AMENDED

Harrison County Commission Meeting
Wednesday, January 7, 2026
10:00 A.M.

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

Join Zoom Meeting
****

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

Appointments:
10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
10:05 A.M. --- Special Funding Request from the RCB Youth Leadership Association requesting $5,000.00 to remove financial barriers on students for a leadership in government experience

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Review—Discuss—Consider** Organizational Matters for Calendar Year 2026
   - **A.** Election of President
   - **B.** Election of President Pro Tempore
   - **B.** Hours of Operation for Courthouse and General Service Building
   - **C.** Date & Time of Regular Meetings – Approved 11/05/25
   - **D.** Commission Meeting Schedule of Deadline for Requisitions and Agenda items
   - **E.** Holiday Schedule for 2026
   - **F.** Appointments to Boards and Committees
     - **Exhibit A –** Boards and Committees Commission Serves On
     - **Exhibit B –** HCC Board Appointees for 2026
2. **Review—Discuss—Consider** Appointing a Humane Officer for Harrison County for 2026
3. **Public Comment Period**
4. **Consent Agenda**
5. **Payroll Change Notices:**
   - **A.** Christopher Cutright – 911 - Retirement – Effective 12/31/25
   - **B.** Brooke Fogg – 911 – Resignation – Effective 12/18/25
   - **C.** Bianca Jamen – 911 – Resignation – Effective 12/12/25
   - **D.** Michelle Rowan – Parks & Rec. – New Hire – Effective 01/26/26
   - **E.** Thomas Rohrbough – Security – Resignation – Effective 12/02/25
   - **F.** Shine Kellison – Security – Resignation – Effective 12/30/25
   - **G.** John Sedlock – Security – Resignation – Effective 12/30/25
   - **H.** Timmy Smith – Security – Other – Effective 12/30/25
   - **I.** Larry Thompson II – Security – Hired – Effective 01/12/26
   - **J.** Steve Junkins – Security – Hired – Effective 01/12/26
   - **K.** Chris Madia – Security – Interim Chief of Security – Effective 01/10/26
   - **L.** Pat McIntire – Community Corrections – Re-Hired – Effective 01/07/26
   - **M.** William Webb – Community Corrections – Resignation – Effective 01/07/26

6. **Minutes and/ or Amended Minutes of Previous Meetings**
    - **A.** None
7. **Requisitions --- Purchase Orders --- Invoices**
    - **A.** ARPA – City of Salem – Final Draw - $7,523.90
    - **B.** Quotes
    - **C.** Vendor List of Payments
8. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
    - **A.** None
9. **Review—Discuss—Consider 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 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements)**
    - **A. $**1,996.25
10. **Review—Discuss—Consider 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 2016 A (White Oaks Industrial Park Project No. 1)**
    - **A. $**365.00
11. **Review—Discuss—Consider 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 A&B Bonds issued for the Charles Pointe Economic Opportunity Development District.**
    - **A. $**6,190.00
12. **Review—Discuss—Consider 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 2021 A & B (Development District No. 3 White Oaks Project No. 2).**
    - **A. $**296.25
13. **Review—Discuss—Consider** Letter to the West Virginia Alcohol Beverage Control Administration
    - Mountaineer Grill on Meadowbrook
      166 Barnetts Run Road, Bridgeport, WV 26330
14. **Review—Discuss—Consider** Update from DEP (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** Budget Revisions for the following:
    - **A.** Vital Services
    - **B.** General County
16. **Administrator's Report**
17. **Commissioner Comments – Questions**

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

- **A. Weekly Fiduciary Report from the County Clerk**
    - **1.** Wednesday, December 10, 2025 through Wednesday, December 24, 2025
- **B. Monthly Fiduciary Commission Settlements:**
    - **1.** Mary Clare Cox
    - **2.** Joseph Minnite
    - **3.** Paul Peter Maria Keppeler
    - **4.** Phyllis Joan Weber

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

1. Meuse-Argonne VFW Post 573 Final Report of the Special Funding Request for Veteran's Day Parade
2. WV Extension Homespun News
3. Greater Harrison PSD Regular Meeting Minutes for November 20, 2025
4. Greater Harrison PSD Financial Information for November, 2025
5. Enlarged Hepzibah PSD Regular Meeting Minutes for November 10, 2025

