 2 applies. Exonerate a value of 14,340 at a Class 4 rate of levy to correct the overcharge.

District: **08 - COAL-CLARKSBURG**
Account No. **6114313**
Ticket No. **26510**
Tax Year **2024**
Parcel ID: **08 23023400000000**

Amount Exonerated: $436.51

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____

ATTEST: County Clerk

ASSESSOR

_____

EX-RE7661

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CLARK WILLIAM G** whose address is, 119 TEMPLE TER CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **76020** on **1 LOT 1 WEL CO 1ST ADD (46 1/2 X 116 1/2)**, Class **3/4** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **76020**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **0**. 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 property was changed to Class 4 when in fact the property was owner occupied, therefore Class 2 applies. Exonerate a value of 38,010 at a Class 4 rate of levy to correct the overcharge.

District: **03 - CLARK-CLARKSBURG**
Account No. **6042123**
Ticket No. **5892**
Tax Year **2024**
Parcel ID: **03 4039500000000**

Amount Exonerated: $1157.02

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____ _____

ATTEST: County Clerk

ASSESSOR

EXONERATIONS

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CLARK WILLIAM G** whose address is, 119 TEMPLE TER CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **70500** on **1 LOT 1 WEL CO 1ST ADD (46 1/2 X 116 1/2)**, Class **3/4** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **70500**, Class **2** in and for the year **2023**, resulting in a difference in assessed value of **0**. 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 property was changed to Class 4 when in fact the property was owner occupied, therefore Class 2 applies. Exonerate a value of 35,250 at a Class 4 rate of levy to correct the overcharge.

District: **03 - CLARK-CLARKSBURG**
Account No. **6042123**
Ticket No. **5787**
Tax Year **2023**
Parcel ID: **03 4039500000000**

Amount Exonerated: $1084.99

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____ _____

ATTEST: County Clerk

ASSESSOR _____

CT-RE7657

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **QUEEN MARTIN L** whose address is, C/O ROSALYN QUEEN PO BOX 4512 BRIDGEPORT WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **40200** on **1 LOT "E" SD 94 & PT 93 UNION LAND CO 5TH ADD**, Class 3/4 in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **40200**, in and for the year **2025**. 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, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year **2025**, as described below, be so ordered.

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

The above mentioned property was owner occupied, therefore Class 2 applies. Create a ticket value of 40,200 (L-3,480 B-36,720) at a Class 2 rate of levy to properly assess and allow discount/half year payments as afforded all taxpayers.

District **01 - CLARK-OUTSIDE**
Account No. **6316881**
Ticket No. **2677**
Tax Year **2025**
Parcel ID: **01 102022500010000**

Amount Exonerated: **$936.66**
Corrected Ticket Amount: **$ 468.33**
TIF: #

PRESENT: _____
Prosecuting Attorney

APPROVED: President, County Commission

(or)

_____
PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____
ATTEST: County Clerk

ASSESSOR

CT-RE7665

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **PERPERAS NICHOLAS J & REBECCA A** whose address is, 120 VALLEY DR BRIDGEPORT, WV 26330, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **151800** on **1 LOT 1 BLK J MEADOW VILLAGE (.23 AC)**, Class 3/4 in **SIMPSON-BRIDGEPORT**, Harrison County, West Virginia, which should have been assessed at **151800**, in and for the year **2025**. 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, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year **2025**, as described below, be so ordered.

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

The above mentioned property was erroneously changed to Class 4 when in fact the property should have received Class 2 one year law due to it being vacant on 7/1/24. Create a ticke value of 151,800 (L-32,760 B-119,040) at a Class 2 rate of levy to properly assess and allow discounts/half year payments as afforded all taxpayers.

District **16 - SIMPSON-BRIDGEPORT**
Account No. **6390595**
Ticket No. **59975**
Tax Year **2025**
Parcel ID: **162414007800000000**

Amount Exonerated: **$4625.04**
Corrected Ticket Amount: **$ 2312.52**
TIF: #

_____ PRESENT:

Prosecuting Attorney
(or)

_____
PRESENT: Tax Commissioner

_____
ATTEST: County Clerk

ASSESSOR _____

_____
APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

_____

CT-RE7671

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **FRIDDLE THOMAS** whose address is, 227 JACKSON AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **30660** on **1 LOT A 28 JACKSON ADD**, Class 3/4 in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **30660**, in and for the year **2025**. 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, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year **2025**, as described below, be so ordered.

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

The above mentioned property inadvertantly left at Class 4 when in fact Class 2 applies. Create a ticket value of 30,660 (L-4,740 B-25,920) at a Class 2 rate of levy to properly assess and allow discount/half year payments as afforded all taxpayers.

District **08 - COAL-CLARKSBURG**
Account No. **6114313**
Ticket No. **26876**
Tax Year **2025**
Parcel ID: **08 23034500000000**

Amount Exonerated: **$944.32**
Corrected Ticket Amount: **$ 472.16**
TIF: **#**

_____ PRESENT: _____

Prosecuting Attorney APPROVED: President, County Commission

(or)

_____

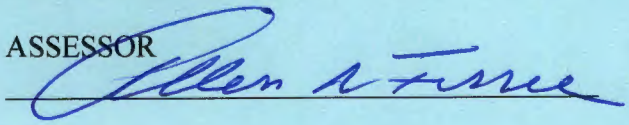
PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

_____

ATTEST: County Clerk

ASSESSOR



CT-RE7663

CORRECTIVE TICKET

STATE OF WEST VIRGINIA **COUNTY OF HARRISON**

Real Estate

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 17th day of September, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CLARK WILLIAM G** whose address is, 119 TEMPLE TER CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **81540** on **1 LOT 1 WEL CO 1ST ADD (46 1/2 X 116 1/2)**, Class 3/4 in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **81540**, in and for the year **2025**. 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, and that a corrected assessment and the payment of the correct taxes so assessed in and for the year **2025**, as described below, be so ordered.

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

The above mentioned property was changed to Class 4 when in fact the property was owner occupied, therefore Class 2 applies. Create a ticket value of 81,450 (L-9,240 B-72,300) at a Class 2 rate of levy to properly assess and allow discount/half year payments as afforded all taxpayers.

District **03 - CLARK-CLARKSBURG**
Account No. **6042123**
Ticket No. **5950**
Tax Year **2025**
Parcel ID: **03 4039500000000**

Amount Exonerated: **$2511.43**
Corrected Ticket Amount: **$ 1255.71**
TIF: **#**

_____ PRESENT:
Prosecuting Attorney
(or)

_____
PRESENT: Tax Commissioner

_____
ATTEST: County Clerk

ASSESSOR
Allen A Tarr

_____
APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

_____

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. (09/17/25)

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 **$22,290.33**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$22,290.33.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$22,290.33** is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this **17th day of September, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc.	Invoice #082025-114	Date: 08/26/2025	$20,100.00
UMB Bank	Invoice #1021947	Date: 08/10/2025	$ 2,190.33
		Total	**$ 22,290.33**

UMB

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

Invoice 1021947

Account Detail
Charles Pointe Project 2008AB

Account Number: 141961.1

Administrative Fees

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

UMB

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

Invoice 1021947

Statement of Receivables

Reflects Only Those Payments Received And Applied As of August 20, 2025

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
1018975	July 16, 2025	June 1, 2025 to June 30, 2025	3,211.33	35 days
	Total Balance Due		**3,211.33**	

INVOICE

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

Invoice Date	Invoice #
8/26/2025	082025-114

Balance Due

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

or

Wire Instructions:

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

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

Bill To:

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

Project: Charles Pointe Series 2008 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
8/26/2025	082025-114

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

Terms	Client #
Net 30	1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Vice Pres (PSK)	7/1/2025	Correspond with associates regarding arbitrage calculations. Review correspondence from counsel.	1.25	312.50
Manager (SAM)	7/2/2025	Attend Harrison County Commission meeting related to billing amounts.	1.75	393.75
Vice Pres (PSK)	7/2/2025	Attend board meeting per county commission request. Discuss board meeting with associate. Prepare tax bill review spreadsheet.	4.75	1,187.50
Assoc (JJD)	7/3/2025	Discuss data input and bills with associates. Update data workbook with corresponding bill information.	1	175.00
Vice Pres (PSK)	7/3/2025	Review tax bills and levy rates applied to TIF.	1.75	437.50
Vice Pres (PSK)	7/7/2025	Discuss tax bill input with associate. Review tax bills spreadsheet. Input checks and confirm spreadsheet accuracy. Correspond with associates regarding tax bill entries. Correspond with associates regarding property sale pursuant to latest special assessment report.	6.25	1,562.50
Manager (SAM)	7/7/2025	Correspond related to settlement amounts received and review software system with vice president.	1	225.00
Proj Mgr (ORB)	7/7/2025	Meet with associate on next set of tasks for tax bill verification. Review forbearance agreements against tax bill data base.	3	645.00
Manager (SAM)	7/8/2025	Discuss bill confirmation with vice president.	1.25	281.25
Proj Mgr (ORB)	7/8/2025	Review forbearance agreements against tax bill data base.	2	430.00
Vice Pres (PSK)	7/8/2025	Enter tax bills into confirmation spreadsheet.	3.75	937.50
Manager (SAM)	7/9/2025	Review past special assessment reports related to subdivisions and related allocations. Discuss findings with vice president.	3	675.00
Vice Pres (PSK)	7/9/2025	Enter tax bills into confirmation spreadsheet. Review confirmation spreadsheet. Correspond with counsel and report findings to counsel.	3	750.00
Manager (SAM)	7/11/2025	Review annual continuing disclosure required sources and begin updating workbook and report. Request quarterly developer's disclosure.	5.5	1,237.50
Manager (SAM)	7/14/2025	Update annual continuing disclosure report workbook with current year information.	2	450.00
Vice Pres (PSK)	7/15/2025	Review bond documents regarding bond reissuance. Correspond with associates and counsel regarding arbitrage.	1	250.00

Total

PK/SAM

Billing Inquiries? Call (443) 539-4104

E

INVOICE

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

Invoice Date	Invoice #
8/26/2025	082025-114

Balance Due $20,100.00

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

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

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

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

Bill To:

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

Project: Charles Pointe Series 2008 — 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date 8/26/2025

Invoice # 082025-114

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

Terms	Client #
Net 30	1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Manager (SAM)	7/15/2025	Update annual continuing disclosure workbook and discuss 2008 B arbitrage with vice president.	4	900.00
Manager (SAM)	7/18/2025	Update annual continuing disclosure report and workbook with available information.	3	675.00
Manager (SAM)	7/21/2025	Review and begin sorting account statements as requested for arbitrage calculation.	2.5	562.50
Manager (SAM)	7/22/2025	Coordinate and extract requested statements for arbitrage calculation.	4.5	1,012.50
Assoc (SMD)	7/22/2025	Extract requested account statements for arbitrage calculation.	3	525.00
Sr Assoc (MS)	7/22/2025	Extract requested account statements for arbitrage calculation.	3	600.00
Manager (SAM)	7/23/2025	Discuss settlement amounts with the developer and correspond related to the status of development. Review correspondence and review billed amounts.	3	675.00
Sr Assoc (MS)	7/23/2025	Prepare account statements for updating account reconciliation.	0.25	50.00
Vice Pres (PSK)	7/24/2025	Discuss tax bill amounts with associate and counsel.	1	250.00
Manager (SAM)	7/24/2025	Review correspondence with vice president and discuss settlement amounts and annual payments billed. Discuss next steps and draft correspondence. Review 2008B account statement files and remit.	7.5	1,687.50
Manager (SAM)	7/25/2025	Provide information to the developer related to settlement amounts. Provide file link to arbitrage group for requested statements.	0.75	168.75
Vice Pres (PSK)	7/28/2025	Send associate parcel list.	0.25	62.50
Manager (SAM)	7/29/2025	Discuss settlement amounts to be paid internally and with the developer. Return homeowner call related to annual bill and continue updating annual continuing disclosure report.	6	1,350.00
Manager (SAM)	7/30/2025	Continue updating annual continuing disclosure workbook and report. Correspond related to settlement amounts.	5.5	1,237.50
Manager (SAM)	7/31/2025	Continue updating annual continuing disclosure report and workbook.	1.75	393.75
		Subtotal Fees:		20,100.00

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

Total **$20,100.00**

PK/SAM

Billing Inquiries? Call (443) 539-4104

E

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. 109 (09/17/25)

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 **$4,253.00** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

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

(b) **$4,253.00** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this **17th day of September, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

UMB Bank	Invoice #1021950	Date: 08/20/2025	$ 4,253.00
		Total	**$ 4,253.00**

UMB

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

Invoice 1021950

Invoice Date:	**August 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: **July 1, 2025 through July 31, 2025**

Prior Balance:	$ 12,760.00
Payments Received as of August 20, 2025	$7,091.00
Adjustments	$ 0.00
Outstanding Balance:	$5,669.00
Current Billing Period:	
Current Period Fees	$4,253.00
Total Fees Due	$9,922.00

Remittance Stub
Billing Period 07/01/2025 - 07/31/2025

Account Number:	158735.1
Invoice Number:	1021950
Remit Balance	$9,922.00

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	1021950
Attention	Fee Processing

UMB

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

Invoice 1021950

Account Detail
Charles Pointe EODD 2019ABC

Account Number: 158735.1

Administrative Fees

Administration Fee	$625.00
Extraordinary Administration Fees	3,628.00
Administrative Fees Total	**$4,253.00**

Account Total **$4,253.00**

UMB

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

Invoice 1021950

Statement of Receivables

Reflects Only Those Payments Received And Applied As of August 20, 2025

Invoice Number	Invoice Date	Bill Period	Amount Receivable	Aged
1018965	July 16, 2025	June 1, 2025 to June 30, 2025	5,669.00	35 days
	Total Balance Due		**5,669.00**	

EXHIBIT C

Form of Annual Appropriation Request
To be Submitted by
Pratt & Whitney Engine Services, Inc.

REQUEST FOR APPROPRIATION FOR TAX YEAR 20**25**

Pursuant to a Pay-As-You-Go Tax Increment Revenue Agreement dated March 4, 2020 (the "Agreement") by and between 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 "County Commission"), and Pratt & Whitney Engine Services, Inc. (a United Technologies company) (the "Company"), the Company hereby requests that the County Commission appropriate from the TIF Fund the amount of $**240,768**, being an amount equal to the Project Incremental Revenues (as defined in the Agreement) for Tax Year 20**25**. In support of this Request, the Company, by and through its duly Authorized Officer, certifies as follows:

1. The property tax statements for Tax Map __, Parcels __, __, and __ (the "Company Facilities") for Tax Year 20__ are attached hereto as **Schedule I**.

2. The Project Incremental Revenues attributable to the Company Facilities for Tax Year 20__ are demonstrated as set forth in **Schedule II** hereto.

IN WITNESS WHEREOF, this Request has been duly executed by the Company by its duly Authorized Officer this **August 12**, 20**25**

PRATT & WHITNEY ENGINE SERVICES, INC.

By: Jason Williams
Its Director, Tax

State of Connecticut
County of Hartford
This record was acknowledged before me on 8/12/2025 (date)
by Jason Williams (name(s) of individual(s)).

Signature of notarial officer

My commission expires: 2/28/2030

Amy Elizabeth Kleszcz
NOTARY PUBLIC
State of Connecticut
My Commission Expires February 28, 2030

PRATT & WHITNEY ENGINE SERVICES
ANNUAL APPORPRIATION REQUEST
TIF Calculation

Tax Rate Summary:

Jurisdiction	2024 Rate	Include in TIF	10 year amount
State	0.0100%	0.0100%	$0
County (Including Bus Levy and Vital Services)	0.6948%	0.5240%	$0
School (General and Excess)	1.5892%	0.7760%	$0
Municipal (General and Excess)	0.7168%	0.4668%	$0
Total	3.0108%	1.7768%	$0

Jurisdiction	Value	Rate	Paid Amount w/ Discount	PAID DATE
			$ 198,891.67	9/1/2024
			$ 198,891.67	3/1/2025
Harrison County	13,550,648	3.0108%	$ 397,783.34	
Jurisdiction	Value	Rate		
Harrison County	13,550,648	1.7768%	$ 240,768	

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.
PERSONAL	HARRISON COUNTY	69-TIF #6/TAX DIST 16	03074698	2024	423993

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
19 MACH INER***** 22 MACH INER***** 00 ME - MACH*****	3.010800	4	13550648	13550648	203,991.46

PRATT & WHITNEY ENGINE SERV
%TAX DEPT
PO BOX 7000
GREENVILLE TX 75403-7000

RETAIN THIS SECTION FOR YOUR RECORDS

DO NOT PAY THIS AMOUNT
REFER TO SCHEDULE BELOW

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF & TREASURER OF HARRISON COUNTY
ROBERT G. MATHENY
229 SOUTH 3RD STREET
CLARKSBURG, WV 26301

WWW.HARRISONCOUNTYWV.COM

PLEASE READ THE BACK OF THIS STATEMENT CAREFULLY.
HARRISON COUNTY, WEST VIRGINIA

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
PRATT & WHITNEY ENGINE SERV %TAX DEPT	HARRISON COUNTY	03074698		2024 423993

PAYMENT SCHEDULE - SECOND HALF

IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2025	198,891.67	412,062.75
March 31, 2025	203,991.46	417,162.54
April 1, 2025	203,991.46	418,692.47
April 30, 2025	205,521.40	420,222.41

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

DISTRICT	PROPERTY TYPE
69-TIF #6/TAX DIST 16	PERSONAL

IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED

STATE	475.36
COUNTY CURRENT	24,909.34
EXCESS LEVY-TRANS	8,943.43
SCHOOL CURRENT	36,888.66
MUNICIPAL CURRENT	22,190.54
MUNICIPAL SPECIAL	33,876.62
EXCESS LEVY-SERVICES	14,201.08
SCHOOL SPECIAL LEVY	110,193.87
TIFF#6 AIRPORT	156,304.02

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
PRATT & WHITNEY ENGINE SERV %TAX DEPT	HARRISON COUNTY	03074698		2024 423993

PAYMENT SCHEDULE - FIRST HALF

IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2024	198,891.67	397,783.34
September 30, 2024	203,991.46	402,883.13
October 31, 2024	205,521.40	404,413.07
November 30, 2024	207,051.33	405,943.00
December 31, 2024	208,581.27	407,472.94
January 31, 2025	210,111.20	409,002.87
February 28, 2025	211,641.14	410,532.81
March 1, 2025	213,171.08	412,062.75
March 31, 2025	213,171.08	417,162.54

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES 40883

DISTRICT	PROPERTY TYPE
69-TIF #6/TAX DIST 16	PERSONAL

NEW: PAYMENTS MAY NOW BE MADE ONLINE AT WWW.HARRISONCOUNTYWV.COM

PLEASE INDICATE ANY ADDRESS CHANGE BELOW.

THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK

RTX - PRATT & WHITNEY (PROPERTY TAX) 423993 **EAGLE BANK** **NO. 85040676**

PH: 860-728-6431
P.O. BOX 7000C/O PROPERTY TAX DEPT
GREENVILLE TX 75403

SILVER SPRING, MD 0904

180 DAYS AFTER ISSUE 200288944 65-358/550

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
02/18/2025	85040676	198,891.67

PAY

*** One Hundred Ninety-Eight Thousand Eight Hundred Ninety-One And 67/100-Dollars *** **$ ** 198,891.67 **

TO THE ORDE OF

SHERIFF & TREASURER OF HARRISON CO
229 SOUTH 3RD STREET
CLARKSBURG, WV 26301

Account No: 03074698
Invoice No: PW2025013101 PPTX

WARNING: THE BACK OF THIS CHECK CONTAINS A SIMULATED WATERMARK. HOLD AT 45° ANGLE TO VIEW.



THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK

RTX - PRATT & WHITNEY (PROPERTY TAX)
PH: 860-728-6431
8 FARM SPRINGS ROADC/O TAX DEPT. - 8F82
FARMINGTON CT 06032

423993

EAGLE BANK
SILVER SPRING, MD 20904

NO. 83773165

VOID 180 DAYS AFTER ISSUE 200268944 65-358/550

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
08/26/2024	83773165	198,891.67

PAY

*** One Hundred Ninety-Eight Thousand Eight Hundred Ninety-One And 67/100-Dollars *** **$ ** 198,891.67 **

TO THE ORDER OF

SHERIFF & TREASURER OF HARRISON CO.
229 SOUTH 3RD STREET
CLARKSBURG, WV 26301

Account No: 03074698
Invoice No: PWES20240816033PPTX

MP



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
Tom.Aman@steptoe-johnson.com

March 24, 2020

VIA FIRST CLASS US MAIL

Pratt & Whitney Engine Services, Inc.
Attn: Tim Tucker
1525 Midway Park Road
Bridgeport, WV 26330

Re: Pay as You Go Tax Increment Revenue Agreement
The County Commission of Harrison County and
Pratt & Whitney Engine Services, Inc.

Dear Mr. Tucker:

I have been working as legal counsel to The County Commission of Harrison County (the "County Commission") in the preparation of a Pay as You Go Tax Increment Revenue Agreement dated March 4, 2020 (the "Agreement"), by and between the County Commission and Pratt & Whitney Engine Services, Inc. (the "Company"). The Agreement has been drafted in final form, approved and executed by the County Commission. The final step in order to put the Agreement into effect is for the Company to execute the same and return to me. Sarah Vosler at KPMG Consulting has indicated that I should send the Agreement to you for execution and further handling. Please execute each of the enclosed counterparts of the Agreement and return the same to my attention at your earliest convenience.

Very truly yours,

Tom Aman

Tom Aman

TLA
Enclosure
Cc (letter only, via e-mail): William A. Parker, County Administrator
(wparker@harrisoncountywv.gov)

064500/00001.

PAY-AS-YOU-GO TAX INCREMENT REVENUE AGREEMENT

THIS AGREEMENT is made and entered into this the 4th day of March, 2020, by and between **PRATT & WHITNEY ENGINE SERVICES, INC. (A UNITED TECHNOLOGIES COMPANY)** (the "Company") and **THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA** (the "County Commission").

RECITALS

WHEREAS, the County Commission is authorized by the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the Code of West Virginia 1931, as amended (the "Act"), to create development and redevelopment districts, to cause project plans to be prepared, to approve project plans, to issue tax increment financing obligations, to utilize tax increment revenues on a pay-as-you-go basis and to take such other actions necessary or desirable to facilitate the orderly development and economic stability of Harrison County, West Virginia (the "County"), all as more fully set forth in the Act;

WHEREAS, pursuant to an Order entered on October 31, 2018 (the "TIF District Order"), the County Commission (i) created the tax increment financing district in the County under the Act known as "The County Commission of Harrison County Development District No. 6 – North Central West Virginia Airport" (the "TIF District"), (ii) approved and certified a project plan for the TIF District known and designated as "Project Plan No. 1" (the "Project Plan") and (iii) established a tax increment financing fund (the "TIF Fund") to permit the issuance of tax increment financing obligations and the utilization of tax increment revenues on a pay-as-you-go basis and other financing structures permissible under and pursuant to the Act;

WHEREAS, the Company intends to make a significant investment in machinery, equipment and other fixtures as well as tooling and related implements at facilities utilized by the Company to service aircraft engines currently located at Tax Map 290, Parcels 21.1, 21.2, 21.6 and 21.8 (which map and parcel designations may be revised from time to time) within the TIF District at the North Central West Virginia Airport (the "Company Facilities"), in the approximate amounts and timeframe set forth in **Exhibit A** hereto (the "Project");

WHEREAS, the Project investments at the Company Facilities are anticipated to result in increased personal property tax increment revenues (as defined in the Act) which will be deposited into the TIF Fund on an annual basis (the "Project Incremental Revenues");

WHEREAS, the County Commission desires to assist the Company in financing a portion of the cost of the Project by agreeing to appropriate from the TIF Fund and pay to the Company, to the extent tax increment revenues for the TIF District as a whole are available therefor, an amount equal to the actual Project Incremental Revenues deposited into the TIF Fund each Tax Year (each July 1 to June 30 fiscal year of the County) during the term of this Agreement;

WHEREAS, the Company has prepared an estimate of the Project Incremental Revenues which it anticipates will be generated and deposited into the TIF Fund for each Tax Year during the term of this Agreement, which estimate is set forth in **Exhibit B** hereto; provided, however, that the Company recognizes that only the actual Project Incremental Revenues will be disbursed

by the County Commission from the TIF Fund to the Company under the terms of this Agreement and that such disbursements are subject to the availability of tax increment revenues for the TIF District as a whole;

WHEREAS, the reimbursement to the Company of a portion of the cost incurred by the Company in connection with the Project by appropriating from the TIF Fund an amount equal to the Project Incremental Revenues will benefit the inhabitants of the County, will increase opportunities for employment in the County and will help in establishing a balanced economy within the County, and the health, happiness, right of gainful employment and general welfare of the citizens and residents of the County will be promoted by the reimbursement to the Company of a portion of the cost of the Project as aforesaid and the same constitutes a public purpose of the County Commission under the Act; and

WHEREAS, the Company and the County Commission wish to enter into this Agreement in order to memorialize the manner in which the Project Incremental Revenues will be appropriated on an annual basis during the term of this Agreement, together with other matters relating thereto.

NOW, THEREFORE WITNESSETH, that for and in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the County Commission agree as follows:

1. On or before September 1 of each year, beginning September 1, 2022 and continuing through and including September 1, 2036, the Company may submit to the County Commission, with a copy to the Harrison County Assessor's Office (the "Assessor") and the Sheriff and Treasurer of Harrison County (the "Sheriff"), a written request in the form of **Exhibit C** attached hereto (the "Annual Appropriation Request") requesting appropriation from the TIF Fund of an amount equal to the actual Project Incremental Revenues deposited into the TIF Fund for the immediately preceding Tax Year (each July 1 to June 30). Pursuant to the Project schedule attached hereto as **Exhibit A**, the Company anticipates making investments in the Project during the Tax Year ending June 30, 2020. If such investments are made they would first be assessed by the Assessor on July 1, 2020, with the tax statements associated with the parcels on which such improvements are made then being issued by the Sheriff for payment by the Company in July of 2021, with the first half taxes associated with such tax statements being payable with discount on or before September 1, 2021, the second half taxes associated with such tax statements being payable with discount on or before March 1, 2022 and with the Tax Year for such assessments concluding on June 30, 2022. The Company would then be permitted to submit an Annual Appropriation Request for Project improvements completed prior to the conclusion of the June 30, 2020 Tax Year on or before September 1, 2022 as herein provided. Such process may continue accordingly through the conclusion of the June 30, 2036 Tax Year of the County for which the Company may submit an Annual Appropriation Request to the County Commission on or before September 1, 2036 as herein provided.

2. The Company shall include the following information and documentation as attachments to the Annual Appropriation Request:

a. The property tax statement for the Company Facilities for the immediately preceding Tax Year; and

b. A schedule demonstrating the Project Incremental Revenues attributable to the Company Facilities for such immediately preceding Tax Year.

3. After having received the Annual Appropriation Request, the County Commission shall take official action approving appropriation from the TIF Fund of an amount equal to the Project Incremental Revenues for payment to the order of the Company on or before October 1 of each year in which an Annual Appropriation Request is received from the Company, beginning October 1, 2022 and continuing through and including October 1, 2037; provided, however, that the County Commission's obligations under this Agreement are subject to annual appropriation by the County Commission and the County Commission shall have the right to terminate this Agreement upon not less than 60 days prior written notice to the Company as required by the constitution and laws of the State of West Virginia (the "State") with respect to the prohibition against a County Commission incurring a debt as construed under such constitution and laws of the State; provided, further, that disbursement of such amounts is subject to the availability of tax increment revenues for the TIF District as a whole.

4. The Company agrees to initiate the Project as soon as possible and to pursue the same with due diligence to completion. The Company represents and warrants that the amounts and timeframe of Project investments indicated in Exhibit A represents its best estimate taking into consideration all known facts and circumstances; provided, however, that the same are preliminary and subject to change. Any change in the amount or timeframe of the Project investments will affect the amount of Project Incremental Revenues available for appropriation by the County Commission. Notwithstanding the foregoing, the County Commission and the Company anticipates that the Project investments will be completed no later than December 31, 2023.

5. All notices, filings and other communications with respect to this Agreement shall be deemed to have been received when personally delivered or transmitted by telecopy or facsimile transmission (which shall be immediately confirmed by telephone and shall be followed by mailing an original of the same within 24 hours after such transmission) or 72 hours following deposit of the same in any United States Post Office, registered or certified mail, postage prepaid, addressed as follows:

a. If to the Company:

United Technologies Corporation
Tax Department, MS 8FS-2
8 Farm Springs Road
Farmington, CT 06032

b. If to the County Commission:

Harrison County Commission
Harrison County Courthouse

301 W Main Street
Clarksburg, West Virginia 26301
Attention: President

c. If to the Assessor:

Harrison County Assessor
Harrison County Courthouse
301 W Main Street
Clarksburg, West Virginia 26301

d. If to the Sheriff:

Sheriff and Treasurer of Harrison County
Harrison County Courthouse
301 W. Main Street
Clarksburg, West Virginia 26301

6. This Agreement constitutes the complete understanding of the parties hereto with respect to the subject matter addressed herein and may be modified only by a subsequent writing signed by each of the parties; it may not be assigned by the Company without the prior written consent of the County Commission, which consent shall not be unreasonably withheld; it shall be construed under the laws of the State of West Virginia; and if any provision shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision hereof.

7. This Agreement may be executed in multiple counterparts each of which shall be deemed an original and binding upon all of the parties hereto.

[Remainder of Page Intentionally Blank]

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first written above.

PRATT & WHITNEY ENGINE SERVICES, INC. (A UNITED TECHNOLOGIES COMPANY)

By: _____
Name: Tim Tucker
Title: General Manager, PWES Inc.

THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

By: _____
Name: Ronald Watson
Title: President

EXHIBIT A

Pratt & Whitney Engine Services, Inc.
Schedule of Anticipated Project Investments by Tax Year

2020	$ 1,660,000
2021	$ 9,900,000
2022	$ 4,300,000
2023	$12,600,000

EXHIBIT B

Estimated Project Incremental Revenues

Tax Year	TIF Year	Investment Period	Cumulative Investment	Estimated Incremental Revenue	Assessment Date	Tax Return Due Date	1st Half Tax Paid	2nd Half Tax Paid	TIF Annual Appropriation Claim
2020	Year 1	7/1/2019 - 6/30/2020	1,660,000	15,784	7/1/2020	9/1/2020	9/1/2021	3/1/2022	9/1/2022
2021	Year 2	7/1/2020 - 6/30/2021	11,560,000	108,264	7/1/2021	9/1/2021	9/1/2022	3/1/2023	9/1/2023
2022	Year 3	7/1/2021 - 6/30/2022	15,860,000	137,621	7/1/2022	9/1/2022	9/1/2023	3/1/2024	9/1/2024
2023	Year 4	7/1/2022 - 6/30/2023	28,460,000	240,920	7/1/2023	9/1/2023	9/1/2024	3/1/2025	9/1/2025
2024	Year 5	7/1/2023 - 6/30/2024	28,460,000	208,595	7/1/2024	9/1/2024	9/1/2025	3/1/2026	9/1/2026
2025	Year 6	7/1/2024 - 6/30/2025	28,460,000	175,348	7/1/2025	9/1/2025	9/1/2026	3/1/2027	9/1/2027
2026	Year 7	7/1/2025 - 6/30/2026	28,460,000	140,391	7/1/2026	9/1/2026	9/1/2027	3/1/2028	9/1/2028
2027	Year 8	7/1/2026 - 6/30/2027	28,460,000	110,824	7/1/2027	9/1/2027	9/1/2028	3/1/2029	9/1/2029
2028	Year 9	7/1/2027 - 6/30/2028	28,460,000	88,893	7/1/2028	9/1/2028	9/1/2029	3/1/2030	9/1/2030
2029	Year 10	7/1/2028 - 6/30/2029	28,460,000	77,608	7/1/2029	9/1/2029	9/1/2030	3/1/2031	9/1/2031
2030	Year 11	7/1/2029 - 6/30/2030	28,460,000	69,835	7/1/2030	9/1/2030	9/1/2031	3/1/2032	9/1/2032
2031	Year 12	7/1/2030 - 6/30/2031	28,460,000	69,705	7/1/2031	9/1/2031	9/1/2032	3/1/2033	9/1/2033
2032	Year 13	7/1/2031 - 6/30/2032	28,460,000	66,750	7/1/2032	9/1/2032	9/1/2033	3/1/2034	9/1/2034
2033	Year 14	7/1/2032 - 6/30/2033	28,460,000	66,750	7/1/2033	9/1/2033	9/1/2034	3/1/2035	9/1/2035
2034	Year 15	7/1/2033 - 6/30/2034	28,460,000	66,750	7/1/2034	9/1/2034	9/1/2035	3/1/2036	9/1/2036

EXHIBIT C

Form of Annual Appropriation Request
To be Submitted by
Pratt & Whitney Engine Services, Inc.

REQUEST FOR APPROPRIATION FOR TAX YEAR 20___

Pursuant to a Pay-As-You-Go Tax Increment Revenue Agreement dated March 4, 2020 (the "Agreement") by and between 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 "County Commission"), and Pratt & Whitney Engine Services, Inc. (a United Technologies company) (the "Company"), the Company hereby requests that the County Commission appropriate from the TIF Fund the amount of $_____, being an amount equal to the Project Incremental Revenues (as defined in the Agreement) for Tax Year 20__. In support of this Request, the Company, by and through its duly Authorized Officer, certifies as follows:

1. The property tax statements for Tax Map __, Parcels __, __, and __ (the "Company Facilities") for Tax Year 20__ are attached hereto as **Schedule I**.

2. The Project Incremental Revenues attributable to the Company Facilities for Tax Year 20__ are demonstrated as set forth in **Schedule II** hereto.

IN WITNESS WHEREOF, this Request has been duly executed by the Company by its duly Authorized Officer this _____, 20__.

PRATT & WHITNEY ENGINE SERVICES, INC.

By: _____
Its _____

SCHEDULE I

Property Tax Statements for
Pratt & Whitney Engine Services, Inc.
Company Facilities at North Central WV Airport
For Tax Year 20__

(attached hereto)

10-A

NOTICE OF VIOLATION

Location: 276 UNDERHILL ROAD, BRIDGEPORT

Owner or Lessee: HOY PRITT ESTATE

In Care of: _____

Address: 419 LODGEVILLE ROAD BRIDGEPORT 26330

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: _____

Copy Received by: _____

Code Enforcement Officer: ROBERT LEONARD



U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here

1/21/25

Sent To Hoy Pritt Estate
Street and Apt. No., or PO Box No. 419 Lodgeville Road
City, State, ZIP+4® Bridgeport, WV 26330

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 0834 2662 35

Property Condition Checklist				
Inspected Area:	**Site** 276 Underhill Rd.	**Inspection Date:**		
Property Address:		**Inspected By:**		
City, County:		**Year Home Built:**		
Property Information:	**Qualification Observations**	**Yes**	**No**	**N/A**
Eligibility Criteria	Single Family Dwelling(one to four unit home)	✓		
	Property Vacant and/or abandoned	✓		
	Property a nuisance due to abandonment or adverse conditions	✓		
	Property exists in a predominatly rural area	✓		
Inspected Item	**Observable Deficiency**			
Health and Safety	Air Quality-Sewer Odor Detected		✓	
	Air Quality- Propane, Natural Gas, Methane Gas Detected		✓	
	Electrical Hazzard- exposed wires open panel service entrance		✓	
	Electrical Hazzardwater leaks on and/or near electrical equipment		✓	
	Excessive materials abandoned vehicle toxic substance tires		✓	
	Hazzards-sharp edges tripping		✓	
	Infestation Insects		✓	
	Infestation rats, mice or vermin		✓	
	Hazzards other		✓	
	Mold Visible Inside		✓	



Sheriff of Harrison County • 301 West Main Street • • Clarksburg, WV 26301
(304) 624-8685

Pay your taxes online

Harrison County Real Property - Tax Year: 2024

Ticket Number: 0000054094 **Account Number:** 06534823

District: 15 - SIMPSON-OUTSIDE **More Info:** Details

Owner Name: PRITT HOY ESTATE & HOY PRITT ETAL **In Care of:** **Address:** 419 LODGEVILLE RD BRIDGEPORT WV 263301636 **Lending Inst:**	**Property:** 1 TRACT (LOTS PTS 35 36 37) LODGE LOTS OCEAN **Map:** 2313 **Parcel:** 0033 0000 0000 **Lot Size:** **Acreage:** **Book:** F119 **Page:** 90

Tax Class:	Homestead Exemption:	Back Tax:	Exoneration:	Prior Delinquents:	Special Disposition:
3					

DUE: First Half: 43.24 If paid by: 01/31/2025 Second Half: 40.93 If paid by: 03/01/2025 Total Due: 84.17 If paid by: 01/31/2025

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	1980	1980	
Building	1680	1680	
Total	3660	3660	41.98

Format for Printer

PAYMENTS RECEIVED:

	First Half	Second Half
Net	.00	.00
Discount	.00	.00
Interest	.00	.00
Total	.00	.00
Date	none paid	none paid

Click here to begin a new search.

Software Systems, Inc.
23 South University Avenue
Morgantown, WV 26508

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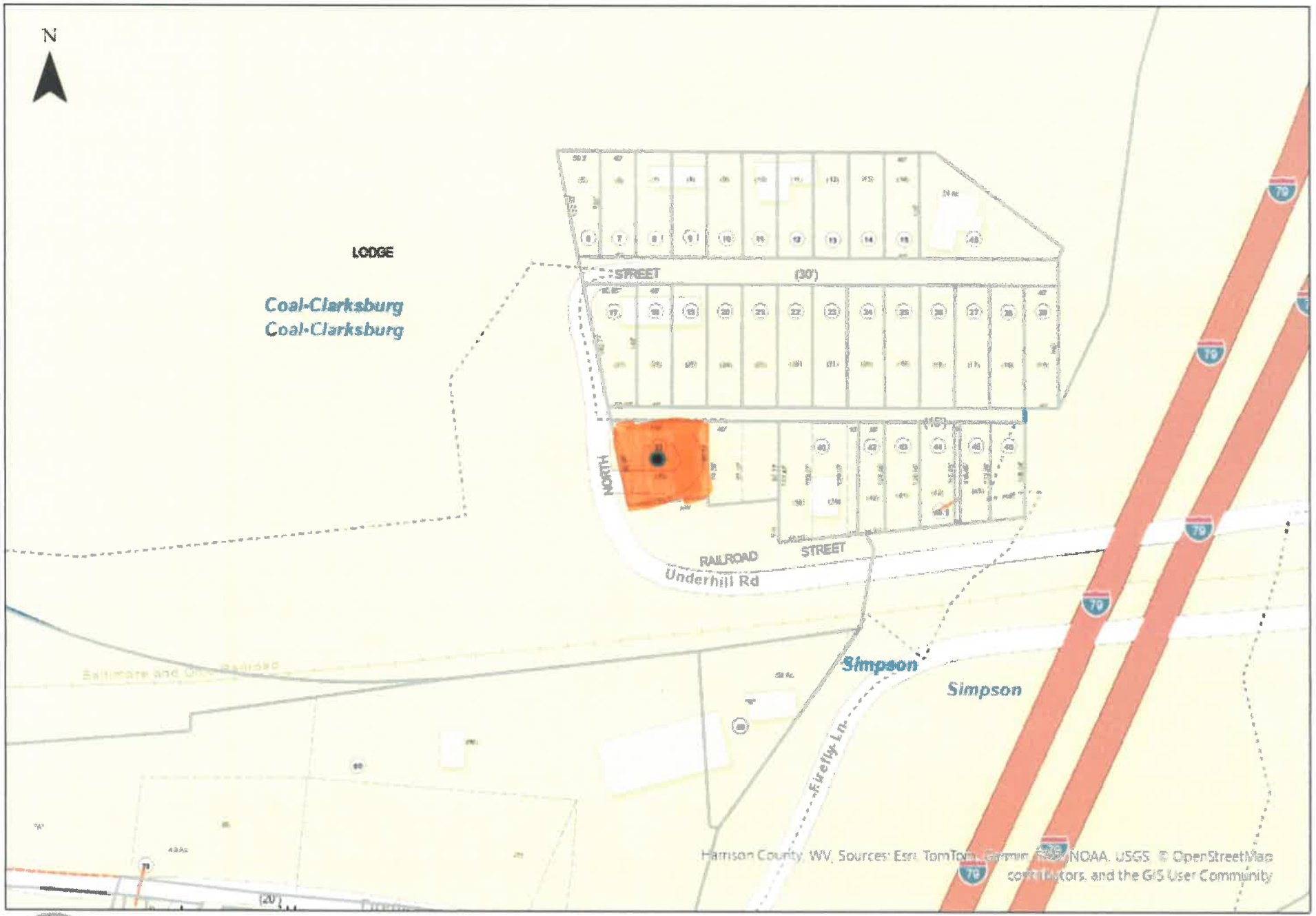
Harrison County Tax Parcel Viewer



Date: 7/28/2025

Allen R. Ferree
Harrison County Assessor

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

0 0.01 0.03 0.06 0.09 0.12
mi

Harrison County Tax Parcel Viewer



Date: 7/28/2025

Allen R. Ferree
Harrison County Assessor

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

0 0.01 0.01 0.03 0.04 0.06
mi






PRIVATE
PROPERTY
POSTED

10-B/C

NOTICE OF VIOLATIO

Location: 451 AND 453 ROANE STREET, CLARKSBURG

Owner or Lessee: BRANDEN DAVIS

In Care of: _____ ___

Address: 327 MURPHYS RUN, CLARKSBURG

Address: ___ _____

Phone: _____ ___ _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

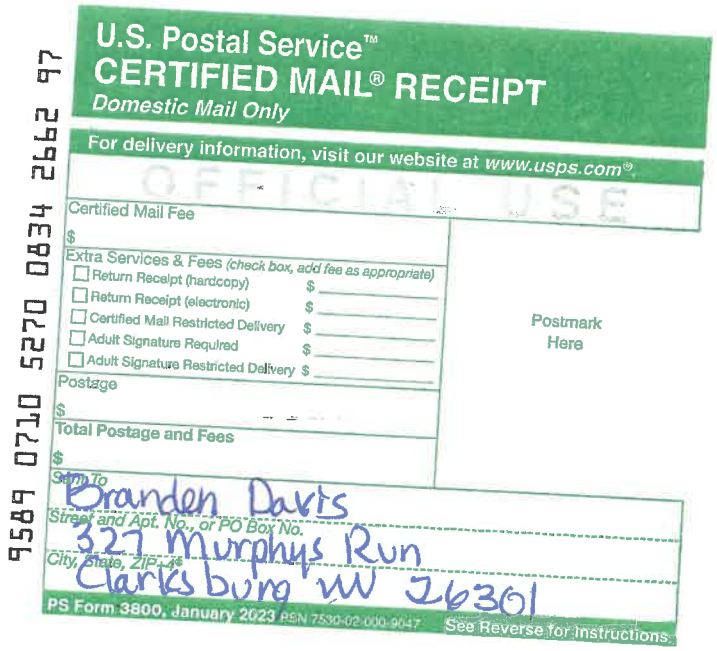
Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: August 6, 2025

Copy Received by:

Code Enforcement Officer: ROBERT LEONARD



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- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
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Total Postage and Fees
$

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Branden Davis
Street and Apt. No., or PO Box No.
327 Murphys Run
City, State, ZIP+4®
Clarksburg WV 26301

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Property Condition Checklist				
Inspected Area:	**Site** 451 ROANE ST.	**Inspection Date:**		
Property Address:		**Inspected By:**		
City, County:		**Year Home Built:**		
Property Information:	**Qualification Observations**	**Yes**	**No**	**N/A**
Eligibility Criteria	Single Family Dwelling(one to four unit home)	✓		
	Property Vacant and/or abandoned	✓		
	Property a nuisance due to abandonment or adverse conditions	✓		
	Property exists in a predominatly rural area		✓	
Inspected Item	**Observable Deficiency**			
Health and Safety	Air Quality-Sewer Odor Detected		✓	
	Air Quality- Propane, Natural Gas, Methane Gas Detected		✓	
	Electrical Hazzard- exposed wires open panel service entrance		✓	
	Electrical Hazzardwater leaks on and/or near electrical equipment		✓	
	Excessive materials abandoned vehicle toxic substance tires		✓	
	Hazzards-sharp edges tripping		✓	
	Infestation Insects		✓	
	Infestation rats, mice or vermin		✓	
	Hazzards other		✓	
	Mold Visible Inside		✓	

Property Condition Checklist				
Inspected Area:	**Site** 453 ROANE ST.	**Inspection Date:**		
Property Address:		**Inspected By:**		
City, County:		**Year Home Built:**		
Property Information:	**Qualification Observations**	**Yes**	**No**	**N/A**
Eligibility Criteria	Single Family Dwelling(one to four unit home)	✓		
	Property Vacant and/or abandoned	✓		
	Property a nuisance due to abandonment or adverse conditions	✓		
	Property exists in a predominatly rural area		✓	
Inspected Item	**Observable Deficiency**			
Health and Safety	Air Quality-Sewer Odor Detected		✓	
	Air Quality- Propane, Natural Gas, Methane Gas Detected		✓	
	Electrical Hazzard- exposed wires open panel service entrance		✓	
	Electrical Hazzardwater leaks on and/or near electrical equipment		✓	
	Excessive materials abandoned vehicle toxic substance tires		✓	
	Hazzards-sharp edges tripping		✓	
	Infestation Insects		✓	
	Infestation rats, mice or vermin		✓	
	Hazzards other		✓	
	Mold Visible Inside		✓	



Sheriff of Harrison County - 229 South 3rd Street - - Clarksburg, WV 26301
(304) 624-8685

Pay your taxes online

Harrison County Real Property - Tax Year: 2025

Ticket Number: 0000021070 **Account Number:** 06589792

District: 07 - COAL-OUTSIDE **More Info:** Details

Owner Name: DAVIS BRANDEN **In Care of:** **Address:** 327 MURPHYS RN CLARKSBURG WV 263015962 **Lending Inst:**	**Property:** 1 TRACT (LOTS 26 27) GLENWOOD 2ND ADD (UND PT INT) **Map:** 1107 **Parcel:** 0129 0000 0000 **Lot Size:** **Acreage:** **Book:** 1771 **Page:** 1316

Tax Class: 3	Exemption:	Back Tax:	Exoneration:	Prior Delinquents: ✔	Special Disposition:

DUE: First Half: 79.75 If paid by: 09/01/2025 Second Half: 79.75 If paid by: 03/01/2026 Total Due: 159.50 If paid by: 09/01/2025

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	3720	3720	
Building	3300	3300	
Total	7020	7020	81.79

PAYMENTS RECEIVED:

	First Half	Second Half
Net	.00	.00
Discount	.00	.00
Interest	.00	.00
Total	.00	.00
Date	none paid	none paid

Format for Printer

Click here to begin a new search.