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

1. **Review—Discuss—Consider** Activities at Parks & Rec (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)

10:05

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: December 10, 2025

Organization Name: Youth Leadership Association, Robert C. Byrd High School Chapter

Name and Title of Requester: Juliana "Jules" Haddix, Founder

Mailing Address of Organization and Responsible Person:
Attn: Jules Haddix, Youth Leadership Association, RCBHS, One Eagle Way, Clarksburg, WV 26301
If approved, this is where the check will be sent

Telephone: 304-677-7625 Fax: _____ E-mail: JulBug2011@gmail.com

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

TOTAL Cost of Project/Activity: $ 4,800.00 (approx)

Dollar Amount REQUESTED - Grant: $ 5,000.00 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): To remove financial barriers on students for a leadership in government experience.

If for a fair/festival/event, give dates and location: Date: April 22-24, 2026 Location: Charleston, WV

Describe the proposed activities with dollar amounts to be funded by this request: The financial request is to ensure that every student at RCBHS who has shown a dedicated interest by being a part of the Youth Leadership Association, RCBHS Chapter, can attend the three-day Statewide Youth Government event that will help to foster WV's Next Generation of Civic Leaders. Currently, 12 students have committed to attending the event at a cost of $400.00 per student, for a total of $4,800.00. We know that the HCC has a multitude of requests, so we aimed for the full amount since it supports Harrison County's future leaders. Any unused amount will be returned.

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?

If our association should receive the funding, we will recognize the HCC's contribution through sending information to the local news outlets and through school announcements. It is important to ensure that those who help the future leaders of our community are shown the appreciation they deserve for helping us achieve this goal.

(Name of Applicant) Juliana Haddix 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) Juliana Haddix, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Juliana Haddix 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) Juliana Haddix 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 Juliana Haddix **Date** 12/10/2025

Juliana Haddix, as founder of Youth Leadership Association, Robert C. Byrd HS Chapter

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant _____

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

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

NAME OF PROJECT/EVENT: _____

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

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

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

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

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

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

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

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

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

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

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

Now, therefore be it further resolved, funding requests from fairs and festivals, Including but

not limited to the following, will be considered throughout the year. Such allocation will be

$1,500 for a one day event and $3,000 for any event of more than one day.

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

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

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

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

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

Susan J Thomas, President

Attest:

John Spires, Clerk of Harrison County

Youth Leadership Association
Robert C. Byrd High School Chapter
One Eagle Way, Clarksburg, WV 26301

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

Dear Commissioners,

My name is **Juliana "Jules" Haddix,** and I am a student at **Robert C. Byrd High School** and the founder of our **Youth Leadership Association (YLA)** chapter. YLA is a statewide organization that empowers students to become informed, active citizens through leadership development, volunteer service, and hands-on civic engagement. I am writing to respectfully request to be **added to the agenda** for the **next county commission meeting**. I would like to give a brief 5-minute presentation about our club's mission and highlight an upcoming leadership program where students will spend three days at our state capitol participating in a mock legislature. During this experience, students debate bills, learn how laws are made, and connect with peers from across the state — **all while developing future-ready leadership skills**. The cost of participation is approximately **$400 per student**, which can be a barrier for many families. To ensure **equal opportunity for students** across our county, we are seeking **$5,000** in support from the Commission to help cover student travel, lodging, and registration fees. This funding would directly impact our local youth and allow more students to **participate without financial worry**. This program will help grow the **next generation of leaders Harrison County**, and I would be **grateful for the opportunity** to present our request and answer any questions the Commission may have. Thank you for your time and consideration. I look forward to the possibility of speaking at your next meeting and working together to **expand civic engagement** opportunities for **students in our community**.

Warm regards,

Juliana Haddix

Juliana "Jules" Haddix

Youth Leadership Association
Robert C. Byrd High School Chapter

1-D.