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73 South University Avenue
Morgantown, WV 26508

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Harrison County Tax Parcel Viewer



Date: 9/9/2025

Allen R. Ferree
Harrison County Assessor

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Harrison County Tax Parcel Viewer



Date: 7/28/2025

Allen R. Ferree
Harrison County Assessor

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451 Roane Ave



453 Roane Ave.

10-D

NOTICE OF VIOLATION

Location: 4028 MOUNT CLARE ROAD MOUNT CLARE 26408

Owner or Lessee: AMY PLEMONS

In Care of: _____

Address: 1628 MARY LOU RETTON DRIVE FAIRMONT 26554

Address: _____

Phone: _____

108.1.3 Structure unfit for human occupancy

COMMENTS: An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

A structure is unfit for human occupancy whenever the code official finds such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lack ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

CORRECTIVE ACTIONS: **STRUCTURE UNFIT FOR HUMAN OCCUPANCY**

Note: Any Notice of Violations issued pursuant to the 2018 Property Maintenance Code is subject to appeal. Contact the Code Enforcement Office for procedure, 304-624-8690
The Harrison County Commission has the right to file a lien in accordance with section 106.3

Time: _____

Date: MAY 1, 2023

Copy Received by: _____

Code Enforcement Officer: ROBERT LEONARD

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Amy Plemons
1628 Mary Lou Retton Dr.
Fairmont, WV 26554

9590 9402 8323 3094 0485 16

2. Article Number (Transfer from service label)
9589 0710 5270 0834 2661 81

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Amy Plemons ☐ Agent ☐ Addressee

B. Received by (Printed Name) Amy Plemons
C. Date of Delivery 1/23/25

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

9589 0710 5270 0834 2661 81

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☐ Return Receipt (hardcopy) $
☐ Return Receipt (electronic) $
☐ Certified Mail Restricted Delivery $
☐ Adult Signature Required $
☐ Adult Signature Restricted Delivery $

Postage
$

Total Postage and Fees
$

Postmark Here
1/21/25

Sent To Amy Plemons
Street and Apt. No., or PO Box No. 1628 Mary Lou Retton Dr.
City, State, ZIP+4® Fairmont, WV 26554

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Property Condition Checklist				
Inspected Area:	**Site** 4028 MT. CLARE RD.	**Inspection Date:**		
Property Address:		**Inspected By:**		
City, County:		**Year Home Built:**		
Property Information:	**Qualification Observations**	**Yes**	**No**	**N/A**
Eligibility Criteria	Single Family Dwelling(one to four unit home)	✓		
	Property Vacant and/or abandoned	✓		
	Property a nuisance due to abandonment or adverse conditions	✓		
	Property exists in a predominatly rural area		✓	
Inspected Item	**Observable Deficiency**			
Health and Safety	Air Quality-Sewer Odor Detected		✓	
	Air Quality- Propane, Natural Gas, Methane Gas Detected		✓	
	Electrical Hazzard- exposed wires open panel service entrance		✓	
	Electrical Hazzardwater leaks on and/or near electrical equipment		✓	
	Excessive materials abandoned vehicle toxic substance tires		✓	
	Hazzards-sharp edges tripping		✓	
	Infestation Insects		✓	
	Infestation rats, mice or vermin		✓	
	Hazzards other		✓	
	Mold Visible Inside		✓	



Sheriff of Harrison County • 229 South 3rd Street • • Clarksburg, WV 26301
(304) 624-8685

Pay your taxes online

Harrison County Real Property - Tax Year: 2025

Ticket Number: 0000043310 **Account Number:** 06284371

District: 12 - GRANT-OUTSIDE **More Info:** Details

Owner Name: PLEMONS AMY N **In Care of:** **Address:** 1628 MARY LOU RETTON DR FAIRMONT WV 265542002 **Lending Inst:**	**Property:** 1 LOT #1 DAVISSON ADD **Map:** 2009 **Parcel:** 0033 0000 0000 **Lot Size:** **Acreage:** **Book:** 1725 **Page:** 587

Tax Class:	Exemption:	Back Tax:	Exoneration:	Prior Delinquents:	Special Disposition:
3					

DUE: First Half: 9.79 If paid by: 09/30/2025 Second Half: 9.55 If paid by: 03/01/2026 Total Due: 19.34 If paid by: 09/30/2025

ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	540	540	
Building	300	300	
Total	840	840	9.79

PAYMENTS RECEIVED:

	First Half	Second Half
Net	.00	.00
Discount	.00	.00
Interest	.00	.00
Total	.00	.00
Date	none paid	none paid

Format for Printer

Click here to begin a new search.

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73 South University Avenue
Morgantown, WV 26508

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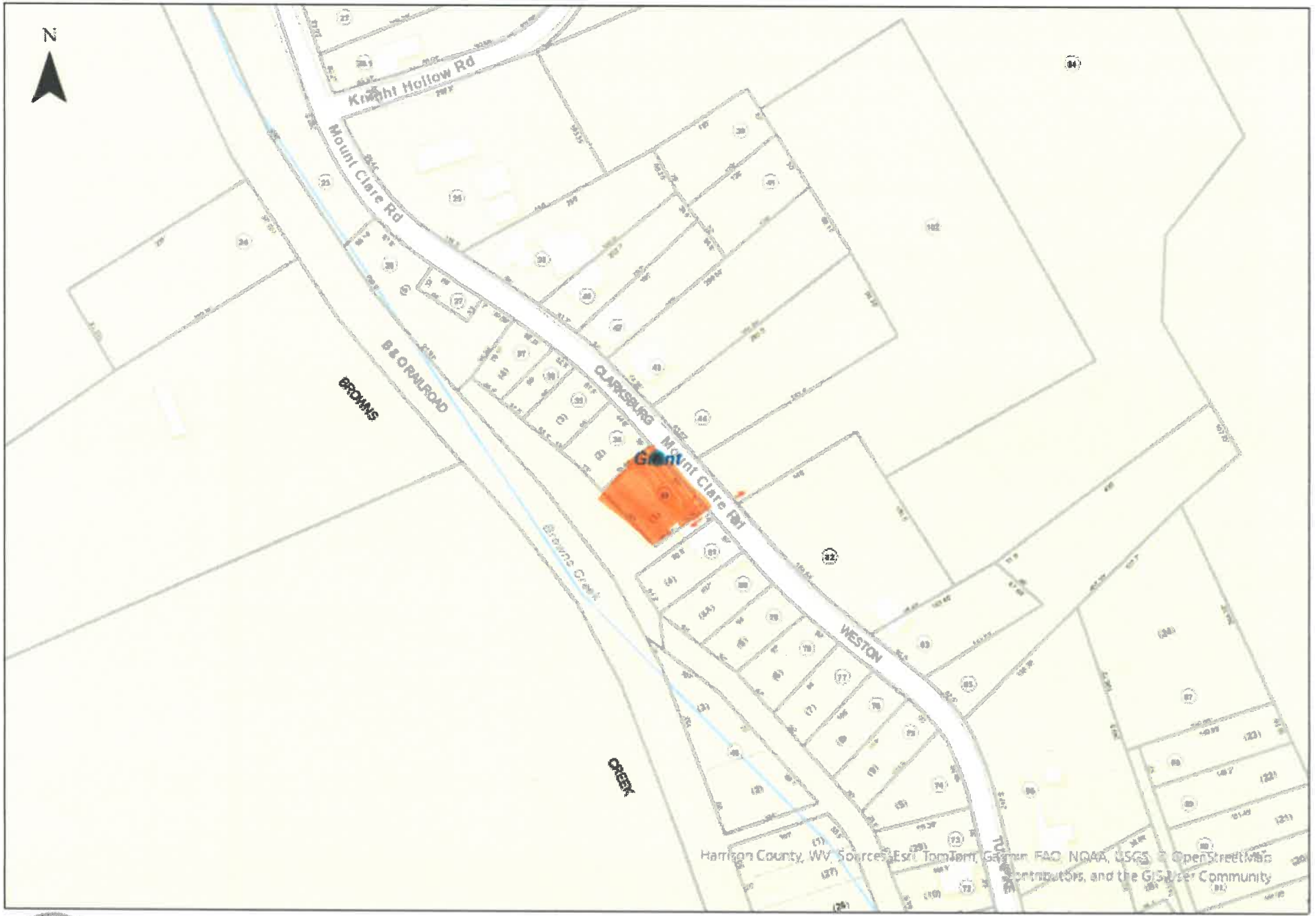
Harrison County Tax Parcel Viewer



Date: 7/28/2025

Allen R. Ferree
Harrison County Assessor

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Harrison County Tax Parcel Viewer



Date: 7/28/2025

Allen R. Ferree
Harrison County Assessor

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PRIVATE
PROPERTY

HARRISON COUNTY COMMISSION

Harrison County
John R Spires, Clerk
Instrument 202400004524
03/07/2024 @ 10:44:09 AM
LEASE
Book 1770 @ Page 273
Pages Recorded 8

LEASE AGREEMENT BETWEEN THE HARRISON COUNTY COMMISSION, WEST VIRGINIA AND WEST VIRGINIA GIRLS SOFTBALL LEAGUE, A NON-PROFIT 501(c)(3) ENTITY (SUMMIT PARK RECREATION FACILITY)

BK1770 PG0273

For and in consideration of the mutual promises and agreements contained herein, the **HARRISON COUNTY COMMISSION, WEST VIRGINIA**, ("Commission"), a public entity, agrees to lease to **WEST VIRGINIA GIRLS SOFTBALL LEAGUE**, ("Lessee"), a Non-Profit West Virginia based 501(c)(3), organized under the laws of the State of West Virginia, a specified area to operate a youth softball and recreational program, subject to the following terms and conditions:

1. Consideration. The Commission hereby leases to Lessee the below described premises ("Premises") for the sum of One Dollar ($1.00) and other good and valuable consideration, including but not limited to, maintenance of general grounds, administration of a youth softball program available and open to the citizens of Harrison County, and surrounding communities, and payment of all utility bills.

2. Term and Renewal. The term of this Agreement is from March 1, 2024, (the "Effective Date") to March 1, 2025, and shall automatically renew each year unless written notice is delivered to the other party more than thirty (30) days prior to the end of any annual term. Any future agreements between the parties related to the Premises shall be under the terms and conditions mutually agreed to by the parties at that time.

3. Premises. The Premises leased by the Commission to Lessee are legally described as follows:

BOOK	1607
LOC2	Coal District, Harrison County
PAGE	0973
LEGAL1	5 Parcels arcels (as described in Deed) near Murphy's Run
LEGAL2	Lot Nos. 10, 11, 12, 13, 14, 15 ,16, 17 and 18 as laid down upon the "Map of Fred N. Wilkinson's Third Addition to Despard, Coal District, Harrison County, West Virginia." Lot Nos. 3, 4, 5, 6, 7, and 8, Wilkinson Addition, Colombia Mines, Coal District, Harrison County, West Virginia An additional 6.35 acre tract near the waters of Murphy's Run
COMMON NAME/DESCRIPTION	Summit Park Recreation Facility – To Be Used Exclusively As A Ball Field And Park Area For Community and County Residents

4. Use of Premises by Lessee. Lessee shall have priority use of the Premises from March 1st, 2024 to February 28th, 2025 for operating a youth softball program. Priority Use means that Lessee may occupy the Premises between those dates to the degree necessary to operate a youth softball program. The Lessee shall have priority to enter into a new or modified agreement at or before expiration.

5. Use of Premises by Others. The parties understand and acknowledge that all of the Premises is designated for outdoor public recreation. Scheduling for the softball fields and related facilities ball fields shall be made through the League President or Field Coordinator and posted on the Harrison County Parks and Recreation, ("HCPR"), web site. Lessee shall allow other persons or organizations to use the ball fields if the ball fields are not in bona fide use by the Lessee, and Lessee may require that such use by others for ball fields shall be consistent with the normal usage of said Premises based on a fee imposed by Lessee, $25.00 per day, but not to exceed $100.00 per day, (sub-lease). Scheduling of ball field use will be provided to the HCPR on Monday and Friday.

304-844-7198

6. Lessee agrees to surrender the Premises, or a part thereof, in the event it is necessary for expansion or utilization of public park facilities or for any other purpose which Commission believes is necessary or important with just cause. Lessee further agrees to abandon the Premises, or a part thereof, in the event the demand is made by the United States government, or Lessee or Commission is ordered to do so by an order of any Court.

7. Use by the Commission. Lessee agrees that the Commission may use the Premises when the same is not required for use by Lessee, and such use by the Commission shall be consistent with the normal usage of said premises. Commission agrees that it will restore and/or contribute to the maintenance of the Premises consistent with its use by the Commission. If the Commission uses the Premises under this Section, it agrees to leave the Premises in substantially the same condition. For purposes of this Section, Commission use shall mean organized activities conducted or sponsored by the Commission. In addition to the provisions in Section 5, Lessee agrees to allow other persons or organizations to use the Premises at the Commission's direction, subject to reasonable terms and conditions, for public recreation purposes. If other persons or organizations use the Premises, both parties agree that Lessee shall work with HCPR, reviewing and fully considering any proposals for use of the Premises by others.

8. Lessee Obligations.

8.A. Change of Contacts and Officers. Lessee agrees to provide the Commission with accurate contact information for officers of Lessee, no later than 30 days after officer elections. Lessee has a continuing obligation to ensure that Commission and HCPR has accurate contact information for Lessee and to notify Commission of any officer changes within thirty (30) days after said change. Attached to and incorporated by reference into the terms of this Agreement are the names and addresses of the current office holders of Lessee.

8.B. Changes to the Premises. No construction or installation of any improvements to the Premises shall occur until the Commission has given prior written approval to the proposed construction. Lessee shall promptly notify the Commission of its intentions to construct or install any improvements upon the Premises, and Lessee agrees that it will not perform any such

construction unless and until it receives approval from the Commission. The parties agree that any permanent improvements or fixtures constructed by Lessee on the Premises are the property of the Commission.

9. Maintenance. – Lessee Responsibilities.

i. Property Damage. Lessee agrees to repair or replace any property damaged, either willfully or accidentally, by its members or invitees which occurs to the Premises. Lessee is entitled to recover costs for damages or to require repairs for damages or improper maintenance that occurs while the Premises is used and controlled by others, including those enumerated in Sections 6 and 7 of this Agreement.

ii. Trash and Recycling. Lessee agrees to be responsible for policing the Premises and picking up and making ready for collection all trash, recyclables, debris, and waste material of every, resulting from its use of the Premises by itself or any spectators in attendance at the Premises. Lessee also agrees to place all collected trash, recyclables, debris, and waste in a designated location for removal. Lessee agrees that it will not place yard waste or building materials in trash receptacles. Lessee agrees to promote and encourage recycling throughout the Premises. To avoid the public's misuse of trash and recycling receptacles during the offseason, Lessee agrees to move all trash and recycling receptacles to an area of the Premises that is inaccessible to the public, within fourteen days of the end of the season.

iii. Game Days. Lessee is responsible for preparation of the playing fields prior to all scheduled game days.

iv. Grass and Weeds. Lessee shall mow any grass areas within the Premises on a substantially weekly basis. Lessee shall control weeds and grass inside and outside of fence lines through string trimming or chemical vegetation control methods. This obligation includes the backstop fence, foul fence lines, and the outfield fence. If the Premises includes other exterior fences around a portion or all of the Premises, Lessee shall control grass/weeds in such fence lines and eight (8) feet outside of the fence. The obligations in this Section do not apply if the Commission is maintaining a portion of the Premises pursuant to Section 9.

v. If Lessee fails to mow the grass or control weeds and grass within the fence lines as required by this section, the Commission may mow the areas, (1) determines the need for mowing; (2) gives Lessee three (3) days' notice of his intent to do so if Lessee fails to mow; and (3) determines it has the available manpower and equipment to perform the mowing. Should the Commission not have the available personnel and equipment, all attempts to work with Leese will be exhausted. Lessee agrees to promptly notify in writing to the Commission if it observes any needed maintenance to sidewalks, parking areas, trees or other items that the Commission is obligated to maintain under Section 9 or any items other than those which the Lessee is obligated to maintain. Lessee may provide the written notification by e-mail to the Commission.

vi. Structures and Buildings. Lessee is responsible for all maintenance and repair of plumbing, flush valves, drinking fountains, water heaters, and other fixtures as applicable.

vii. Winterization. Lessee shall ensure that all building systems, such as plumbing, electrical, and heating and cooling systems, are operational through the season ensure proper winterization at the end of the season. Further, Lessee shall have a duty to cooperate and coordinate with the HCC's maintenance department related to all work performed pursuant to Section 9 of this Agreement. Among others, this duty to 9cooperate and coordinate with the HCC's maintenance department shall require Lessee to document and engage the HCC's maintenance department as to all maintenance items which exceed a $500.00 monetary threshold.

BK1770 PG0276

10. Construction. Under no circumstances may Lessee construct an enclosed structure on the Premises that prevents part or all the Premises from use for outdoor public recreation without approval of the Commission. With prior written approval of the plans by the Commission, or his/her designee, Lessee may construct accessory and customarily incidental improvements to the Premises. Any construction or installation of any improvements shall be in conformity with the regulatory codes of the Commission, including any construction within the floodplain or floodway, and subject to the prior written approval of the Commission. The parties agree that any permanent improvements or fixtures constructed by Lessee on the Premises are the property of the Commission.

11. Non-Discrimination. The parties agree that Lessee shall comply with all civil rights and accessibility legislation, including Title VI of the Civil Rights Act of 1984, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, and Lessee shall not on the grounds of race, color, sex, creed, religion, ancestry, national origin or disability discriminate or permit discrimination against any person or group of persons in any manner prohibited by local, state, or federal laws. By signing this Agreement, Lessee certifies that it complies, and will continue to comply, with this nondiscrimination requirement. The parties agree that signs posted in visible public areas on the Premises will indicate that use of the Premises complies with these nondiscrimination requirements. The parties agree that any statements in literature, advertising, and public information by Lessee or Commission about the Premises will state compliance with these nondiscrimination requirements.

12. Assignment or Subletting. This Agreement shall not be assigned, nor the Premises subleased, by Lessee except on written consent and approval of the Commission. The fee(s) or payment(s) charged by Lessee for any assignment or sublease shall be limited in value to the cost to Lessee for utilities and maintenance, as applicable, of the Premises. All such requests for approval shall include a copy of the assignment/sublease and all relevant information, including any payment made as part of the sublease. Commission reserves the right to withhold consent for any such assignment or sublease, or to negotiate further with Lessee and with intended assignee/sublessee about rights the Premises, or to enter into a separate Agreement with assignee/sublessee and/or Lessee about the intended assignment or sublease of all or a portion of the Premises.

13. Expense. Commission shall assume no expenses because of this Agreement or any of the operations of Lessee except for those expenses generated because of Commission's own use as referenced above. Lessee agrees to pay its own administration expenses, including but not limited to, lights and electric, grounds crew, office supplies, miscellaneous equipment, and secretarial fees. Commission agrees to continue to provide all water services. Lessee agrees that the electric utilities will be metered in the name of and billed directly to Lessee and that all expenses incurred by it shall be paid within forty-five (45) days of due date. Unless otherwise agreed to by Commission, Lessee agrees to provide all funds and resources for use and maintenance of the Premises discussed in this Agreement. All costs expected and unexpected will be paid by Lessee unless other arrangements are made with the Commission. If Lessee makes any improvements to the Premises that are paid for with public funds, Lessee shall comply with applicable bid laws.

14. Termination of Agreement. Commission reserves the right to periodically review the performance of Lessee to evaluate compliance with the terms of this Agreement. Either party may terminate the Agreement for breach of this Agreement upon thirty (30) days written notice to the breaching party. If the breaching party does not cure the breach prior to the date of termination, then the other party may terminate the Agreement. If the breaching party attempts to diligently cure the breach, to the extent such breach cannot be reasonably cured within thirty (30) days, the other party may grant additional time to cure as it deems appropriate but is under no obligation to do so. If Lessee shall dissolve, become insolvent or otherwise unable to fulfill the terms of this Agreement, or abandon the use of the Premises, this Agreement shall terminate, and Lessee shall have no further rights hereunder. Discontinuation of use of all or part of the Premises for maintenance, repair or rehabilitation purposes of the grounds shall not be deemed as abandonment. If Lessee changes the character of its operation significantly from that of a nonprofit corporation, then this Agreement shall terminate, and Lessee shall have no further rights hereunder.

15. Liability. Lessee agrees that the Commission shall be held harmless from all liability arising from any operation or use under this Agreement of the described Premises by Lessee or its agents or employees or any other person using the Premises. The parties agree that Lessee may enter into separate agreements with other users of the Premises to hold harmless Lessee, its directors and members from claims arising from the use of others as discussed in this Agreement. Lessee agrees to purchase and maintain bodily injury and property damage insurance for each occurrence of injury or damage and Lessee agrees that Commission shall be an additional, named insured/loss payee on said policy. Said insurance policy shall further have limits of not less than One Million Dollars ($1,000,000.00) per person, and not less than One Million Dollars ($1,000,000.00) per accident/injury, and in which property damage liability/coverage shall not be less than Two Hundred Fifty Thousand Dollars ($250,000.00). Finally, Commission shall be provided a copy of said insurance policy and shall keep a copy on file.

16. Concession, Advertising, and Naming Rights. Lessee shall have the right to operate concessions for the sale of beverages, food, programs, and other items usually sold in the public parks. Lessee shall have the right to sell advertising space on the inside of the Premises boundaries, and all revenue derived from concessions and advertising shall belong to Lessee. Lessee also agrees to be responsible for cleaning and maintaining the concession area, including restrooms.

Lessee and Commission shall jointly hold all naming rights for the facilities and Premises, and any naming of fields, buildings, improvements or areas shall be by agreement of the parties, with the express, written consent of the Commission.

17. Commission Authority. All matters pertaining to the terms of this Agreement shall be subject to the powers of the Commission and its designated authorized agents consistent with the laws of the State of West Virginia.

18. Relationship Between the Parties. This Agreement does not create any employee/employer relationship between the Commission and Lessee, its agents or employees. Nothing contained in this Agreement is intended to create a partnership or joint venture between Lessee and Commission, and no agent of Lessee shall be the agent of Commission. Lessee 9 covenants that it will not take any action in the name of, or by holding itself out as the agent of, the Commission.

19. Integration. The parties agree that this Agreement, along with any attachments, constitutes the entire understanding between the parties and supersedes all prior negotiations, agreements, and understandings, whether oral or written.

20. Savings Clause. Should any of portions of this Agreement be declared void, the remainder of the Agreement shall remain in full force and effect.

21. Choice of Law. This Agreement shall be governed by the laws of the State of West Virginia, and any action to enforce the terms of this Agreement shall be venue in the 14th Judicial Circuit, Harrison County, West Virginia.

22. Waivers. The failure by one party to require performance of any provision of this Agreement shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

23. Amendments. This Agreement may only be amended by a written document duly executed by both parties, in good faith. At the time, any amendment, or modified agreement will replace this agreement as agreed upon by both parties, and be provide in writing to the Commission and Board of Directors for the Lessee.

24. Headings. The headings and numbering of the different sections of this Agreement are inserted for convenience only and are not to control or affect the meaning, construction or effect of any provision.

LESSOR:

Harrison County Commission, West Virginia

By: Susan J. Thomas

Its: President

Dated: 03/06/2024

LESSEE:

West Virginia Girls Softball League, a 501(c)(3)

By: Bobby Menendez

Its: Vice President

Dated: 3/7/24

BK1770 PG0279

STATE OF WEST VIRGINIA,
COUNTY OF Harrison, TO-WIT:

I, Hazel L. Rader, a notary public of said county, do certify that Susan J Thomas, whose name is signed to the writing hereto annexed, bearing the date of the 6 day of March, 2024, has this day acknowledged the same before me in my said county.

Given under my hand this 6 day of March, 2024.

My commission expires: June 17, 2026

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
HAZEL L. RADER
Harrison County Commission
301 W. Main Street
Clarksburg, West Virginia 26301
My Commission Expires June 17, 2026

Hazel L. Rader
Notary Public

STATE OF WEST VIRGINIA,
COUNTY OF Harrison, TO-WIT:

I, Hazel L. Rader, a notary public of said county, do certify that Bobby Menendez, whose name is signed to the writing hereto annexed, bearing the date of the 7 day of March, 2024, has this day acknowledged the same before me in my said county.

Given under my hand this 7 day of March, 2024.

My commission expires: June 17, 2026

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
HAZEL L. RADER
Harrison County Commission
301 W. Main Street
Clarksburg, West Virginia 26301
My Commission Expires June 17, 2026

Hazel L. Rader
Notary Public

BK1770 PG0280

HARRISON COUNTY WV, PROSECUTING ATTORNEY'S OFFICE

CONTRACT FOR

PROSECUTORbyKarpel® & HOSTEDbyKarpel®

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This Agreement between Karpel Computer Systems Inc., a Missouri corporation, doing business as Karpel Solutions (hereinafter referred to as "Karpel Solutions") and the Harrison County, West Virginia, Prosecuting Attorney's Office (hereinafter referred to as "Client") is hereby entered into between the parties with respect to one or more of Karpel Solutions' copyrighted software program(s) known as PROSECUTORbyKarpel®, DEFENDERbyKarpel®, and/or HOSTEDbyKarpel® (hereinafter referred to as "the Software Program(s)").

1. DEFINITIONS

1. "Confidential Information" means information of either Karpel Solutions or Client which is disclosed under this Agreement in oral, written, graphic, machine-readable, electronic, sample, or any other form by one of us to the other, and which is considered to be proprietary or trade secret by the disclosing party. Confidential Information of Karpel Solutions expressly includes, without limitation, the Software Program(s) and Documentation. The Confidential Information of Client includes, without limitation, Personally Identifiable Information and Client Content. Confidential Information shall not include information which the party receiving the information can demonstrate: (i) was in the possession of or known by it without an obligation of confidentiality before receipt of the information, (ii) is or becomes general public knowledge through no act or fault of the party receiving the information, (iii) is or becomes lawfully available to the receiving party from a third party without an obligation of confidentiality, or (iv) is independently developed by the receiving party without the use of any Confidential Information.

2. "Client Content" means all data, information, documents, and files Client uploads or inputs into the Software Program(s), including, without limitation, Personally Identifiable Information.

3. "Enhancements" means any specific configurations or customizations to the Software Program(s), which Client may request, and Karpel Solutions agrees in writing to provide.

4. "Documentation" means any operating instructions, specifications, and other documentation related to the operation, description, and function of the Software Program(s) provided by Karpel Solutions, whether supplied in paper or electronic form.

5. "Intellectual Property" (IP) means any patents, patent applications, copyrights, mask works, trademarks, service marks, trade names, domain names, inventions, improvements (whether patentable or not), trade secrets, Confidential Information, moral rights, and any other intellectual property rights provided by applicable law.

6. "Hosted" or "Hosting" means the act of providing service and access to Client Content by the Internet.

7. "Personally Identifiable Information" (PII) means any information that may be used to identify specific persons or individuals, which is collected by either Karpel Solutions or Client for use in conjunction with the use of the Software Program(s). Personally Identifiable Information shall be considered Confidential Information.

8. "Software Program(s)" means the PROSECUTORbyKarpel® and/or DEFENDERbyKarpel® case management systems and/or the HOSTEDbyKarpel® system, as the case may be, and specifically the Client's subscription to the Software Program(s).

9. "Services" means the services provided by Karpel Solutions in connection with the Software Program(s).

10. "Service Level Requirements" means the technical service levels Karpel Solutions shall meet for Services as set forth below in the Service Level Commitments for the delivery of the Services.

11. "Software" means Client's subscription to the Software Program(s), and includes any updates, enhancements, underlying technology or content, interfaces, other Enhancements, and any Documentation as may be provided Client by Karpel Solutions.

2. SCOPE OF WORK

Karpel Solutions will perform all work by the descriptions, scopes, and specifications hereafter described.

PROSECUTORbyKarpel Implementation Timeline

Tasks and deliverables	**Days out**
The Project Pre-Implementation Meeting is scheduled. Server Connection Credentials to the Client server are given to Karpel to begin the data extraction (if applicable). The Client Project Manager will notify local IT support for remote access credentials and coordinate with local agency IT to provide Karpel with legacy data if a remote extraction is not possible. **Assigned Resources: Karpel Project Manager. Client Project Manager.**	120
Server & PC assessment completed, and any necessary hardware or software ordered to meet PBK Installation Prerequisites. **Assigned resources: Client Project Manager and IT.**	100
Pre-implementation meeting with Client Project Manager and System Administrators. The Project Team is selected, including Karpel Staff and Client System Administrators. (One Client System Administrator must be a Policy Setting Attorney.) This meeting will begin with an application overview, legacy data application analysis, reports, and interface definitions of the existing interfaces. PbK Pre-load configuration is explained, and initial Document Templates are received. Workflow pre-configuration is conducted. Review of timeline to meet the scheduled "go live" date. **Assigned Resources: Karpel Project Manager. Client Project Manager and system administrators.**	90
Teleconference status meeting with Karpel and Client Project Manager to review progress on hardware/software assessments, finalize pre-implementation meeting timeline agreement. **Assigned resources: Karpel Project Manager, Client Project Manager, and system administrators.**	80

<u>First Data Conversion Webinar-</u> Data is reviewed on Karpel servers along with the PbK Pre-load worksheets. Client document templates are received. Data validation spreadsheets will be explained, and data validation will begin. System Administrator training begins. Workflow pre-configuration is conducted. Client's existing interfaces are reviewed and analyzed to define testing procedures. (*At this point, data conversions will be repeated as many times as deemed necessary over the next 60 days to correct data conversion anomalies reported in the data validation spreadsheets.) Review of timeline to meet the scheduled "go live" date. **Assigned resources: Karpel Project Manager and data migration specialist. Client Project Manager, system administrators, and selected data validation users.**	60
A teleconference status meeting with Karpel and Client Project Manager will occur to review progress and answer additional questions regarding the pre-load spreadsheet. **Assigned resources: Karpel Project Manager, Client Project Manager/system administrators**.	45
Karpel Support installation and application testing on each workstation should begin at this time. Karpel Solutions or local IT support will schedule workstation application testing and follow Karpel testing procedures to thoroughly test browser functionality, document generation, Outlook Calendaring, and email on each workstation. **Assigned resources: Karpel Project Manager and Karpel Support Technicians. Client Project Manager and IT.**	45
<u>Online document template conversion review</u>- Client will review converted templates for accuracy and report any inaccuracies to Karpel over the next two weeks. **Assigned resources: Karpel Project Manager and document conversion specialist. Client Project Manager and system administrators.**	40
Client project manager will provide Karpel with any additional legacy data, additional legacy documents, a fully complete PbK pre-load spreadsheet, and completed data validation spreadsheets from the first data conversion. The Client Project Manager will notify agency IT support to coordinate the legacy data upload for final conversion with Karpel. **Assigned resources: Karpel Project Manager and data migration specialist. Client Project Manager and IT.**	35
The Training Schedule is completed with the assignment of all office staff to specific training sessions. The Policy Setting Attorney must attend the initial Configuration, Case Initiation, and Event Entry sessions at a minimum. The training room and equipment are verified. **Assigned resources: Karpel Project Manager. Client Project Manager and system administrators**	35

<u>Mock Go-Live, Data Conversion Review, System Administrator Training, and Final system walkthrough -</u>Karpel will train the System Administrators exactly as the staff will be trained upon go-live. The preliminary data conversion on the Client's pre-production site will be used for this training, including completed document templates and workflow configuration. Client will re-validate the accuracy of Defendants, Co-Defendants, Cases, Court Dates, Events, Dispositions, and Financials. Application testing will continue. Client project manager will report all inaccuracies to Karpel. Begin final testing of all application interfaces if applicable. (at this point, data conversion will be repeated as deemed necessary by our data conversion experts to correct data conversion anomalies reported in the data validation spreadsheets.) **Assigned Resources: Karpel Project Manager and assistant trainer. Client Project Manager, system administrators, and selected data validation users.**	30
Teleconference status meeting with Karpel and Client Project Manager to review current data validations and acceptance testing. Review of timeline to meet the scheduled "go live" date. **Assigned resources: Karpel Project Manager. Client Project Manager and system administrators.**	21
Complete installation and testing of all workstations by Karpel Solutions or local IT support. **Assigned resources: Karpel Project Manager. Client: Project manager and IT**.	14
Final teleconference status meeting with Karpel and Client Project Manager to verify final data accuracy and training area is prepared for scheduled training. **Assigned resources: Karpel Project Manager. Client Project Manager and system administrators**.	7
Final legacy data received by Karpel. **Assigned resources: Karpel Project Manager and data migration specialist. Client Project Manager and IT.**	3
<u>Final Data Conversion is loaded.</u> Karpel trainers arrive at the training room. The final configuration of PbK is reviewed with all system administrators present. User training begins. Client begins using PbK in a live state.	**04-27-2026**

(hereinafter referred to as “the Project Scope/Timeline”).

The above Go Live date will no longer be valid if the Client fails to sign this contract within 30 days of receipt. The Project Scope/Timeline may be modified as mutually agreed upon by Client and Karpel Solutions. Changes to the Project Scope/Timeline after execution of this Agreement may result in an additional fee as set forth below in “Investment Summary and Pricing”.

Karpel Solutions will use its best efforts to convert existing Microsoft Word®, Microsoft Works®, and Corel WordPerfect® documents provided by Client up to the time of training, as outlined in the Project

Scope/Timeline listed above, into a format that can be utilized by the Software Program(s). However, Karpel Solutions does not support, nor will Karpel Solutions convert customized macros, auto-text files, or other custom programming items not a part of the ordinary functionality of Microsoft Word®, Microsoft Works®, and/or Corel WordPerfect®

3. OTHER WORK

Any additional work requirements outside the scope of this Agreement must be presented in the form of a written change order and must be approved by Client before the start of such work. No additional charges will be incurred without prior written approval from Client.

4. CLIENT RESPONSIBILITIES & OBLIGATIONS

For the project to be completed on time and on budget, Client shall provide at a minimum:

1. Access to Client facilities while on-site, as deemed necessary by the Karpel Solutions project manager.

2. Access to systems and equipment as required by Karpel Solutions, including:
    a. The Software Program(s) application access using Karpel Solutions laptops and Client's network for training and application testing.

    b. Failure of Client to provide access and use Karpel Solutions' remote support tool constitutes a material breach of this Agreement and may result in termination of this Agreement.

    c. Physical or remote access to all of Client's applicable workstations so that Karpel Solutions can visually verify and test the setup of each workstation before mock go-live.

3. Client data and document templates (if applicable) will be provided by Client in a usable format if such data is to be converted and populated by Karpel Solutions into the Software Program(s). Client is responsible for the costs related to extraction, decryption, and protected data.
    a. Legacy data (*i.e.,* any data from Client's current system which is being replaced under this Agreement) must be provided to Karpel Solutions as soon as possible, but not later than 120 days before the above go-live date. Additional data sources provided after this date will not be converted unless mutually agreed in writing otherwise. Legacy data that is provided by Client for data conversion from the legacy system into the Software Program(s) will be destroyed 30 days after Client's Go Live date. As the originator of the legacy data, it will be Client's responsibility to retain legacy data for more than 30 days after Go Live if so desired by Client.

    b. Document templates and a signed Document Template Formatting Agreement must be provided to Karpel Solutions as soon as possible, but no later than 90 days before the above go-live date. Document templates provided after this date will not be converted unless mutually agreed in writing otherwise.

4. An authorized attorney with decision-making authority to assist in the definition of any project unknowns.
    a. Appointed decision maker must be present during the following activities:
        i. Project kickoff
        ii. Establishment of timeline
        iii. Workflow meetings
        iv. Interface definition meetings and signoff
        v. Charge language review and approval
        vi. Document template review and signoff
        vii. Data conversion review and signoff

5. Sufficient time for all data conversion reviews, if applicable, will include a minimum of:
    a. Verification and review of ten (10) cases per year for each Client department of any legacy system(s) data during each review.

    b. Client is responsible for validating their data and code table setup during the project. Validating data is key to a successful implementation. If issues arise with converted data after go-live, Karpel Solutions will determine if a fix is possible, and an additional fee may be required for the work required to fix the issue.

6. PASSWORD PROTECTION AND USER REQUIREMENTS. Access to the Software Program(s) is password-protected. Karpel Solutions provides multiple authentication alternatives for access to the Software Program(s). KARPEL SOLUTIONS STRONGLY ENCOURAGES THE USE OF STRONG PASSWORD AUTHENTICATION. Karpel Solutions is not responsible for Client's use of the Software Program(s). Only the number of users outlined in the Investment Summary may access the Software Program(s). Client must inform their users that they are subject to, and must comply with, all of the terms of this Agreement. Client is fully responsible for the activities of Client's employees and agents who access the Software Program(s). Client agrees that Karpel Solutions is not liable for, and Client agrees to hold Karpel Solutions harmless for, any unauthorized access to the Software Program(s), including, without limitation, access caused by data destruction and/or failure to protect the login and password information of users.

7. RESTRICTIONS ON USE. Client agrees to conduct all activities on the Software Program(s) in accordance with all applicable laws and regulations. Access to the Software Program(s) must be solely for Client's own internal use. Client may not (and may not allow any third party to) (i) alter, modify, decompile, mirror, translate, disassemble or otherwise reverse engineer any part of the Software Program(s), source code, algorithms, or underlying ideas of the Software Program(s); (ii) add to, remove from, or otherwise modify the Software Program(s), interfaces, and/or data without the express written consent of Karpel Solutions; (iii) provide, lease, lend, subcontract, sublicense, or re-publish for service bureau or hosting purposes any or all of the Software Program(s); (iv) reproduce, modify, copy, distribute, publish, display or create derivative works of any or all of the Software Program(s) or (v) alter, remove, or obscure any copyright, trademark or other proprietary notices or confidentiality legends on or in the Software Program(s).

8. SUSPENSION OF ACCESS. Karpel Solutions reserves the right to immediately suspend access to Software Program(s) without notice and at any time: (i) if Karpel Solutions suspects or has reason to suspect a security or data breach; (ii) if suspension is necessary to protect Karpel Solutions' rights, Client's rights or the rights of a third party; (iii) if Client misuses the Software Program(s);

(iv) if Client fails to make any payments as required under this Agreement; and/or (v) if Client otherwise violates this Agreement. Karpel Solutions will provide notice to Client upon suspension of the Software Program(s).

5. INVESTMENT SUMMARY AND PRICING

Karpel Solutions will perform its Services in exchange for payment as set forth below.

Annual Subscription and Other Fees	Qty.	Price		Total
PROSECUTORbyKarpel Subscription	24	$1,600		$38,400
Includes 24x7 support, two upgrades annually, and unlimited eDiscovery				
External Agency Portal	24	$400		$9,600
HOSTEDbyKarpel (per user/year)	24	$150		$3,600
Interface Support and Maintenance	0	$0		$0
Additional storage (per TB after included 2TB)	0	$500		$0
Total Annual Fees				**$51,600**
One-Time Costs				
Installation Services	**Qty.**	**Price**		**Total**
PROSECUTORbyKarpel Installation and Configuration	1	$1,000		$1,000
Data Preload	1	$2,500		$2,500
Workstation setup and System Compatibility Check (per computer)	24	$50		$1,200
Total Installation Services				**$4,700**
Professional Services	**Qty.**	**Price**		**Total**
Project Management		No Additional Cost		
Pre-Implementation Services (hours, remote)	12	$150		$1,800
Data Conversion: Dialog	1	$10,000		$10,000
Data Conversion Storage (per TB after included 2TB)	0	$500		$0
Mock Go-Live and System Administrator Training (30 days prior to go-live, hours, remote)	12	$150		$1,800
Document Template Setup, Training and Conversion of Up To 100 Document (max of 50 Civil) Templates	1	$2,500		$2,500
Total Professional Services				**$16,100**
Training Services	**Qty.**	**Price**	**Resources**	**Total**
Pre-Go-Live Review and Training (days)		$1,200	1	$0
Go-Live Training (days)	5	$1,200	2	$12,000
Post Go-Live Support and Training (days)	1	$1,200	1	$1,200
Total Training Services				**$13,200**
Customization Services	**Qty.**	**Price**		**Total**
Interface: None	0	$0		$0
Total Customization Services				**$0**
Estimated Travel Expenses				**$6,770**
Total One-Time Costs				**$40,770**

Optional Items	Price
JasperSoft Reporting Module	$1,000
JasperSoft Reporting Module Annual Support	*$5,000*
JasperSoft Reporting Module Training (minimum)	*$600*
Custom Reports (per report)	$1,000
Document Template Conversion After 100 Documents (per document)	
Criminal document templates	*$25*
Civil document templates	*$50*
Data back-ups provided to client for download (each)	$100
Additional Storage (per TB/year after included 2TB)	$500
Additional Storage (per 100TB/year after included 2TB)	$32,000
Victim Engagement Platform	$7,680

This pricing is based upon the following terms and conditions:

1. Interfaces must conform to the appropriate Software Program(s) Information Exchange Package Documentation (IEPD) for that interface. Interfaces that do not conform to the appropriate IEPD (i.e., require a new schema to be designed or database modification) will require Karpel Solutions and Client review before approval of both design and potential additional development and maintenance costs.

2. All phase one (1) interfaces must have an IRF (Interface Request Form) completed and signed off by all parties within 30 days of the project kick-off meeting. If not completed within this time frame, the interfaces will be automatically moved into phase two 2.

   PLEASE NOTE: THERE MAY BE ADDITIONAL COSTS FROM THE OTHER VENDOR(S), WHICH ARE NOT INCLUDED WITHIN THE ABOVE PRICING FOR THIS CONTRACT, AND WHICH WILL BE BILLED SEPARATELY BY THE OTHER VENDOR(S). CLIENT SHALL BE SOLELY RESPONSIBLE FOR THESE SEPARATE COSTS.

3. Interfaces not currently in production will be considered as “Phase 2” and implemented post-go live.

4. The above costs do not include additional hardware, Microsoft licenses, or networking services, which may be necessary to properly and legally operate the Software Program(s). Such expenses are solely Client’s responsibility.

5. Changes to the Project Scope/Timeline will impact and affect other work of Karpel Solutions and other clients and will result in an increased financial burden to Karpel Solutions, which may be difficult to ascertain or estimate. Accordingly, any changes to the Project Scope/Timeline after execution of this Agreement may result in an additional fee in the amount of 10% of the total cost for the project to account for the additional time and expenses that will be incurred by Karpel Solutions in order to accommodate any such changes. In addition, travel expenses as outlined in the Investment Summary will no longer be applicable, and any such expenses will be charged to Client at the actual cost incurred by Karpel Solutions.

6. Karpel Solutions will honor pricing proposals for Optional Services for up to 90 days of execution of this Agreement. Upon the request of Client to provide an Optional Service, an official notice to begin the service must be received from Client before the Optional Services will be provided by Karpel Solutions. This is to ensure there are no misunderstandings between Client and Karpel Solutions as to the provision of Optional Services.

7. The aggregate document/file storage space included with the stated hosted service fee is two terabytes (2TB) of storage per instance of the Software Program(s). If Client's storage exceeds 2TB in any instance, any additional storage above 2TB will automatically be added to Client's bill at the rate(s) outlined in the Investment Summary. Client hereby consents to this additional charge in advance and waives any requirement for additional notice regarding the same.

8. Statewide service is a free service provided to all PROSECUTORbyKarpel clients. To enroll in and activate this additional service, the *Memorandum of Understanding* at *Appendix A* must be separately signed by the Client.

9. Client agrees to pay Karpel Solutions for any materials purchased for Client's use. Materials may include computer hardware, software, hosting, facility leases, other services, telecommunications charges, freight, shipping, mailing, document reproduction, and any other such costs incurred in the performance of services for Client. Client will reimburse Karpel Solutions for all out-of-town travel expenses, such as automobile/airline travel, hotel, meals, and ground transportation.

10. As with any project, all prices herein are subject to change as new information arises that will alter or impact the project or as the workload for the project increases. Karpel Solutions will seek approval from Client if additional work becomes necessary to make requested changes during the project.

11. Upon termination of this Agreement, whether by Client, Karpel, or mutual agreement of the parties, Client agrees to pay to Karpel Solutions a $1,000 data collection fee to compensate Karpel Solutions for its time and services required in connection with the return of Client Content and Confidential Information upon termination of this Agreement.

5.1 Payment Terms

The first year of PROSECUTORbyKarpel and/or DEFENDERbyKarpel Software Subscription is due and must be paid upon execution of this Agreement by Client, with the remaining amount, including first-year annual fees, due and payable within thirty (30) days of completion of implementation of the Software Program(s) and initial training provided to Client by Karpel Solutions. The Software Program(s) first-year subscription deposit is non-refundable, including, but not limited to, if this Agreement is later terminated by Client for any reason.

Annual fees for the Agreement will begin upon Client's go-live month and will be due and payable on the first of the month each year thereafter, unless Karpel Solutions or Client gives notice as set forth herein of intent not to renew or otherwise terminates this Agreement as outlined in "Termination" below.

TERM. This Agreement shall be for a term of one (1) year and shall automatically renew for subsequent one (1) year terms, unless either Karpel Solutions or Client gives notice to the other party at least thirty (30) days before the expiration of the then-current term of Karpel Solutions or Client's intent not to renew. Before the expiration of the term, Karpel Solutions will send Client a renewal invoice, which must be paid in full within thirty (30) days from the date of the invoice. Pricing for subsequent annual terms is subject to change at the sole discretion of Karpel Solutions, though Karpel Solutions will provide Client with at least ninety (90) days' notice of any pricing change before the renewal date.

SUSPENSION OR TERMINATION OF SERVICES FOR NON-PAYMENT. If Client fails to pay any amounts due and such non-payment continues for ninety (90) days, Karpel Solutions may suspend Services hereunder until full payment is received and/or may terminate this Agreement for non-payment, in addition to, and without limitation to, exercising any other rights or remedies which may exist under the law.