2026 Harrison County Commission Meeting Schedule

Date of Meeting Wednesdays	Meeting Time	Deadline for Submissions:				Posted to the Public:		
				Requisitions	Agenda Items			
January 7, 2026	10:00am	Monday	12-29-2025	11:00am	1:00pm	Tuesday	12-30-2025	4:00pm
January 21, 2026	10:00am	Wednesday	01-14-2026	11:00am	1:00pm	Thursday	01-15-2026	4:00pm
February 4, 2026	10:00am	Thursday	01-29-2026	11:00am	1:00pm	Friday	01-30-2026	4:00pm
February 18, 2026	10:00am	Wednesday	02-11-2026	11:00am	1:00pm	Thursday	02-12-2026	4:00pm
March 4, 2026	10:00am	Thursday	02-26-2026	11:00am	1:00pm	Friday	02-27-2026	4:00pm
March 18, 2026	10:00am	Thursday	03-12-2026	11:00am	1:00pm	Friday	03-13-2026	4:00pm
April 1, 2026	10:00am	Thursday	03-26-2026	11:00am	1:00pm	Friday	03-27-2026	4:00pm
April 15, 2026	10:00am	Thursday	04-09-2026	11:00am	1:00pm	Friday	04-10-2026	4:00pm
May 6, 2026	10:00am	Thursday	04-30-2026	11:00am	1:00pm	Friday	05-01-2026	4:00pm
May 20, 2026	10:00am	Thursday	05-14-2026	11:00am	1:00pm	Friday	05-15-2026	4:00pm
June 3, 2026	10:00am	Thursday	05-28-2026	11:00am	1:00pm	Friday	05-29-2026	4:00pm
June 17, 2026	10:00am	Thursday	06-11-2026	11:00am	1:00pm	Friday	06-12-2026	4:00pm
July 1, 2026	10:00am	Thursday	06-25-2026	11:00am	1:00pm	Friday	06-26-2026	4:00pm
July 15, 2026	10:00am	Thursday	07-09-2026	11:00am	1:00pm	Friday	07-10-2026	4:00pm
August 5, 2026	10:00am	Thursday	07-30-2026	11:00am	1:00pm	Friday	07-31-2026	4:00pm
August 19, 2026	10:00am	Thursday	08-13-2026	11:00am	1:00pm	Friday	08-14-2026	4:00pm
September 2, 2026	10:00am	Wednesday	08-26-2026	11:00am	1:00pm	Thursday	08-27-2026	12:00pm
September 16, 2026	10:00am	Thursday	09-10-2026	11:00am	1:00pm	Friday	09-11-2026	4:00pm
October 7, 2026	10:00am	Thursday	10-01-2026	11:00am	1:00pm	Friday	10-02-2026	4:00pm
October 21, 2026	10:00am	Thursday	10-15-2026	11:00am	1:00pm	Friday	10-16-2026	4:00pm
November 4, 2026	10:00am	Thursday	10-29-2026	11:00am	1:00pm	Friday	10-30-2026	4:00pm
November 18, 2026	10:00am	Thursday	11-12-2026	11:00am	1:00pm	Friday	11-13-2026	4:00pm
December 2, 2026	10:00am	Tuesday	11-24-2026	11:00am	1:00pm	Wednesday	11-25-2026	4:00pm
December 16, 2026	10:00am	Thursday	12-10-2026	11:00am	1:00pm	Friday	12-11-2026	4:00pm

1-E.



HARRISON COUNTY COURT HOUSE

Harrison County Commission

229 South 3rd Street
Clarksburg, West Virginia 26301
304-624-8500
FAX 304-624-8673

Commissioners
David L. Hinkle
Susan J. Thomas
Patsy Trecost II

2026
THE COURTHOUSE WILL BE CLOSED TO OBSERVE THE FOLLOWING HOLIDAYS

Thursday, January 1st, 2026	New Year's Day
Monday, January 19th, 2026	Martin Luther King Jr. Day
Monday, February 16th, 2026	Presidents' Day
Friday, April 3rd, 2026	Good Friday
Tuesday, May 12th, 2026	Primary Election Day
Monday, May 25th, 2026	Memorial Day
Friday, June 19th, 2026	Juneteenth
Monday, June 22nd, 2026	West Virginia Day
Friday, July 3rd, 2026	Independence Day
Friday, September 4th, 2026	Close at 12:00 PM
Monday, September 7th, 2026	Labor Day
Monday, October 12th, 2026	Columbus Day
Tuesday, November 3rd, 2026	Election Day
Wednesday, November 11th, 2026	Veterans Day
Thursday, November 26th, 2026	Thanksgiving Day
Friday, November 27th, 2026	Observance of Lincoln Day
Thursday, December 24th, 2026	Close at 12:00 PM
Friday, December 25th, 2026	Christmas Day
Thursday, December 31st, 2026	Close at 12:00 PM