INTEREST AND LATE FEES. Past due accounts will be charged interest every month, calculated at one and one-half percent (1.5%) per month of the unpaid balance or the maximum rate allowable by law. Client agrees to pay any costs of collection incurred by Karpel Solutions, including, but not limited to, any attorneys' fees incurred by Karpel Solutions, concerning any past due balance(s) on Client's account.

6. ANNUAL SUPPORT

6.1 TECHNICAL SUPPORT FEES

Client understands that technical support fees will be required annually, in order to receive software updates and technical support. The support period shall begin from the date of go-live as part of the initial first-year costs. Provided Client's computers, network, and systems meet recommended specifications set by Karpel Solutions and Client has purchased and is current with annual subscription payments, Karpel Solutions will provide updated versions of the Software Program(s) as they become available during the terms of the Agreement. Karpel Solutions has the right to increase current pricing at the time of renewal, provided that notice of the increased pricing is provided to the Client before the effective date of the renewal.

6.1.1 SUPPORT PROVIDED

Karpel Solutions will provide support (e.g., software updates, general program enhancements, and technical support) for all Software Programs (s) provided, including ongoing unlimited telephone technical support, problem determination, and resolution.

6.1.2 HOURS OF OPERATION

Karpel Solutions will provide technical support Monday through Friday, between the hours of 7:00 a.m. and 9:00 p.m. Central time, via a toll-free telephone number provided. After-hours support is available as well via the same toll-free number, which will reach the on-call support group.

6.1.3 INCLUDED SUPPORT

Support services include the detection and correction of errors in the Software Program(s) and the implementation of all of the Software Program(s) changes, updates, and upgrades. Karpel Solutions shall respond to the inquiries regarding the use and functionality of the solution as issues are encountered by Authorized Users. Support to users will be provided through the remote support tool on the end user's computer.

6.1.4 RESPONSE TIMES

Karpel Solutions will be responsive and timely to technical support calls/inquiries made by Client. Client will first make support inquiries through their qualified system administrators to ensure the policies and business practices of Client are enforced before contacting Karpel Solutions. The timeliness of the response is dependent upon the severity of the issue/support problem, as defined below:

The severity of the issue/support problem shall determine the* average problem resolution response time *as follows:*

**If the remote support tool is not available concerning a reported issue, Karpel Solutions will not provide technical support for any such reported issues.*

Severity Level 1 shall be defined as urgent situations, when Client's production system is down and Client is unable to use the Software Program(s), Karpel Solutions' technical support staff shall accept Client's call for assistance at the time Client places the initial call; however, if such staff is not immediately available, Karpel Solutions shall return Client's call within one (1) business hour. Karpel Solutions shall resolve Severity Level 1 problems as quickly as possible, which on average should not exceed two (2) business days, unless otherwise authorized in writing by Client.

Severity Level 2 shall be defined as critical Software Program(s) system component(s) that have significant outages and/or failure precluding successful operation, and possibly endangering the customer's environment. The Software Program(s) may operate, but are severely restricted. Karpel Solutions' technical support staff shall accept Client's call for assistance at the time Client places the initial call; however, if such staff is not immediately available, Karpel Solutions shall return Client's call within four (4) business hours. Karpel Solutions shall resolve Severity Level 2 problems as quickly as possible, which on average should not exceed three (3) business days, unless otherwise authorized in writing by Client.

Severity Level 3 shall be defined as a minor problem that exists with the Software Program(s), but the majority of the functions are still usable, and some circumvention may be required to provide service. Karpel Solutions' technical support staff shall accept Client's call for assistance at the time Client places the initial call; however, if such staff is not immediately available, Karpel Solutions shall return Client's call on average no later than the next business day. Karpel Solutions shall resolve Severity Level 3 problems as quickly as possible, which should not exceed the next available release of Software Program(s), unless otherwise authorized in writing by Client.

General Assistance: For general Software Program(s) support/helpdesk calls not covered by the above severity level descriptions, Karpel Solutions' technical support staff shall accept Client's call for assistance at the time Client places the initial call; however, if such staff is not immediately available, Karpel Solutions shall return Client's call on average no later than the next business day.

6.2 SERVICE LEVEL COMMITMENT

UPTIME: Karpel Solutions is committed to providing the Software Program(s) consistently and reliably. Karpel Solutions will provide the Software Program(s) to Client with a stated minimum uptime of 99.5% to Client.

SCHEDULED MAINTENANCE: Karpel Solutions periodically performs scheduled maintenance, including, but not limited to, preventative or emergency maintenance of the Software Program(s). Client understands that scheduled maintenance may affect the availability of the Software Program(s). If scheduled maintenance is to be performed, Karpel Solutions will provide notice to Client three (3) days before the scheduled maintenance. Karpel Solutions will make every effort to schedule maintenance outside of normal business hours of Client between the hours of ten (10) p.m. and five (5) a.m. Central Standard Time.

DATA RETENTION AND BACKUPS: As a part of the Software Program(s), Karpel Solutions will use its best efforts to maintain consistent, regular, and validated backup of Client Content and Confidential Information imported into the Software Program(s) by the Microsoft Azure government cloud network's policies and procedures. Upon written request, Karpel Solutions will make available to Client a copy of the current Microsoft Azure retention and backup policies and procedures.

AUDITS AND SECURITY: Karpel Solutions is committed to maintaining the security of Client Content and Confidential Information maintained in the Software Program(s). Karpel Solutions will maintain the Software Program(s) in a reasonably secure manner, subject to Client's obligations to protect and safeguard usernames and passwords on Client's end. Karpel Solutions will perform security audits of the Software Program(s) against the Microsoft Azure government cloud policies and procedures to protect the integrity and security of the Software Program(s).

DATA TRANSMISSION: Karpel Solutions ensures that all data transmitted to and from the Software Program(s) is transmitted at a minimum level of 256-bit SSL encryption using digital certificates issued by an internationally recognized domain registrar and certificate authority.

DATA LOCATION: Karpel Solutions will maintain the Software Program(s), Client Content, and Confidential Information of Client in a SAS 70/SSAE 16 certified data facility.

7. OWNERSHIP OF INTELLECTUAL PROPERTY

KARPEL SOLUTIONS OWNERSHIP: Karpel Solutions retains all rights, title, and interests in and to the Software Program(s) and any related Intellectual Property. Any suggestions, solutions, improvements, corrections, or other contributions Client provides regarding the Software Program(s) will become the property of Karpel Solutions, and Client hereby assigns all such rights to Karpel Solutions without charge. Client is granted a non-exclusive, non-transferable subscription to use the Software Program(s) on the terms and conditions outlined in this Agreement.

CLIENT OWNERSHIP: Client retains all rights, title, and interests in and to Client Content. Client hereby grants to Karpel Solutions and Karpel Solutions accepts a non-exclusive, non-transferable, worldwide, fully

paid license to use, copy, and modify Client Content solely to the extent necessary and for the sole purposes of providing access to the Software Program(s) or otherwise complying with its obligations under this Agreement.

COPYRIGHT. Karpel Solutions reserves the right to seek damages if Client is responsible for a violation of Karpel Solutions' copyright, and Client assumes full responsibility for the acts and omissions of its agents acting in the course and scope of their duties for Client concerning the protection of Karpel Solutions' copyright.

8. SUBSCRIPTION TERMS AND USE

The Software Programs are proprietary products of Karpel Solutions. Client is granted only limited permission (not ownership or any rights incidental to ownership) to use the Software Programs on a subscription basis and only by the terms set forth below. During the term of this Agreement, Karpel Solutions hereby grants Client a non-exclusive, non-transferable subscription to use the Software Program(s) solely by the terms of this Agreement. Client's subscription will terminate immediately and automatically upon the expiration or termination of this Agreement. Client may not grant any rights under this Agreement to or allow any party to access or use the Software Program(s) without Karpel Solution's prior written consent, which may be withheld by Karpel Solutions in its sole and absolute discretion. Client's subscription is subject at all times to Client's full compliance with this Agreement.

1. Karpel Solutions hereby grants Client a non-exclusive and non-transferable subscription to use any associated Documentation furnished.

2. Client cannot distribute, rent, sublicense, or sublease the Software Program(s). Each subscription of the Software Program(s) may not be shared by more than one full-time employee or user (defined as working 20 hours or more per week), nor by more than two (2) part-time employees or users (defined as working less than 20 hours per week each and working no more than 40 hours per week combined).

   Client agrees to allow Karpel Solutions to audit Client's use of the Software Program(s) and subscription to the Software Program(s) at any time. Client will cooperate concerning the audit, including providing access to any books, computers, records, or other information that relate to the use of the Software Program(s). Such an audit will not unreasonably interfere with Client's activities.

   If an audit reveals unauthorized use, reproduction, distribution, or other exploitation of the Software Program(s), Karpel Solutions shall be entitled to, and Client must pay to Karpel Solutions, the monetary equivalent of the costs that would have been incurred by Client had Client properly subscribed to the Software Program(s), installation and training for the unauthorized user(s) associated with each violation, and Client will also reimburse Karpel Solutions for the reasonable cost of the audit, in addition to any other remedies to which Karpel Solutions may be entitled under the law.

3. This subscription does not transfer any rights to the Software Program's source codes, unless Karpel Solutions ceases to do business without transferring its obligations under this Agreement to another qualified software business. Karpel Solutions will, at Client's expense, enter into an escrow agreement for the storage of the source codes.

4. Client may not use, copy, modify, or transfer the Software Program(s) or Documentation, in whole or in part, except as expressly provided herein. The Software Program(s) and the Documentation are protected by copyright and trade secret laws. Karpel Solutions retains all rights in any copy, derivative, or modification to the Software Program(s) and Documentation, no matter by whom made. The Software Program(s) are subscribed to one full-time employee or two part-time employees, as set forth above. Client shall not provide or disclose or otherwise make available the Software Program(s) or any portion thereof in any form to any third party. Client acknowledges that unauthorized copying and/or distribution will cause substantial damage to Karpel Solutions, far greater than the value of the copies involved.

5. The Software Program(s) were developed exclusively at private expense and are Karpel Solutions' trade secrets. For all purposes of the Freedom of Information Act or any other similar statutory right of "open" or public records, the Software Program(s) and Documentation shall be considered exempt from disclosure. The Software Program(s) are "commercial computer software" subject to limited utilization "Restricted Rights." The Software Program(s), including all copies, are and shall remain proprietary to Karpel Solutions. If a third party seeks to compel disclosure and/or production of the Software Program(s) or Documentation by court order or otherwise, Client shall promptly give notice to Karpel Solutions to allow Karpel Solutions to take whatever steps it deems necessary to prevent such disclosure and/or production, and Client agrees to cooperate with Karpel Solutions in connection therewith.

6. Public Agency Participation (APPLICABLE TO PUBLIC AGENCY CLIENTS ONLY): Other public agencies may utilize the terms and conditions established by this Agreement. "Public agency", for purposes of this paragraph, is defined to include any city, county, district, public authority, public agency, municipality, and other political subdivision. Client is not an agent, partner, or representative of such public agency, and is not obligated or liable for any action or debts that may arise out of such independently negotiated procurements. These so-called "piggy-back" awards shall be made independently by each public agency, and that agency shall accept sole responsibility for placing orders with Karpel Solutions. Client does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies. Any such contract by another public agency must be made by the statutes, codes, ordinances, charter, and/or procurement rules and regulations of such public agency.

9. WARRANTY

1. LIMITED WARRANTY: Karpel Solutions warrants that it will provide the Software Program(s) and Services professionally by qualified personnel. Karpel Solutions warrants that it has the requisite power and authority to enter into and perform its obligations under this Agreement. Karpel Solutions warrants that the performance by Karpel Solutions of any services described in this Agreement shall comply with all applicable laws, rules, and regulations. Karpel Solutions warrants it will provide access to and use of the Software Program(s) in material accordance with the Service Level Commitment outlined in this Agreement. No representations or warranties as to the use, functionality, or operation of the Software Program(s) or Services are made by Karpel Solutions other than as expressly stated in this Agreement. Karpel Solutions disclaims all other warranties as set forth below.

Karpel Solutions makes no warranties, express or implied, as to any third-party software or as to Karpel Solutions' ability to support such software on an ongoing basis. Karpel Solutions also makes no warranties, express or implied, as to the quality of or the ability of software developed by Karpel Solutions to operate with any hardware, network, software, systems, and/or external data flows already in place at Client's facilities or as may be added by Client.

2. INTERNET: Karpel Solutions makes the Software Program(s) available to Client through the Internet to the extent commercially reasonable, and subject to outages, communication and data flow failures, interruptions, and delays inherent in Internet communications. Client recognizes that problems with the Internet, including equipment, software, and network failures, impairments or congestion, or the configuration of Client's computer systems, may prevent, interrupt, or delay Client's access to the Software Program(s). Client agrees that Karpel Solutions is not liable for and agrees to hold Karpel Solutions harmless from any delays, interruptions, suspensions, or unavailability of the Software Program(s) attributable to problems with the Internet or the configuration of Client's computer systems or network.

3. SYSTEM REQUIREMENTS: Karpel Solutions provides the Software Program(s) based upon the system requirements as specified by Karpel Solutions for Client. Client agrees that Karpel Solutions is not liable for and agrees to hold Karpel Solutions harmless from any failure of the Software Program(s) based upon Client's failure to comply with the system requirements of Karpel Solutions.

4. WARRANTY LIMITATION: The warranties outlined in this Agreement do not apply if non-compliance is caused by, or has resulted from: (i) Client's failure to use any new or corrected versions of the Software Program(s) made available, (ii) use of the Software Program(s) by Client for any purpose and/or in any manner other than that authorized in this Agreement, (iii) use of the Software Program(s) in combination with other software, data or products that are defective, incompatible with, or not authorized in writing by Karpel Solutions for use with the Software Program(s), (iv) misuse of the Software Program(s) by Client, (v) any malfunction of Client's software, hardware, computers, computer-related equipment or network connection, (vi) any modification or alteration of the Software Program(s) not performed by or otherwise authorized by Karpel Solutions in writing, or (vii) an event of Force Majeure.

5. DISCLAIMER: THE FOREGOING WARRANTIES ARE EXCLUSIVE AND ARE MADE IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, WHICH ARE HEREBY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF NONINFRINGEMENT, TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTIES ARISING OUT OF A USE IN TRADE OR COURSE OF DEALING OR PERFORMANCE. KARPEL SOLUTIONS DOES NOT WARRANT: (i) THAT ACCESS TO OR USE OF ALL OR ANY PART OF THE SOFTWARE PROGRAM(S) WILL BE CONTINUOUS, ERROR-FREE, OR UNINTERRUPTED, (ii) THAT THE RESULTS ARISING OUT OF CLIENT'S USE OF THE SOFTWARE PROGRAM(S) WILL BE ACCURATE, COMPLETE, OR ERROR-FREE, OR (iii) THAT THE SOFTWARE PROGRAM(S) WILL MEET CLIENT'S NEEDS.

6. EXCLUSIVE REMEDIES: If the Software Program(s) provided under this Agreement do not materially comply with the requirements stated in the Limited Warranty above, Karpel Solutions' sole obligation shall be to correct or modify the Software Program(s) at no additional charge to Client. If Karpel Solutions is unable to correct or modify the Software Program(s) to the satisfaction of Client, Client's sole remedy will be to terminate this Agreement by written notice

to Karpel Solutions and receive a refund of any fees prepaid, if any, for the pro rata remainder of the then-effective term of this Agreement.

10. LIMITATION OF LIABILITY

CLIENT AGREES THAT KARPEL SOLUTIONS IS NOT RESPONSIBLE FOR ANY LOSS OF DATA, COST OF PROCUREMENT OF SUBSTITUTE GOODS, SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY BREACH OF THIS AGREEMENT, EVEN IF KARPEL SOLUTIONS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND CLIENT WAIVES ANY RIGHTS AND AGREES TO HOLD KARPEL SOLUTIONS HARMLESS FROM AND AGAINST ANY SUCH DAMAGES OR LOSSES. THIS LIMITATION APPLIES TO ALL CAUSES OF ACTION, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), STATUTE, OR OTHERWISE. REGARDLESS OF THE FORM OF THE CLAIM, **KARPEL SOLUTIONS' TOTAL LIABILITY TO CLIENT SHALL BE LIMITED TO: (i) THE EXTENT AND AMOUNT OF ANY INSURANCE COVERAGE WHICH IS AVAILABLE FOR SUCH CLAIM(S), OR (ii) THE AMOUNT OF FEES CLIENT HAS PAID TO KARPEL SOLUTIONS under THIS AGREEMENT IN THE THIRTY (30) DAY PERIOD before SUCH CLAIM(S) ARISING. TO THE EXTENT THAT INSURANCE COVERAGE IS AVAILABLE FOR SUCH CLAIM(S), CLIENT AGREES THAT CLIENT'S SOLE RECOURSE SHALL BE PAYMENT OF ANY AVAILABLE INSURANCE PROCEEDS, AND CLIENT AGREES TO LOOK EXCLUSIVELY TO SUCH INSURANCE PROCEEDS IN FULL SATISFACTION OF SUCH CLAIM(S).**

11. TERMINATION

TERMINATION BY CLIENT: If Client believes that Karpel Solutions has failed to perform or materially breached this Agreement, Client shall provide thirty (30) days' written notice to Karpel Solutions of Client's intent to terminate this Agreement. Thereafter, Karpel Solutions will have thirty (30) days from the receipt of such notice to cure the alleged failure or breach. If the alleged failure or breach cannot be cured within thirty (30) days, but Karpel Solutions has initiated good-faith efforts to cure the breach within the thirty (30) day period, the cure period shall be extended for a reasonable period to allow Karpel Solutions to complete the cure of the alleged failure or breach. If at the end of the cure period Karpel Solutions has not cured the alleged failure or breach, then Client may terminate this Agreement by providing written notice of termination.

TERMINATION BY KARPEL SOLUTIONS: Karpel Solutions may terminate this Agreement on thirty (30) days' written notice to Client for any reason, including, but not limited to, if Client has failed to perform under or materially breached this Agreement. Failure to timely pay all amounts due and owing and failure to reasonably cooperate with Karpel Solutions in connection with the Services, among other things, shall constitute material breaches of this Agreement.

TERMINATION FOR INSOLVENCY. Either party may immediately terminate this Agreement by providing written notice of termination in the event the other party: (i) files for, or has filed against it, a bankruptcy petition, and such petition is not dismissed within sixty (60) days of the filing date, (ii) ceases to conduct business in the normal course, (iii) makes an assignment for the benefit of its creditors, (iv) is liquidated or otherwise dissolved, (v) becomes insolvent or unable to pay its debts in the normal course, or (vi) has a receiver, trustee or custodian appointed for it.

RIGHTS AFTER TERMINATION OR EXPIRATION: Upon termination or expiration of this Agreement, Karpel Solutions will immediately terminate Client's access to and use of the Software Program(s), and each party shall immediately cease use of any Confidential Information received from the other party. Within thirty (30) days of written request following termination or expiration of this Agreement, Karpel Solutions shall coordinate with Client concerning the return of Client Content and Confidential Information obtained or shared during the Agreement. Client understands that upon termination or expiration of this Agreement, Client must return to Karpel Solutions (or at Karpel Solutions' election, destroy and certify such destruction in writing) any Documentation or other materials provided by Karpel Solutions, whether in written or electronic form, regarding the Software Program(s) provided under this Agreement.

FINAL PAYMENT. In addition to the Data Collection Fee outlined in the Investment Summary due and payable to Karpel Solutions upon termination or expiration of this Agreement, Client shall also be responsible for and shall pay any fees earned by Karpel Solutions before termination or expiration for all work and services performed and/or expenses incurred by Karpel Solutions under this Agreement before termination or expiration. Karpel Solutions will send an invoice to Client concerning these amounts, and final payment of all amounts due by Client to Karpel Solutions must be paid within thirty (30) days of that invoice. Past due accounts will be charged interest at the rate of one and one-half percent (1.5%) per month, or the maximum rate allowable by law. Client also agrees to pay any costs of collection, including reasonable attorneys' fees, incurred by Karpel Solutions in connection with this Agreement.

12. NON-SOLICITATION AND CONFIDENTIALITY OBLIGATIONS

NON-SOLICITATION OF KARPEL SOLUTIONS EMPLOYEES. Karpel Solutions has invested substantial sums of money and large amounts of time in recruiting, supervising, and training its employees. Client acknowledges that it has a unique opportunity to evaluate Karpel Solutions employees' performance and has the potential to hire Karpel Solutions' employees away from Karpel Solutions. Client further acknowledges that such hiring away would substantially disrupt Karpel Solutions' business and ability to provide its services to others. Client understands that Karpel Solutions' employees are subject to non-competition agreements; therefore, Client agrees during the term of this Agreement and for a period of two (2) years after expiration or termination of this Agreement by either party for any reason, Client will not in any manner, directly or indirectly, solicit, recruit or hire, or attempt to solicit, recruit or hire, or otherwise interfere with the employment or engagement of any other employees of Karpel Solutions who are employed or engaged by Karpel Solutions at the time of the solicitation, attempted solicitation, and/or hire or who were employed or engaged by Karpel Solutions within the two (2) year period before expiration or termination of this Agreement.

CONFIDENTIALITY. Neither party shall disclose or use any Confidential Information of the other party, except as otherwise outlined in or permitted by this Agreement.

PERSONALLY IDENTIFIABLE INFORMATION. The parties recognize that certain data Client or Karpel Solutions may use in conjunction with the Software Program(s) may be confidential, including Personally Identifiable Information of third parties. The parties shall use their best efforts to protect the confidentiality of the Personally Identifiable Information of third parties. Client agrees that Karpel Solutions is not liable, and Client agrees to hold Karpel Solutions harmless from any claims arising out of the disclosure of Personally Identifiable Information caused in whole or in part by Client's negligence, misconduct, or fault.

DISCLOSURE REQUIRED BY LAW. If any Confidential Information is required to be disclosed under any law, code, regulation or court order from a court of competent jurisdiction, the receiving party shall give the disclosing party immediate written notice of such requirement and shall use its best efforts to seek or to cooperate with the disclosing party in seeking a protective order concerning the Confidential Information requested should the disclosing party wish to seek such a protective order.

SIMILAR PROGRAMS AND MATERIALS. Provided Karpel Solutions is not in violation of the provisions of this confidentiality agreement, the Agreement shall not preclude Karpel Solutions from developing for itself, or for others, programs or materials which are similar to those produced as a result of Services provided to Client hereunder.

INJUNCTIVE RELIEF. The parties acknowledge that any breach of the non-solicitation and/or confidentiality obligations of this Agreement will cause irreparable harm to the other party. Accordingly, the parties agree that the non-breaching party may enforce the provisions of this Agreement by seeking an injunction, specific performance, criminal prosecution, or other equitable relief that may be available to the non-breaching party without prejudice to any other rights and remedies.

13. MISCELLANEOUS

NOTICES. Any notices provided under this Agreement will be in writing and will be deemed to have been properly given if delivered personally or if sent by: (i) a recognized overnight courier, (ii) certified or registered mail, postage prepaid, return receipt requested, or (iii) electronic means, followed by mailing a copy by regular U.S. mail, postage prepaid. Karpel Solutions' address for such notices is set forth below. Client's address for such notices will be the address on file with Karpel Solutions as provided by Client. Such address or contact information may be revised from time to time by Karpel Solutions and/or Client by written notice as described in this Section. All notices sent by certified or registered mail will be deemed received on the tenth (10th) business day after deposit in the mail. All notices sent by overnight courier will be deemed given on the next business day after deposit with the overnight courier. All notices sent by electronic means will be deemed given on the next business day after successful transmission.

Karpel Solutions
c/o Jeff Karpel
9717 Landmark Parkway, Suite 200
St. Louis, MO 63127
(314) 892-6300
karpel@karpel.com

GOVERNING LAW AND DISPUTE RESOLUTION. This Agreement is to be construed and governed by the laws of the United States and the State of Missouri, without regard to any conflict of laws provisions. Any dispute arising out of or in connection with this Agreement must be brought exclusively in the appropriate court(s) located in St. Louis County, Missouri, and Client expressly waives any objections regarding jurisdiction, venue, and/or forum *non conveniens* in such court(s).

ACCEPTANCE TERM. The proposal attached to this Agreement is tendered for acceptance in its entirety within thirty (30) days from the date of the proposal, after which it is to be considered null and void.

MODIFICATION AND WAIVER. Any modifications to this Agreement must be in writing and signed by both parties. Neither party will be deemed to have waived any of its rights under the Agreement by any statement or representation other than one made in an explicit written waiver by an Authorized Representative. No waiver of any breach of this Agreement will constitute a waiver of any prior or subsequent breach of this Agreement, whether similar or not.

ASSIGNMENT. This Agreement will inure to the benefit of and be binding upon Client, Karpel Solutions, and Karpel Solutions' successors and assigns. Client may not assign or otherwise transfer Client's rights and/or obligations under this Agreement without the prior written consent of Karpel Solutions, and any purported assignment or transfer without such consent will be void and of no force or effect. Karpel Solutions may assign and/or transfer this Agreement and/or Karpel Solutions' rights and obligations under this Agreement at any time, and Client's consent to such assignment or transfer is not needed.

FORCE MAJEURE. Neither party shall be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach thereof are delayed or prevented because of any act of God, government, fire, natural disaster, accident, terrorism, network or telecommunication system failure, sabotage, pandemic, epidemic, or any other cause beyond the control of such party ("Force Majeure"), provided that such party promptly gives the other party written notice of such Force Majeure.

INDEPENDENT CONTRACTORS. The parties will be deemed to have the status of independent contractors, and nothing in this Agreement will be deemed to place the parties in the relationship of employer-employee, principal-agent, partners, or joint ventures. Neither party has the authority to bind, commit, or make any representations, claims, or warranties on behalf of the other party without the party's prior written authorization, approval, and consent. Each party shall be responsible for its conduct and for that of its employees and designated agents concerning performance and/or non-performance under this Agreement. The parties agree to reasonably cooperate concerning any third-party claims that may arise from any party's performance and/or non-performance under this Agreement.

SOFTWARE ANOMALIES. New commercial software releases or upgrades, and any hardware and/or software owned by or licensed to Client, used in connection with the Software Program(s) may have anomalies, performance, or integration issues unknown to Karpel Solutions, which can impact the timely, successful implementation of information systems. Karpel Solutions will inform Client promptly if this occurs and will attempt to analyze, correct, and/or work around the anomalies or performance issues on a "best efforts" basis. Karpel Solutions is not responsible for any delay or inability to complete its Services hereunder if such anomalies or performance issues occur. Client is responsible for payment for all of Karpel Solutions' fees for the Services at the rates stated in the Agreement, whether or not a successful solution to such anomalies or issues is achieved.

CLIENT ENVIRONMENT. Client is responsible for the application, operation and management of its information technology environment, including but not limited to: (a) purchasing, licensing and maintaining hardware and software; (b) following appropriate operating procedures; (c) following appropriate protective measures to safeguard software and data from unauthorized duplication, modification, destruction or disclosure; (d) following adequate backup contingency plans concerning Client's information technology environment; and (e) employing qualified personnel to obtain the desired results. Karpel Solutions is not responsible for loss of data in the Software Program(s) or security breaches that result in unauthorized dissemination of data contained in the Software Program(s) that are the result of Client's actions, including, but not limited to, Client not following appropriate operating procedures, security, and protective measures, and/or adequate backup contingency plans.

ELECTRONIC DOCUMENTS. Client and Karpel Solutions may communicate by electronic means, including, but not limited to, facsimile documents and email. Both parties agree that a signature or an identification code ("USERID") contained in an electronic document is legally sufficient to verify the sender's identity and the document's authenticity, an electronic document that contains a signature or USERID is a signed writing, and an electronic document, or any computer printout of it, is an original when maintained in the normal course of business.

SEVERABILITY. If any portion of this Agreement is held to be void, invalid, or otherwise unenforceable, in whole or in part, the remaining portions of the Agreement shall remain in full force and effect.

MARKETING. Client agrees that Karpel Solutions may identify Client as a customer of Karpel Solutions in Karpel Solutions' written promotional and marketing materials, as well as in any oral or visual presentations regarding the business of Karpel Solutions. Provided Karpel Solutions is not in violation of the provisions of this confidentiality agreement, Karpel Solutions shall have the right to demonstrate for other prospective clients any application developed by Karpel Solutions under this Agreement and shall have the right to include information about any such application in marketing materials and presentations.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date set forth below. This Agreement constitutes the entire agreement between the parties, superseding all prior written and oral agreements. Before acceptance of this Agreement, Karpel Solutions reserves the right to make modifications to this Agreement. The signatories warrant they have the authority to bind their respective parties.

HARRISON CO., WV, PROSECUTING ATTORNEY'S OFFICE	**Karpel Solutions**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

Mailing Contact:	**Billing Contact:**
_____	_____

Mailing Address:

_____

_____

_____

Phone Number: _____

Email Address: _____

Billing Address:

_____

_____

_____

Tax Exempt? No Yes ***If yes, please attach a copy of tax-exempt certificate.***

Client Project Manager Contact:

_____

Phone Number: _____

Email Address: _____

Client Decision Making Attorney for Project:

_____

Phone Number: _____

Email Address: _____

Client Project IT Contact:

_____

Phone Number: _____

Email Address: _____

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE HARRISON COUNTY, WV PROSECUTING ATTORNEY'S OFFICE, AND KARPEL SOLUTIONS
FOR PARTICIPATION IN STATEWIDE DATA SHARING
FOR PROSECUTORBYKARPEL®

Parties:

1. The parties to this MOU are Karpel Solutions and Prosecution Offices that are willing to contribute potentially Confidential, Personally Identifiable, Criminal Justice Information to a Statewide Search system for purposes of information sharing with other Prosecution Offices.

2. The parties agree that maximum participation by all Prosecution Offices will strengthen the purposes of this MOU. Accordingly, the parties anticipate and desire that other eligible offices will join this MOU from time to time in the future. A joining agency shall also be considered a party and shall have the same rights, privileges, obligations, and responsibilities as the original parties.

Authority

Each participating Office warrants that it has the legal authority to enter into this MOU and share Confidential Information, Personally Identifiable Information, and Criminal Justice Information with each other and with Karpel Solutions for the sole purpose under this MOU for the delivery of a Statewide Search function.

Definitions

Confidential Information - Means information of either Karpel Solutions or Contributing Party which is disclosed under this MOU in oral, written, graphic, machine recognizable, electronic, sample or any other form by one office to the other, and which is considered to be proprietary, sensitive, or trade secret by the disclosing party. Confidential Information of Karpel Solutions expressly includes HOSTEDbyKarpel, PROSECUTORbyKarpel, and Statewide Search. The Confidential Information of the Contributing Party includes, subject to the limitation below, Personally Identifiable Information and Criminal Justice Information. Confidential Information for purposes of this MOU does not include information with access restricted to certain users or teams within PROSECUTORbyKarpel by the Contributing Party.

Contributing Party - A Prosecuting Attorney's Office that is a party to this MOU.

Criminal Justice Information - Any information collected and retained by each Contributing Party within PROSECUTORbyKarpel and available for use by Statewide Search. Criminal Justice Information shall be considered Confidential Information. Criminal Justice Information includes

limited information regarding defendants, co-defendants, court dates, charges, cases, and law enforcement referrals.

HOSTEDbyKarpel - Application and database delivery platform and website used by PROSECUTORbyKarpel concerning Confidential Information, Personally Identifiable Information, and Criminal Justice Information delivered through the Statewide Search function.

Information - Includes Confidential Information, Personally Identifiable Information, and Criminal Justice Information.

Personally Identifiable Information - Means any information that may be used to identify specific persons or individuals, which is collected by each Contributing Party for use in conjunction with the use of PROSECUTORbyKarpel and Statewide Search on HOSTEDbyKarpel. Personally Identifiable Information shall be considered Confidential Information. Personally Identifiable Information includes pedigree information used to identify specific persons or individuals and may include, but is not limited to, date of birth, social security numbers, addresses, and alias names.

PROSECUTORbyKarpel - Means the PROSECUTORbyKarpel criminal case management system and specifically each Contributing Party's licensed or subscribed copy of PROSECUTORbyKarpel.

Statewide Search - Functionality contained in PROSECUTORbyKarpel that allows each Contributing Party to query or search defendant information, co-defendant information, court dates, charge, and case information of other Contributing Parties.

Purpose

The Contributing Parties and Karpel Solutions agree that criminal history and case information currently available through other law enforcement and public portals is inadequate and sometimes incomplete.

The Contributing Parties and Karpel Solutions agree that the sharing of information between each Contributing Party will benefit criminal justice statewide, as it will allow for better charging, filing, and case disposition decisions.

The purpose of this Memorandum of Understanding (MOU) is to establish permissions and guidelines for the use of Personally Identifiable Information, Confidential Information, and Criminal Justice.

The parties agree to share, and Karpel Solutions, in connection with the Statewide Search function, is viewable by Contributing Parties inside PROSECUTORbyKarpel.

In addition to the permissions and guidelines, the purpose of the Statewide Search function is multifold:

1. Defendant information - Provide a mechanism for each Contributing Party to search

and view basic defendant pedigree information that is contained in each Contributing Party's installation or subscription of PROSECUTORbyKarpel and that is accessible only from inside PROSECUTORbyKarpel.

2. Charge and Case information - Provide a mechanism for each Contributing Party to search and view defendant charge, referral, and basic case information contained in each Contributing Party's installation or subscription of PROSECUTORbyKarpel, and that is accessible only from inside PROSECUTORbyKarpel.

3. Co-Defendant information - Provide a mechanism for each Contributing Party to search and view co-defendant information and associations that are contained in each Contributing Party's installation or subscription of PROSECUTORbyKarpel and that is accessible only from inside PROSECUTORbyKarpel.

4. Court Dates - provide a mechanism for each Contributing Party to search and view court date information for cases that are contained in each Contributing Party's installation or subscription of PROSECUTORbyKarpel and that is accessible only from inside PROSECUTORbyKarpel.

Ownership, Entry, and Maintenance of Information

1. Each Contributing Party retains sole ownership of exclusive control over, and sole responsibility over all the information it contributes through Statewide Search, including Confidential Information, Personally Identifiable Information, and Criminal Justice Information, and may at any time update, correct, or delete any information contained in PROSECUTORbyKarpel. Any changes made to the Information in PROSECUTORbyKarpel by the Contributing Party will be reflected in the Information shared through Statewide Search. Information shared through Statewide Search cannot be altered by the Contributing Party independent of PROSECUTORbyKarpel. All entries into the Statewide Search are delineated to identify the jurisdiction or Contributing Party.

2. Each Contributing Party has the sole responsibility and accountability for ensuring the information it enters into PROSECUTORbyKarpel and subsequently shared through Statewide Search was not obtained in violation of any federal, state, local, or tribal law applicable to the Contributing Party.

3. Each Contributing Party has the sole responsibility and accountability for ensuring compliance with all applicable laws, regulations, policies, and procedures applicable to the party's entry of information in PROSECUTORbyKarpel that is subsequently shared through

Statewide Search.

4. As information entered into PROSECUTORbyKarpel and subsequently shared through Statewide Search is separately maintained by each Contributing Party in their separate installation or subscription of PROSECUTORbyKarpel, and for which each Contributing Party is solely responsible and accountable, information is not alterable or changeable in the Statewide Search database in any way by any other Contributing Party.

5. Statewide Search is only a view of information from each Contributing Party and is not intended to be an official repository of original records, or to be used as a substitute for one, nor is the information contained in Statewide Search accorded any independent record status. Statewide Search is merely an application to facilitate the sharing of copies of the information outlined above that is contributed from already existing records contained in each Contributing Party's installation or subscription of PROSECUTORbyKarpel.

6. Each Contributing Party agrees to treat information shared through Statewide Search, including Confidential Information, Personally Identifiable Information, and Criminal Justice Information, as confidential to the extent authorized by law, including the Freedom of Information Act 5. U.S.C. § 552, the Privacy Act, 5 U.S.C. § 552a, and state Sunshine Act laws.

Access to and Use of Information

1. Each Contributing Party will contribute Confidential Information, Personally Identifiable Information, and Criminal Justice Information automatically through PROSECUTORbyKarpel. Each Contributing party agrees and permits other Contributing Parties to access and use through the Statewide Search function such Confidential Information, Personally Identifiable Information, and Criminal Justice Information.

2. Each Contributing Party will have access via PROSECUTORbyKarpel through the Statewide Search function to shared Information for use by Statewide Search. A snapshot of the Statewide Data Sharing Portal Details is attached hereto as Attachment A for illustrative purposes.

3. Each Contributing Party agrees and understands that cases, persons, and other Information that is given an authorization level by a Contributing Party within PROSECUTORbyKarpel is not subject to dissemination to other Contributing Parties through Statewide Search. In such cases, persons and Information that are assigned specific users or teams (authorizations) through PROSECUTORbyKarpel authorization

levels are excluded from Statewide Search results.

4. Prosecution Offices that are not Contributing Parties are not eligible to use the Statewide Search function through PROSECUTORbyKarpel and will not have access to the Statewide Search within PROSECUTORbyKarpel.

5. Each Contributing Party is responsible for providing its Internet connectivity to use the Statewide Search.

6. Karpel Solutions houses Information within a secured datacenter that is CJIS compliant and SAS70 audited. Multiple levels of security are in place to access the physical systems, along with multiple levels of authentication. All systems are backed up, and a copy of those backups is kept in two different locations. Additionally, an outside third-party security audit is performed annually, testing both the network and application layers.

7. Karpel Solutions provides a secure method of delivery of the Information that is requested through Statewide Search by providing the information in an encrypted stream through SSL (Secure Sockets Layer) that is only accessible by Contributing Parties.

8. Each Contributing Party has the sole responsibility and accountability for ensuring that its use of the Statewide Search function conforms with laws, regulations, policies, and procedures applicable to the Contributing Party.

9. All Contributing Parties agree that any information that is accessed through Statewide Search may only be disseminated in the furtherance of a legitimate law enforcement investigation or criminal prosecution.

10. All Contributing Parties agree that, notwithstanding anything to the contrary herein, Karpel Solutions is allowed to use Statewide Search for demonstration purposes, showing only fictitious Information.

Effective Date, Duration, Modification, and Termination

1. As among the Contributing Parties and Karpel Solutions, this MOU shall become effective as to each such party when an authorized representative of the party signs it.

2. This MOU shall remain in full force and effect for each Contributing Party as long as they continue to use PROSECUTORbyKarpel.

3. This MOU may be modified or altered upon the mutual written consent of the duly authorized representatives of each Contributing Party and Karpel Solutions. However, Karpel Solutions and the Contributing Parties may modify, address, and resolve technical and operational details about the functionality of Statewide Search and PROSECUTORbyKarpel that relate to this MOU without obtaining the consent of all Contributing Parties, provided that such does not conflict with this MOU.

4. This MOU may be terminated at any time by the mutual written agreement of the authorized representatives of all the parties. A duly authorized representative of a Contributing Party may also terminate that Contributing Party's participation in the MOU upon thirty (30) days' written notice to all other parties. Karpel Solutions may terminate the provision of Statewide Search to the Contributing Parties upon thirty (30) days' written notice to all the Contributing Parties. A Contributing Party's participation may also be terminated by Karpel Solutions if the Contributing Party is not in compliance with the terms of this MOU.

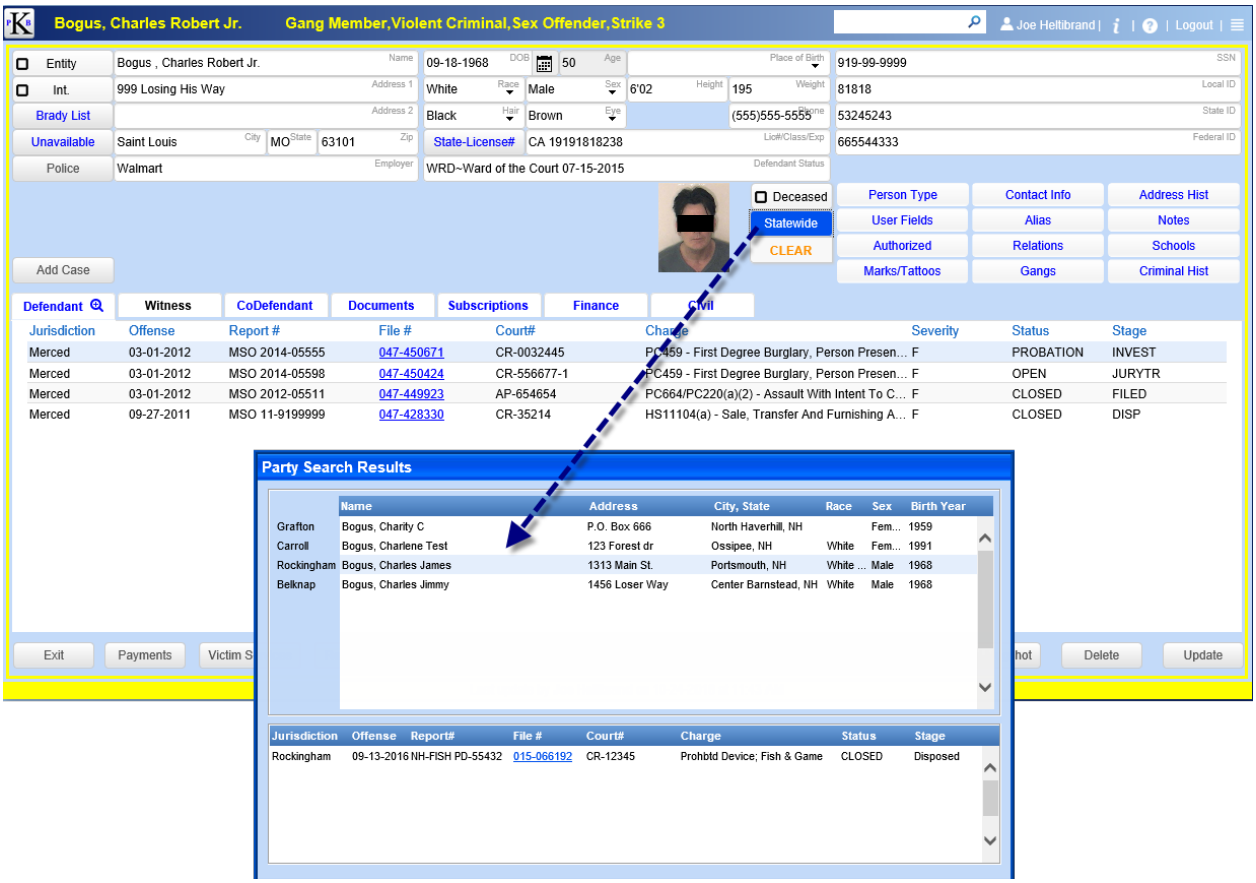
5. Upon termination of this MOU, Karpel Solutions agrees to disconnect the fetching of data used by the Statewide Search function.

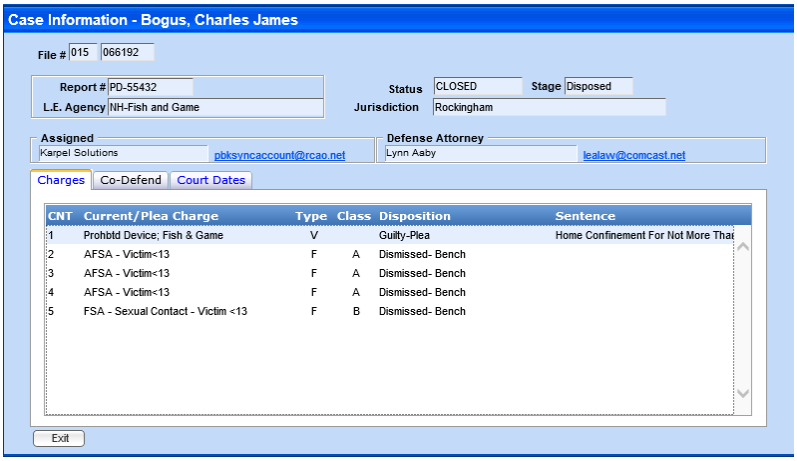
SO AGREED, the parties below have executed this MOU by the signatures of the authorized representative of the Contributing Party on the dates indicated below.

Harrison County, WV Prosecuting Attorney's Office	**Karpel Solutions**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

Statewide Data Sharing Portal Details

When PROSECUTORbyKarpel recognizes identical Persons in the Statewide Data Sharing Portal, the Statewide button will automatically turn blue. Selecting the Statewide button will show the data in the portal as seen below.





RESOLUTION

At a regular session of the county commission, held (Month, day and year) September 17, 2025 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Harrison. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 2 for the fiscal year of 25/26, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

_____ Yes or No

_____ Yes or No

_____ Yes or No

WHEREUPON, Harrison County Commission, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

LGSD BR (Ver. 2023)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5118
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2025-2026
Fund: 1
Rev. No. 2
Pages: 1

Harrison County Commission
GOVERNMENT ENTITY

Person To Contact Regarding Request:
Name: Laura Pysz
Phone: 304-624-8500
Fax: 304-624-8673
Email: lpysz@harrisoncountywv.gov

229 South 3rd St
STREET OR PO BOX

Clarksburg — CITY
26301 — ZIP CODE

COUNTY
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	10,515,931		22,975	10,492,956
700	Sheriff-Law Enforcement	5,019,564	22,500		5,042,064
705	Home Confinement	95,831	475		96,306
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Div. **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

DEPT

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
401-566-00	**Transfer to Other Funds**	**$ 3,687,348**		**$ 22,975**	**$ 3,664,373**	**Reduction**
700-103-00	LE Salaries	$ 2,944,921	$ 14,600		**$ 2,959,521**	**Additional Funds**
700-103-03	PRO Salaries	$ 449,146	$ 3,400		**$ 452,546**	**Additional Funds**
700-104-00	FICA	$ 292,538	$ 1,400		**$ 293,938**	**Additional Funds**
700-106-00	Retirement	$ 636,088	$ 3,100		**$ 639,188**	**Additional Funds**
705-103-00	Home Confinement Salary	$ 70,251	$ 350		**$ 70,601**	**Additional Funds**
705-104-00	Home Confinement FICA	$ 5,764	$ 50		**$ 5,814**	**Additional Funds**
705-106-00	Home Confinement RET	$ 13,156	$ 75		**$ 13,231**	**Additional Funds**

Within Account line item adjustments

Department Net Revision:	**$ 22,975**	**$ 22,975**

Salary increase of .5% for Deputies - approved by Commission 08-20-2025

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-401-458-08						
AIRPORT PROPERTY	420000.00		68790.96		351209.04	16.37
001-401-458-10						
FRANK LORIA CONTRIBUTION	8000.00		8000.00			100.00
001-401-458-11						
GSB WARRANTY CLAIMS	10000.00	8435.70	18611.59		-8611.59	186.11
001-401-458-12						
ELLIS PROPERTY		3800.00	3800.00		-3800.00	
001-401-459-00						
CO COMM CAP OUT EQUIPMENT	50000.00	4248.05	4401.01		45598.99	8.80
001-401-459-01						
CO COMM CAP OUT CRUISERS	240000.00		228748.17		11251.83	95.31
001-401-459-03						
CO COMM CAP OUT COMPUTERS	30000.00				30000.00	
001-401-566-00						
TRANSFER TO OTHER FUNDS	3687348.00				3687348.00	
TOTALS FOR 401 COUNTY COMMISSION	10515931.00	94722.03	722420.50		9793510.50	6.86

Reduce by $22,975

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
GENERAL FUND
AS OF 09/2025

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-700-103-00 LAW ENFORCEMENT SALARIES	2944921.00		498695.91		2446225.09	16.93
001-700-103-03 PRO-SCHOOLS SALARY	449146.00		76166.50		372979.50	16.95
001-700-103-04 ADMINISTRATIVE SALARY	177511.00		26318.13		151192.87	14.82
001-700-104-00 LAW ENFORCEMENT FICA	292538.00		49295.78		243242.22	16.85
001-700-106-00 LAW ENFORCEMENT RETIREMEN	636088.00		107368.22		528719.78	16.87
001-700-108-00 LAW ENFORCEMENT OVERTIME	200000.00		49125.18		150874.82	24.56
001-700-108-01 WEST MILFORD OVTM			3610.88		-3610.88	
001-700-108-02 ANTERO RESOURCES OVTM			9273.81		-9273.81	
001-700-108-04 LOST CREEK OVTM			972.10		-972.10	
001-700-108-06 COURT OVERTIME			2666.13		-2666.13	
001-700-108-07 PHOENIX PROGRAM OVTM			243.48		-243.48	
001-700-108-12 GHSP			826.03		-826.03	
001-700-108-13 SPECIAL DETAIL LE			3187.50		-3187.50	
001-700-112-00 LONGEVITY	36360.00		5907.50		30452.50	16.24
001-700-211-00 LAW ENFORCEMENT TELEPHONE	5000.00		312.04		4687.96	6.24
001-700-214-00 LAW ENFORCEMENT TRAVEL	3000.00		62.40		2937.60	2.08
001-700-216-00 MAINTENANCE & REP EQUIP	9000.00		357.51		8642.49	3.97
001-700-219-00 LAW ENFORCEMENT RENTS	27000.00		4569.93		22430.07	16.92
001-700-221-00 LAW ENFORCEMENT TRAINING	30000.00		1774.83		28225.17	5.91
001-700-222-00 LAW ENF DUES & SUBS	4000.00		350.00		3650.00	8.75
001-700-223-00 PROFESSIONAL SERVICE	30000.00	407.07	2293.61		27706.39	7.64
001-700-225-00 LAW ENF LAUNDRY & DRY CLE	10000.00	64.00	1801.15		8198.85	18.01
001-700-233-00 INVESTIGATIVE FUNDS	13000.00		872.12		12127.88	6.70
001-700-341-00 LAW ENF MAT & SUPPLIES	26500.00	3948.12	3948.12		22551.88	14.89
001-700-345-00 LAW ENFORCEMENT UNIFORMS	25000.00	453.10	2593.79		22406.21	10.37

+22,500

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-700-459-00						
NEW EQUIP-LAW ENFORCEMENT	13500.00	7816.00	8026.09		5473.91	59.45
001-700-459-01						
LE EQUIP-TASERS/BODY CAM	87000.00		43500.00		43500.00	50.00
TOTALS FOR 700 SHERIFF LAW ENFORCE	5019564.00	12688.29	904118.74		4115445.26	18.01

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-705-103-00						
HOME CONFINEMENT SALARY	70251.00		11852.45		58398.55	16.87
001-705-104-00						
HOME CONFINEMENT FICA	5764.00		885.69		4878.31	15.36
001-705-106-00						
HOME CONFINEMENT RET	13156.00		2152.40		11003.60	16.36
001-705-108-00						
HOME CONFINEMENT OVTM	6000.00		698.67		5301.33	11.64
001-705-112-00						
LONGEVITY	660.00		110.00		550.00	16.66
TOTALS FOR 705 HOME CONFINEMENT	95831.00		15699.21		80131.79	16.38

$475

DEPT **County Commission**

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
401-222-00	Dues & Subs	$ 55,000	$ 10,000		$ 65,000	Additional Funds
401-220-00	Advertising	$ 130,000		$ 10,000	$ 120,000	Reduction
401-458-11	Warranty Claims	$ 10,000	$ 10,000		$ 20,000	Additional Funds
401-223-00	Professional Services	$ 300,000		$ 10,000	$ 290,000	Reduction
401-109-00	Extra Help	15,000		1,000	$ 14,000	Reduction
401-108-00	Overtime	-	1,000		$ 1,000	Additional Funds

Within Account line item adjustments

Department Net Revision:	$ 21,000	$ 21,000

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-401-101-00 CO COMMISSION SALARY	136605.00		22767.60		113837.40	16.66
001-401-103-00 CO COMMISSION EMPLOYEES	842917.00		123249.66		719667.34	14.62
001-401-104-00 CO COMMISSION FICA	76600.00		10949.24		65650.76	14.29
001-401-105-00 CO COMMISSION INSURANCE	2100000.00				2100000.00	
001-401-106-00 CO COMMISSION RETIREMENT	89721.00		12576.08		77144.92	14.01
001-401-108-00 OVERTIME			408.86		-408.86	
001-401-109-00 EXTRA HELP	15000.00		1834.28		13165.72	12.22
001-401-112-00 LONGEVITY	6240.00		896.84		5343.16	14.37
001-401-212-00 CO COMMISSIONS PRINTING	1000.00				1000.00	
001-401-214-00 CO COMMISSIONS TRAVEL	5000.00	131.74	483.60		4516.40	9.67
001-401-218-00 CO COMMISSION POSTAGE	315000.00	35611.95	40658.83		274341.17	12.90
001-401-219-00 RENTS/CO COMM	2500.00				2500.00	
001-401-220-00 CO COMMISSION ADVERTISING	130000.00	283.00	3866.27		126133.73	2.97
001-401-221-00 CO COMMISSION TRAINING	5000.00	550.00	550.00		4450.00	11.00
001-401-222-00 CO COMMISSION DUES & SUBS	55000.00	14.99	59954.04		-4954.04	109.00
001-401-223-00 CO COMM PROF SERVICES	300000.00	11602.55	66854.38		233145.62	22.27
001-401-223-01 PROFESSIONAL SERVICES	120000.00				120000.00	
001-401-224-00 CO COMMISSION AUDITS	55000.00				55000.00	
001-401-226-00 CO COMM OFFICIAL BONDS	150000.00	30044.25	38544.25		111455.75	25.69
001-401-232-00 BANK FEES/CHARGES	500.00				500.00	
001-401-237-00 OTHER TAXES AND FEES	60000.00		50.00		59950.00	.08
001-401-240-00 REFUNDS & REIMBURSEMENTS	5000.00				5000.00	
001-401-458-00 CAPITOL OUTLAY/IMPROVEMEN	15000.00				15000.00	
001-401-458-03 GENERAL SERVICES ANNEX	1500000.00				1500000.00	
001-401-458-07 W MAIN ST PROPERTY	84500.00		12444.24		72055.76	14.72

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-401-458-08						
AIRPORT PROPERTY	420000.00		68790.96		351209.04	16.37
001-401-458-10						
FRANK LORIA CONTRIBUTION	8000.00		8000.00			100.00
001-401-458-11						
GSB WARRANTY CLAIMS	10000.00	8435.70	18611.59		-8611.59	186.11
001-401-458-12						
ELLIS PROPERTY		3800.00	3800.00		-3800.00	
001-401-459-00						
CO COMM CAP OUT EQUIPMENT	50000.00	4248.05	4401.01		45598.99	8.80
001-401-459-01						
CO COMM CAP OUT CRUISERS	240000.00		228748.17		11251.83	95.31
001-401-459-03						
CO COMM CAP OUT COMPUTERS	30000.00				30000.00	
001-401-566-00						
TRANSFER TO OTHER FUNDS	3687348.00				3687348.00	
TOTALS FOR 401 COUNTY COMMISSION	10515931.00	94722.03	722420.50		9793510.50	6.86

DEPT **Extension Office**

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
412-108-00	Overtime	$ 1,500	$ 1,000		$ 2,500	Additional Funds
412-103-00	Salaries	$ 139,576		$ 1,000	$ 138,576	Additional Funds
					$ -	
				$ -	$ -	
Department Net Revision:			**$ 1,000**	**$ 1,000**		Inline adjustments and additional revenue

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-412-103-00						
EXT OFFICE SALARIES	139576.00		21183.50		118392.50	15.17
001-412-103-01						
AGENT SALARY	13055.00				13055.00	
001-412-103-02						
PROGRAM ASSISTANT	3000.00				3000.00	
001-412-104-00						
EXT OFFICE FICA	10958.00		1769.64		9188.36	16.14
001-412-106-00						
EXT OFFICE RETIREMENT	13886.00		2101.21		11784.79	15.13
001-412-108-00						
OVT/EMPLOYEES/EXTENSION	1500.00		1913.00		-413.00	127.53
001-412-112-00						
LONGEVITY	1500.00		250.00		1250.00	16.66
001-412-213-00						
EXT OFFICE UTILITIES	2340.00				2340.00	
001-412-214-00						
EXT OFFICE TRAVEL	3000.00				3000.00	
001-412-222-00						
EXT OFFICE DUES	400.00				400.00	
001-412-341-00						
MATERIALS & SUPPLIES	250.00				250.00	
TOTALS FOR 412 EXTENSION OFFICE	189465.00		27217.35		162247.65	14.36

DEPT **Planning**

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
439-108-00	Overtime	$ -	$ 21		$ 21	Decrease
439-103-00	Salaries	251,098	-	21	$ 251,077	Additional Funds
	Department Net Revision:		**$ 21**	**$ 21**		Within Account line item adjustments

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-439-103-00						
PLANNING SALARIES	251098.00		32039.33		219058.67	12.75
001-439-104-00						
PLANNING FICA	19314.00		2463.27		16850.73	12.75
001-439-106-00						
PLANNING RETIREMENT	22734.00		2902.09		19831.91	12.76
001-439-108-00						
PLANNING/OVERTIME			20.84		-20.84	
001-439-112-00						
LONGEVITY	1320.00		185.00		1135.00	14.01
001-439-214-00						
PLANNING TRAVEL	600.00				600.00	
001-439-221-00						
PLANNING TRAINING	1100.00		250.00		850.00	22.72
001-439-222-00						
PLANNING DUES & SUBS	500.00				500.00	
001-439-223-00						
PLANNING PROF SERVICES	5000.00				5000.00	
001-439-230-00						
CONTRACTUAL	700.00				700.00	
001-439-240-00						
REFUNDS PLANNING		150.00	180.13		-180.13	
001-439-341-00						
PLANNING MAT & SUPPLIES	750.00				750.00	
001-439-458-01						
NUISANCE ORDINANCE PROJ	250000.00	21000.00	21000.00		229000.00	8.40
TOTALS FOR 439 PLANNING COMMISSION	553116.00	21150.00	59040.66		494075.34	10.67

DEPT **Animal Control**

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
716-459-00	**New Equipment**	**$ 11,924**		**$ 3,000**	**$ 8,924**	**Reduction**
716-216-00	**M & R Equipment**	**$ 1,000**	**$ 3,000**		**$ 4,000**	**Additional Funds**

Within Account line item adjustments

Department Net Revision:	**$ 3,000**	**$ 3,000**	

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
VITAL SERVICES LEVY
AS OF 09/2025

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-716-103-00						
SALARIES/EMP/ANIMAL CTRL	275681.00		45258.07		230422.93	16.41
027-716-104-00						
FICA/EMP/ANIMAL CONTROL	22320.00		3573.63		18746.37	16.01
027-716-105-00						
INSURANCE/ANIMAL CONTROL	35000.00				35000.00	
027-716-106-00						
RETIREMENT/EMP ANIMAL CTL	26250.00		4290.37		21959.63	16.34
027-716-108-00						
OVERTIME	8000.00		2282.94		5717.06	28.53
027-716-109-00						
EXTRA HELP	15000.00				15000.00	
027-716-112-00						
LONGEVITY/ANIMAL CONTROL	960.00		130.00		830.00	13.54
027-716-211-00						
TELEPHONE	10000.00	444.31	1298.87		8701.13	12.98
027-716-212-00						
ANIMAL CONTROL PRINTING	5000.00				5000.00	
027-716-213-00						
UTILITIES	12000.00	400.93	1153.39		10846.61	9.61
027-716-214-00						
TRAVEL	500.00				500.00	
027-716-215-00						
M & R BUILDING	5000.00	366.67	1508.17		3491.83	30.16
027-716-216-00						
M & R EQUIPMENT	1000.00	3931.02	3931.02		-2931.02	393.10
027-716-221-00						
TRAINING/ANIMAL CONTROL	2000.00				2000.00	
027-716-222-00						
ANIMAL CONTROL DUES	250.00		50.00		200.00	20.00
027-716-223-00						
PROFESSIONAL SERVICES	30000.00	6338.73	14994.94		15005.06	49.98
027-716-230-00						
CONTRACTUAL ANIMAL CONT	500.00		50.00		450.00	10.00
027-716 341-00						
MATERIALS & SUPPLIES	35615.00	7974.72	9807.10		25807.90	27.53
027-716-345-00						
UNIFORMS	3000.00		278.89		2721.11	9.29
027-716-459-00						
NEW EQUIPMENT	11924.00				11924.00	
TOTALS FOR 716 DOG WARDEN	500000.00	19456.38	88607.39		411392.61	17.72

+3000

-3000

DEPT **Parks & Rec**

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
900-109-00	**Extra Help**	**$ 150,000**		**$ 30,545**	**$ 119,455**	**Reduction**
900-215-02	**Maintenance - Ellis**	**$ -**	**$ 30,000**		**$ 30,000**	**Additional Funds**
900-231-00	**Fire Service Fees**	**$ -**	**$ 545**		**$ 545**	**Additional Funds**

Within Account line item adjustments

Department Net Revision:		**$ 30,545**	**$ 30,545**

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-900-103-00 PARKS & REC SALARIES	391020.00		47612.35		343407.65	12.17
027-900-104-00 PARKS & REC FICA	42000.00		4372.29		37627.71	10.41
027-900-105-00 INSURANCE	55000.00				55000.00	
027-900-106-00 PARKS & REC RETIREMEMT	35750.00		4240.76		31509.24	11.86
027-900-108-00 OVERTIME	3000.00		2283.24		716.76	76.10
027-900-109-00 PARKS & REC EXTRA HELP	150000.00		8301.00		141699.00	5.53
027-900-112-00 LONGEVITY	3000.00		477.50		2522.50	15.91
027-900-211-00 TELEPHONE	2600.00				2600.00	
027-900-212-00 PRINTING	1500.00				1500.00	
027-900-213-00 UTILITIES	40000.00	2707.87	6712.38		33287.62	16.78
027-900-214-00 TRAVEL	2500.00				2500.00	
027-900-215-00 M & R BUILDING	20000.00	382.09	1055.49		18944.51	5.27
027-900-215-01 MAINTENANCE-GROUNDS/PARKS	65830.00	6121.61	13619.54		52210.46	20.68
027-900-215-02 MAINTENANCE-ELLIS		10115.86	10115.86		-10115.86	
027-900-216-00 M & R EQUIPMENT	2500.00	609.02	1178.66		1321.34	47.14
027-900-219-00 RENTS	15000.00	516.00	823.88		14176.12	5.49
027-900-220-00 ADVERTISING	1000.00				1000.00	
027-900-221-00 TRAINING	1800.00				1800.00	
027-900-222-00 DUES	1000.00		349.00		651.00	34.90
027-900-223-00 PROFESSIONAL SERVICES	10000.00	340.00	340.00		9660.00	3.40
027-900-226-00 WORKER'S COMP PARKS	9000.00				9000.00	
027-900-230-00 CONTRACTUAL	1500.00		86.00		1414.00	5.73
027-900-231-00 FIRE SERVICE FEES		544.74	544.74		-544.74	
027-900-240-00 REFUNDS/REIMBURSEMENTS	1000.00				1000.00	
027-900-341-00 MATERIALS & SUPPLIES	20000.00	1647.57	2811.22		17188.78	14.05

Reduce $30,545

Increase $545

VITAL SERVICES - BUDGET REVISION

REVENUE

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
027-299-02	Carryover from FY 23/24			486,547	$ (486,547)	Move to FY 25/26
027-299-02	Carryover from FY 24/25			436,243	$ (436,243)	Move to FY 25/26
					$ -	
					$ -	
					$ -	
			0	922,790	$ (922,790)	

DEPT OEM

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
711-459-00	New Equipment	$ 53,576	$ 720,000		$ 773,576	Additional Funds
711-108-00	Overtime	$ -	$ 250		$ 250	Additional Funds
711-211-00	Telephone	$ 3,140	$ 15,000		$ 18,140	Additional Funds
711-567-00	Contributions	$ 225,000		$ 225,000	$ -	Reduction
711-567-01	Bridgeport VFD	$ -	$ 15,000		$ 15,000	Additional Funds
711-567-02	Salem VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-567-03	Shinnston VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-567-04	Spelter VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-567-05	Stonewood VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-567-06	Summit Park VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-567-07	Wallace VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-567-08	West Milford VFD	$ -	$ 30,000		$ 30,000	Additional Funds
711-230-00	Fire & Rescue Contractual	$ -	$ 2,000		$ 2,000	Additional Funds
711-222-00	Dues & Subs	$ 25,000	$ 185,540		$ 210,540	Additional Funds
						Within Account line item adjustments

Department Net Revision:	$ 1,147,790	$ 225,000	

REPORT DATE 09/11/2025
SYSTEM DATE 09/11/2025
FILES ID I

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
VITAL SERVICES LEVY
AS OF 09/2025

TIME 10:43:45
USER EJK

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-711-103-00 SALARIES/EMP/BUREAU	180000.00		17437.74		162562.26	9.68
027-711-104-00 FICA/EMP/BUREAU	15300.00		1701.40		13598.60	11.12
027-711-105-00 INSURANCE/BUREAU	30000.00				30000.00	
027-711-106-00 RETIREMENT/EMP/BUREAU	16200.00		1598.47		14601.53	9.86
027-711-108-00 OVERTIME/BUREAU			13.34		-13.34	
027-711-109-00 EXTRA HELP/BUREAU	22000.00		4487.59		17512.41	20.39
027-711-112-00 LONGEVITY/BUREAU	1800.00		310.00		1490.00	17.22
027-711-211-00 TELEPHONE	3140.00	739.34	4543.90		-1403.90	144.71
027-711-212-00 PRINTING	1000.00				1000.00	
027-711-213-00 UTILITIES	5000.00				5000.00	
027-711-215-00 FIRE & RESCUE M&R BLDG	5000.00		11.95		4988.05	.23
027-711-216-00 M&R EQUIPMENT	50000.00	4746.53	5852.61		44147.39	11.70
027-711-219-00 RENTS	2800.00	238.14	745.90		2054.10	26.63
027-711-221-00 TRAINING	5000.00	200.00	200.00		4800.00	4.00
027-711-222-00 DUES	25000.00	10938.60	10938.60		14061.40	43.75
027-711-223-00 PROFESSIONAL SERVICES	25000.00	526.52	990.79		24009.21	3.96
027-711-230-00 FIRE & RESCUE CONTRACTUAL			1050.29		-1050.29	
027-711-341-00 MATERIALS & SUPPLIES	5000.00				5000.00	
027-711-459-00 NEW EQUIPMENT	53576.00	135.00	216.64		53359.36	.40
027-711-566-00 TRANSFER OTHER FUNDS	184919.00				184919.00	
027-711-567-00 CONTRIBUTIONS	225000.00				225000.00	
027-711-567-02 SALEM VFD		6680.38	6680.38		-6680.38	
027-711-567-04 SPELTER VFD			24104.55		-24104.55	
027-711-567-08 WEST MILFORD VFD		30000.00	30000.00		-30000.00	

+250

+15,000

+25,000

+2000

+20,000

+30,000

Shinnston
Stonewood
Summit Park
Wallace
Bridgeport +15,000

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
TOTALS FOR 711 EMERGENCY SERVICES	855735.00	54204.51	110884.15		744850.85	12.95

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-711-103-00 SALARIES/EMP/BUREAU	180000.00	10670.94	121227.63		58772.37	67.34
027-711-104-00 FICA/EMP/BUREAU	15600.00	1004.89	11411.98		4188.02	73.15
027-711-105-00 INSURANCE/BUREAU	30000.00	856.26	10265.22		19734.78	34.21
027-711-106-00 RETIREMENT/EMP/BUREAU	16430.00	976.62	11095.76		5334.24	67.53
027-711-108-00 OVERTIME/BUREAU	500.00	229.98	291.63		208.37	58.32
027-711-109-00 EXTRA HELP/BUREAU	20000.00	2078.18	25773.99		-5773.99	128.86
027-711-112-00 LONGEVITY/BUREAU	2040.00	165.00	1980.00		60.00	97.05
027-711-211-00 TELEPHONE	6500.00	351.08	6818.50		-318.50	104.90
027-711-212-00 PRINTING	1000.00				1000.00	
027-711-213-00 UTILITIES	5000.00		2366.11		2633.89	47.32
027-711-214-00 TRAVEL	2500.00				2500.00	
027-711-215-00 FIRE & RESCUE M&R BLDG	5000.00	951.00	3592.76		1407.24	71.85
027-711-216-00 M&R EQUIPMENT	40000.00	1856.87	26212.00		13788.00	65.53
027-711-219-00 RENTS	2800.00	198.18	2384.06		415.94	85.14
027-711-220-00 ADVERTISING	500.00				500.00	
027-711-221-00 TRAINING	5000.00		531.64		4468.36	10.63
027-711-222-00 DUES	30000.00		23555.00		6445.00	78.51
027-711-223-00 PROFESSIONAL SERVICES	25000.00	511.09	28914.87		-3914.87	115.65
027-711-230-00 FIRE & RESCUE CONTRACTUAL	5000.00		26146.29		-21146.29	522.92
027-711-341-00 MATERIALS & SUPPLIES	5000.00	318.60	2243.44		2756.56	44.86
027-711-459-00 NEW EQUIPMENT	50000.00	28.64	64376.47		-14376.47	128.75
027-711-566-00 TRANSFER OTHER FUNDS	407865.00				407865.00	

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
TOTALS FOR 711 EMERGENCY SERVICES	855735.00	20197.33	369187.35		486547.65	43.14

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-711-103-00						
SALARIES/EMP/BUREAU	172930.00	8535.84	83866.45		89063.55	48.49
027-711-104-00						
FICA/EMP/BUREAU	15300.00	855.45	8758.98		6541.02	57.24
027-711-105-00						
INSURANCE/BUREAU	30000.00	980.44	11755.38		18244.62	39.18
027-711-106-00						
RETIREMENT/EMP/BUREAU	16200.00	782.89	7696.99		8503.01	47.51
027-711-108-00						
OVERTIME/BUREAU	35.00	12.95	32.38		2.62	92.51
027-711-109-00						
EXTRA HELP/BUREAU	29000.00	2487.69	28814.83		185.17	99.36
027-711-112-00						
LONGEVITY/BUREAU	1835.00	150.00	1832.50		2.50	99.86
027-711-211-00						
TELEPHONE	5500.00		5473.72		26.28	99.52
027-711-212-00						
PRINTING	1000.00				1000.00	
027-711-213-00						
UTILITIES	3000.00				3000.00	
027-711-215-00						
FIRE & RESCUE M&R BLDG	5000.00		3085.57		1914.43	61.71
027-711-216-00						
M&R EQUIPMENT	38135.00	1016.09	30644.63		7490.37	80.35
027-711-219-00						
RENTS	2800.00	261.94	2203.93		596.07	78.71
027-711-221-00						
TRAINING	3000.00				3000.00	
027-711-222-00						
DUES	45000.00		44962.00		38.00	99.91
027-711-223-00						
PROFESSIONAL SERVICES	7000.00	629.05	6379.14		620.86	91.13
027-711-230-00						
FIRE & RESCUE CONTRACTUAL	26000.00	43.00	25621.18		378.82	98.54
027-711-237-00						
OTHER TAXES AND FEES		-.03	-.03		.03	
027-711-341-00						
MATERIALS & SUPPLIES	3000.00		2575.36		424.64	85.84
027-711-459-00						
NEW EQUIPMENT	115000.00		112063.08		2936.92	97.44
027-711-566-00						
TRANSFER OTHER FUNDS	336000.00		43725.00		292275.00	13.01

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
VITAL SERVICES LEVY
AS OF 06/2025

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
TOTALS FOR 711 EMERGENCY SERVICES	855735.00	15755.31	419491.09		436243.91	49.02

18-A

Harrison County Commission

Request to Attend Meeting

Name	Lindsay Atha
Department	911
Destination	West Virginia Northern Community College - New Martinsville Campus
Travel Dates	September 22, 2025
Reason	Class - APCO Customer Service in Today's Public Safety Communications

Total Estimated Cost $ 140.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: Lindsay Atha Date: 9/4/25

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

18-B

Harrison County Commission

Request to Attend Meeting

Name: Michelle Payton

Department: 911

Destination: West Virginia Northern Community College - New Martinsville Campus

Travel Dates: September 22, 2025

Reason: Class - APCO Customer Service in Today's Public Safety Communications

Total Estimated Cost $ 140.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: M Payton Date: 9-4-25

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

18-C

Harrison County Commission

Request to Attend Meeting

Name: Mike Coffey

Department: 911

Destination: West Virginia Northern Community College - New Martinsville Campus

Travel Dates: September 22, 2025

Reason: Class - APCO Customer Service in Today's Public Safety Communications

Total Estimated Cost $ 140.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals	(Estimated)		$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 09-04-25

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

18-D

Harrison County Commission

Request to Attend Meeting

Name: Tyara Martin

Department: 911

Destination: West Virginia Northern Community College - New Martinsville Campus

Travel Dates: September 22, 2025

Reason: Class - APCO Customer Service in Today's Public Safety Communications

Total Estimated Cost				$ 140.00
Transportation				$ $0.00
Air			$ 0.00	
Private Vehicle:				
Mileage	0	X .70	$ 0.00	
Rental Car			$ 0.00	
Lodging				$ 0.00
Registration				$ 140.00
Meals	(Estimated)			$ 0.00
Incidentals				$ 0.00

Employee Signature: Tyara Martin Date: 9/5/25

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: Tabitha Robey

Department: 911

Destination: West Virginia Northern Community College, Wheeling Campus

Travel Dates: September 23, 2025

Reason: Class - APCO Cybersecurity Fundamentals for the Emergency Call Center

Total Estimated Cost $ 140.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 0.00
Registration			$ 140.00
Meals (Estimated)			$ 0.00
Incidentals			$ 0.00

Employee Signature: _____ Date: 9-2-25

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 Traci Bodkins

Department Harrison County Community Corrections

Destination Pearson Professional Centers-Morgantown WV

Travel Dates 10/ 20/25

Reason Taking social work licensing exam.

Total Estimated Cost $ _____

Transportation			$ _____
Air		$ _____	
Private Vehicle:			
Mileage	76 x .70	$ 53.20	
Rental Car		$ _____	
Lodging			$ _____
Registration			$ _____
Meals (Estimated)			$ _____
Incidentals			$ _____

Employee Signature: Traci Bodkins Date: 9-10-25

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

_____ Date: _____

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

Description

Details

Order Information

Location
Pearson Professional Centers-Morgantown WV
Test Center Information

Order Number/Invoice
[redacted]
Registration ID
[redacted]
Status
Scheduled

ASWB Policies

Admission Policy

Mandatory Identification:

- Two forms of ID are required. One ID must be government issued and must have a picture or a complete physical description. Both must have a signature and pre-printed name, which matches the name in our records.

Acceptable forms of identification include: driver's license, state identity card (non-driver license), passport, passport card, military ID, green card, alien registration, permanent resident card or national identification card. To view the full ID policy, including any additional allowances to this policy, please visit http://www.pearsonvue.com/policies/1S.pdf.

Day of Exam Expectations:

- Please arrive up to 15 minutes prior to our examination start time

If you are testing using Non Standard Testing Arrangements and need assistance rebooking your exam or have any specific questions, please contact specialarrangements@aswb.org.

Traci Bodkins

Privacy and Cookies This website stores cookies on your computer which help us make the website work better for you.

Learn more | Close this message

ASWB
Association of Social Work Boards

You are booked!

Order #: 0077-0431-8454

An email confirmation has been sent to: [redacted]

Please share your feedback! Take a quick survey

Return to ASWB

Description

Details

Order Information

Exam
ASWB-M: Masters

Language: English
Appointment Length: 270 minutes

Appointment
Monday, October 20, 2025
Start time: 12:30 PM America/New_York - EDT

Add to your calendar

21-A

Harrison County Commission

Request to Attend Meeting

Name: Megan Rowand

Department: 911

Destination: Walt Smittle Training Center, Ripley, WV

Travel Dates: October 26-28, 2025

Reason: Class - Suicide Caller Seminar

Total Estimated Cost			$ 541.00
Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 295.00
Meals (Estimated)			$ 136.00
Incidentals			$

Employee Signature: Megan D. Rowand Date: 8/21/25

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

County Commission Action ( ) Approve ( ) Disapprove

Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

21-B

Harrison County Commission

Request to Attend Meeting

Name: Tyara Martin

Department: 911

Destination: Walt Smittle Training Center, Ripley, WV

Travel Dates: October 26-28, 2025

Reason: Class - Suicide Caller Seminar

Total Estimated Cost $ 541.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 295.00
Meals	(Estimated)		$ 136.00
Incidentals			$

Employee Signature: [signature] Date: 8-21-25

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

County Commission Action ( ) Approve ( ) Disapprove

Authorized travel within the approved budget by and for other constitutional offices does not require County Commission approval

Date: _____

A8 Form Revised: May 1, 2014

21-C

Harrison County Commission

Request to Attend Meeting

Name: Tess Hawkins

Department: 911

Destination: Walt Smittle Training Center, Ripley, WV

Travel Dates: October 26-28, 2025

Reason: Class - Suicide Caller Seminar

Total Estimated Cost $ 541.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 295.00
Meals	(Estimated)		$ 136.00
Incidentals			$

Employee Signature: _____ Date: 08/21/25

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

From: "Montana B. Boggess" via WVE911Director
To: WV 911 Directors
Subject: [WVE911Director] Training Opportunity - Jackson County
Date: Tuesday, August 12, 2025 10:46:54
Attachments: image001.png

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

Hello all,
Benchmark Professional Seminars will be hosting several communications classes within the next few months at our training center in Jackson County. I know some of these are a little further out, but I wanted to go ahead and share these to the group. Benchmark has hosted several law enforcement related courses here and has received a lot of praise, so we are looking forward to communications training. Below are the dates, times, and locations of these events. I've also attached the registration link to each course as well.

***September 22 @ 8:30 am - September 23 @ 4:30 pm
Call Taker/Dispatcher Critical Incident Management – Jackson Co. **LINK:** Call Taker/Dispatcher Critical Incident Management – Jackson Co. – Benchmark Professional Seminars, Inc.
Jackson County, WV Walter Smittle Training Center 201 Town View Road, Ripley, WV
Designed to improve the skills of call-takers and dispatchers needed to deal with life threatening emergencies, crimes-in-progress calls, officer-in-trouble, and other situations in which immediate officer dispatch to the scene is necessary.

***October 23 @ 8:30 am - October 24 @ 4:00 pm
Basic Call-Takers/Dispatchers Techniques and Procedures – Jackson Co. **LINK:** Basic Call-Takers/Dispatchers Techniques and Procedures – Jackson Co. Sheriff's Office – Benchmark Professional Seminars, Inc.
Jackson County, WV Walter Smittle Training Center 201 Town View Road, Ripley, WV
This program will assist the participant in focusing on critical areas and problems associated with communication center call-taking and dispatching. Efforts will be spent looking at the specific communication center environment and discussing the unique skills and techniques required of personnel engaged in these functions and fulfilling their duties.

***October 27 @ 8:30 am - October 28 @ 4:00 pm
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Designed to improve the skills of call-takers and dispatchers needed to deal with life threatening emergencies, crimes-in-progress calls, officer-in-trouble, and other situations in which immediate officer dispatch to the scene is necessary.

***November 17 @ 8:30 am - November 18 @ 4:30 pm
Communications Center Supervisor – Jackson Co. **LINK**: Communications Center Supervisor – Jackson Co. Sheriff's Office – Benchmark Professional Seminars, Inc.
Jackson County, WV Walter Smittle Training Center 201 Town View Road, Ripley, WV
A seminar for public-safety and communication center supervisors- especially those who have less than three years' experience and who want to improve their leadership skills. Participants will explore techniques they need to promote high performance, cooperation, and job satisfaction among their communication center workers.

BENCHMARK
PROFESSIONAL SEMINARS

A SERIES OF SEMINARS
FOR LOCAL, COUNTY, STATE, AND FEDERAL PUBLIC SAFETY PERSONNEL
Upcoming seminars are sponsored by Benchmark Professional Seminars, Inc., a State of Delaware corporate entity, in cooperation with various law enforcement departments.
We would also invite you to consider hosting one or more of our programs. When doing so, your department would be able to place five of its personnel in each hosted program at no cost.
For information on this service, call Ed or Phyllis Preston at
(681) 285-0830.

Montana B. Boggess

Director
Jackson County 9-1-1 Communications
Emergency Management
Office: 304.373.2278
Fax: 304.372.6899
PO Box 800
Ripley, WV 25271

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You received this message because you are subscribed to the Google Groups "WVE911Director" group.
To unsubscribe from this group and stop receiving emails from it, send an email to wve911director+unsubscribe@googlegroups.com.
To view this discussion visit https://groups.google.com/d/msgid/wve911director/SA9PR09MB598309E4B3C1AA4D1165D465EF2BA%40SA9PR09MB5983.namprd09.prod.outlook.com.

22-A

Harrison County Commission

Request to Attend Meeting

Name: Bryce Delgado

Department: 911

Destination: Walt Smittle Training Center, Ripley, WV

Travel Dates: October 22-24, 2025

Reason: Class - Basic Call-Taker/Dispatcher Techniques & Procedures

Total Estimated Cost $ 541.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 295.00
Meals	(Estimated)		$ 136.00
Incidentals			$

Employee Signature: Bryce Delgado Date: 8/20/25

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

22-B

Harrison County Commission

Request to Attend Meeting

Name: Lorenda McConnell

Department: 911

Destination: Walt Smittle Training Center, Ripley, WV

Travel Dates: October 22-24, 2025

Reason: Class - Basic Call-Taker/Dispatcher Techniques & Procedures

Total Estimated Cost $ 541.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 295.00
Meals	(Estimated)		$ 136.00
Incidentals			$

Employee Signature: Lorenda McConnell Date: 8/20/25

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

22-C

Harrison County Commission

Request to Attend Meeting

Name: Jade Haggerty

Department: 911

Destination: Walt Smittle Training Center, Ripley, WV

Travel Dates: October 22-24, 2025

Reason: Class - Basic Call-Taker/Dispatcher Techniques & Procedures

Total Estimated Cost $ 541.00

Transportation			$ $0.00
Air		$ 0.00	
Private Vehicle:			
Mileage	0 X .70	$ 0.00	
Rental Car		$ 0.00	
Lodging			$ 110.00
Registration			$ 295.00
Meals	(Estimated)		$ 136.00
Incidentals			$

Employee Signature: Jade Haggerty Date: 8/20/25

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

From: "Montana B. Boggess" via WVE911Director
To: WV 911 Directors
Subject: [WVE911Director] Training Opportunity - Jackson County
Date: Tuesday, August 12, 2025 10:46:54
Attachments: image001.png

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

Hello all,
Benchmark Professional Seminars will be hosting several communications classes within the next few months at our training center in Jackson County. I know some of these are a little further out, but I wanted to go ahead and share these to the group. Benchmark has hosted several law enforcement related courses here and has received a lot of praise, so we are looking forward to communications training. Below are the dates, times, and locations of these events. I've also attached the registration link to each course as well.

***September 22 @ 8:30 am - September 23 @ 4:30 pm
Call Taker/Dispatcher Critical Incident Management – Jackson Co. **LINK:** Call Taker/Dispatcher Critical Incident Management – Jackson Co. – Benchmark Professional Seminars, Inc.
Jackson County, WV Walter Smittle Training Center 201 Town View Road, Ripley, WV
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Communications Center Supervisor – Jackson Co. **LINK**: Communications Center Supervisor – Jackson Co. Sheriff's Office – Benchmark Professional Seminars, Inc.

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To unsubscribe from this group and stop receiving emails from it, send an email to wve911director+unsubscribe@googlegroups.com.
To view this discussion visit https://groups.google.com/d/msgid/wve911director/SA9PR09MB598309E4B3C1AA4D1165D465EF2BA%40SA9PR09MB5983.namprd09.prod.outlook.com.

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, August 27, 2025, through Tuesday, September 2, 2025

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

On, Thursday, August 28, 2025, the following matters were disposed of in the presence of the Clerk:

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

MARSHA ROMINE, who was named in the last will and testament of **NORMA JEAN ARTHUR**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
LOU ANN LAWRENCE, who was named in the last will and testament of **NORMA JEAN ARTHUR**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

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

LINDA OLSON COLLIERE, who was named in the last will and testament of **RICHARD K HURSEY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, August 29, 2025, the following matters were disposed of in the presence of the Clerk:

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

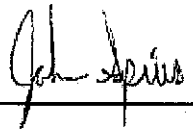
ELEANOR NESTER, who was named in the last will and testament of **JOHN GARY PRICE**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, September 2, 2025, the following matters were disposed of in the presence of the Clerk:

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

ROBERTA KAY MOONEY, who was named in the last will and testament of **ROBERT MARK MORIMANNO**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **MIRANDA FORTNEY** was appointed and qualified as ADMINISTRATOR of the estate of **MARK EDWARD HARRIS**, deceased. No bond was required.



Wednesday, September 17, 2025

John R Spires
Clerk of the Harrison County Commission

Confirmed

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, September 3, 2025, through Tuesday, September 9, 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, September 3, 2025, the following matters were disposed of in the presence of the Clerk:

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

LINDA OLSON COLLIERE, who was named in the last will and testament of **RICHARD K HURSEY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

ABIGAIL MOLLOHAN, who was named in the last will and testament of **DAVID ROBERT HEISE**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, September 5, 2025, the following matters were disposed of in the presence of the Clerk:

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

JANET TAYLOR, who was named in the last will and testament of **WILLARD GEORGE BROWN**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Monday, September 8, 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 J BOOK II** was appointed and qualified as ADMINISTRATOR of the estate of **AMANDA NICOLE BOOK**, deceased. No bond was required.

A duly exemplified copy of the last will and testament of **WARNER H LEWIS**, deceased, late a resident of DALLAS, TEXAS, was admitted to record.

John R Spires
Clerk of the Harrison County Commission

Wednesday, September 17, 2025

Confirmed

Enlarged Hepzibah Public Service District
Regular Board Meeting

Monday
September 8, 2025
4:30 PM

AGENDA

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

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

C-2

Sun Valley Public Service District
Regular Board Meeting

Tuesday
September 9, 2025
3:30 PM

AGENDA

1. Call meeting to order

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

3. Manager's Report

4. Old Business

5. New Business
   A. Review & Approve 8th Payment Request for Phase III-B Sewer Collection System Upgrades Project

6. Public Comments

7. Adjournment

Sun Valley Public Service District

Regular Board Meeting

Tuesday, August 12, 2025

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

Present	Employees	Also Present
Richard "Gregg" Dale	Kevin Short	Cody Turner
Sandra Patterson		Frank & Darletta Gulas
		Richard Sinclair
		Douglas Mazer
		Charles Mazer
		Shawn Mazer
		Zack Dobbins

1. **Approval of Minutes**
   Sandra Patterson made a motion to approve the minutes from the Regular Board meeting on Tuesday July 8, 2025, as read. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of Checks**
   Sandra Patterson made a motion to approve the Check Signed Document dated 6/12/25 through 8/12/25. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

3. **Phase IIIB Sewer Project**
   Zack informed the Board that he had the 7th Payment Request for the Phase IIIB Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #7 for the Phase IIIB Sewer Project, with $29,887.00 going to Thrasher Engineering; with $220,225.18 going to Pro Contracting Inc., and $2,500.00 going to JD Utilities, for a grand total of $252,612.18 to be submitted to WVDEP (SRF) and the WV WDA EEG. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

4. **Thrasher Engineering Progress Report**
   Cody Turner gave the Board a progress report on the construction.
   Phase IIIA – Kevin and Cody and the Board discussed the monies that was left over from this Project and how to use it. After discussion, **Sandra Patterson made a motion to approve the engineering amendment for I&I study. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**
   Phase IIIB – Cody informed the Board that the Contractor and men are continuing to work out Davisson Run and are working their way towards Fletcher Heights. They brought a second crew in which is very small at the moment. Cody said they are approximately 18% complete as it was slow moving because they were almost up to 21 feet deep at one point.
   Indian Run – Gregg informed everyone that he has been in contact with some Delegates and Senators, such as Mike Queen and Moore Capito is ready to help. Darletta expressed that she had called the number the Senator gave her and talked to a gentleman by the name of Wade

and he said that SVPSD has not submitted any permits or designs. Gregg said that wasn't true as they have done all the leg work and all we need done is for someone to sign, then we can get started. Zack said the problem they are running into now is the Governor has stepped in and wants to look at every piece of paper that comes into the office... Therefore, it has all come to a screeching halt because of this. Doug Mazer said that when he called the Governor's office, he was told that the Governor was not holding anything up. Doug Mazer asked what they needed to do to push this along. Gregg said he was going to shake the tree more with the Senator and he asked Cody if Clay said anything else. Cody said that Clay was going to get in position to have everything ready to go, then put the heat back on them is the plan. Zack said typically what will happen is, where they are finishing up with design and applying for the permits, etc., no one ever does that before you have a binding commitment. If we can get all of that done, then we can say hey we are sitting here waiting on you all. Zack said we can submit binding and bid authorization on the same day, now what is the problem and someone needs to let us know. Everyone continued discussion on how to move forward.

5. **Manager's Report**

A. Zack Dobbins informed the Board that he needed a motion to file the 19A to the PSC. After discussion, **Sandra Patterson made a motion to file the 19A for the water side to the Public Service Commission. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

B. Kevin informed the Board that the PSC is requesting the following questions on the Water side; Copy of the District's most recent annual budget for the Water utility; was the most recent annual budget submitted to the County Commission; and a copy of the minutes for each of the District Board's most recent 12 months of meetings.

C. Kevin provided the Board with copies of the Delinquency report that includes Lake Floyd PSD and Sun Valley PSD sewer showing the total amounts still past due before charges were created on July 30, 2025 and discussed.

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

E. Kevin provided the Board with a copy of the Water Loss Report for July 2025 through June 2026. Kevin informed the Board that we had a Water Loss of 22.65 % for the month of July, 2025. He said that we have a 16.92 % adjusted Water Loss for FY 2025-2026. Kevin and the Board discussed this in detail.

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

G. Kevin provided the Board with a copy of the Vendor Invoice Report dated 07/31/25, for SVPSD Water, SVPSD Sewer and Lake Floyd PSD and discussed.

H. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water to Water working Capital Reserve Savings Account for FY 2025-2026 and discussed.

I. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer to Sewer Working Capital Reserve Savings Account for FY 2025-2026 and discussed.

J. Kevin informed the Board that he needs a motion for George & Brenda Murphy who called the PSC and he needs them to void the first User Agreement and write off $446.07 and approve the new agreement that was signed on June 11, 2025, which starts him over. After Discussion, **Sandra Patterson made a motion to void the first user agreement for George & Brenda Murphy and write off $446.07 and approve the new agreement that was signed on June 11, 2025, which will start him over. Gregg Dale seconded the motion. All in favor, none**

opposed and none abstained.

K. Kevin provided the Board with a copy of the audited financial statements from BHM CPA Group, Inc., and discussed in detail.

L. Kevin said for the record, the PSC Reports, our section is finished and Zack Dobbins will be here September 3, 2025 to do all final adjustments and they will file the PSC reports by the due date of September 30, 2025. Kevin said Zack will then forward it onto the Auditor and we will get our Audit finished on time this year.

M. Kevin provided the Board with a copy of the August, 2025 Calendar and discussed.

6. **Next Board Meeting**
   Sandra Patterson announced that the next Board meeting would be September 9, 2025.

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

Chairman

Treasurer

Secretary

aja

C-4

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

** OPEN INVOICES ** DUE DATE: 8/31/25 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 8/31/25 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 623 000 00	OPERATIONAL SUPPLIES & EXPENSE	1	1,056.00	1	1,056.00
B	80 653 000 00	MAINTENANCE OF METERS	1	4,550.00	1	4,550.00
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	1	6,333.30	1	6,333.30
B	80 923 425 00	OUTSIDE SERVICES-AUDIT	1	3,000.00	1	3,000.00
B	80 928 000 00	REGULATORY COMMISSION EXPENSE	1	3,279.28	1	3,279.28
B	80 933 000 00	TRANSPORTATION	1	1,494.86	1	1,494.86
	FUND# 80	WATER FUND	6	19,713.44	6	19,713.44
B	81 392 000 00	TRANSPORTATION EQUIPMENT	1	640.65	1	640.65
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	24	32,644.99	24	32,644.99
B	81 795 125 00	OUTSIDE SERVICES-AUDIT	1	3,000.00	1	3,000.00
B	81 797 000 00	REGULATORY COMMISSION EXPENSES	1	1,405.41	1	1,405.41
	FUND# 81	SEWER FUND	27	37,691.05	27	37,691.05
		ALL FUNDS	33	57,404.49	33	57,404.49