If there are changes during the calendar year, you will be notified in writing by the Harrison County Commission

APPROVED:

Susan J. Thomas

David L. Hinkle

Patsy S. Trecost, II

1-F.
Exhibit A

Boards & Committees the County Commission Serve On

Area Council on Aging/ Region VI

Farmland Protection Board

Harrison – Clarksburg Board of Health

Harrison County Ambulance Authority

Harrison County Community Corrections Advisory Board

Harrison County Development Authority

Harrison County E911 Advisory Board

Harrison County Economic Development Corporation

Harrison County Emergency Squad

Harrison County Juvenile Crime Enforcement Coalition

Harrison County Local Emergency Planning Committee

Harrison County Parks & Recreation

Harrison County Planning Commission

Harrison County Senior Citizens

Region VI Local Elected Officials (LEO) Board

Region VI Planning & Development Council

Region VI Workforce Investment Board

WVU Cooperation Extension Service

1-F.
Exhibit B

Harrison County Commission Board Appointees 2026

Susan J. Thomas

Area Council on Aging/ Region VI
Harrison County Community Corrections Advisory Board
Harrison County Development Authority
Harrison County E911 Advisory Board
Harrison County Emergency Squad
Harrison County Juvenile Crime Enforcement Coalition
Harrison County Local Emergency Planning Committee
Harrison County Senior Citizens
Region VI Local Elected Officials (LEO) Board

David Hinkle

Patsy Trecost II

Farmland Protection Board of Harrison County
Harrison - Clarksburg Board of Health
Harrison County Emergency Ambulance Authority
Harrison County Planning Commission
Region VI Planning & Development Council
WVU Cooperative Extension Service

HCC appointed Mike Queen to serve on Harrison County Economic Development Corporation Board

5-A.

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
01-31-2025		

NAME	ADDRESS
Cutright, Christopher	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Retirement effective 01-31-2025

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrea D. Bailey	DATE 12-29-2025
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

5-B.

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-18-2025		| | |-| | |-| | | | |

NAME	ADDRESS
Fogg, Brooke	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Resignation effective 12-18-2025

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrea D. Bailey	DATE 12-18-2025
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

5-C.

Harrison County Commission
Payroll Change Notice

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-12-2025		

NAME	ADDRESS
Jamen, Bianca	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) Resignation effective 12-12-2025

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Andrea D. Bailey	DATE 12-15-2025
HUMAN RESOURCES MANAGER	DATE

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Amsterdam

5-D.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1-26-26		| | |-| | |-| | | | |

NAME	ADDRESS
Michelle Rowan	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☒ JOB		Recreation Specialist
☐ SHIFT		
☒ RATE		13-1
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER John LaDuke	DATE 12-30-25

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Amsterdam

5-E.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-30-25		| | | - | | - | | | |

NAME	ADDRESS
Thomas Rohrbough	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		730	

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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 12-30-25

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5-F.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-30-25		| | | - | | - | | | |

NAME	ADDRESS
Shine Kellison	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		730	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE
[signature]	12-30-25

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5-G.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-30-25		| | | - | | - | | | |

NAME	ADDRESS
John Sedlock	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		730	

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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 12-30-25

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5-H.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12-30-25		| | | - | | - | | | |

NAME	ADDRESS
Timmy Smith	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		730	

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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE
	12-30-25

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5-I.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1-12-26		| | |-| | |-| | | | |

NAME	ADDRESS
Larry Tompson	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		730	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☒ JOB		Security Officer
☐ 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) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE
[signature]	12-30-25

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5-J.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1-12-26		| | | - | | - | | | |

NAME	ADDRESS
Steve Junkins	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		730	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 12-30-25

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5-K.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
11/18/2026		| | |-| | |-| | | | |
NAME Christopher Madra		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT 230 / SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
X RATE	11-4 28.22/hr	12-4 29.25/hr
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

X OTHER (Explain) Interim Chief of Security

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER	DATE 12/30/2025

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5-L.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1/7/25		| | |-| | |-| | | | |

NAME	ADDRESS
PAT MCINTIRE	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Com Corr.	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE	PART TIME	TRANSPORT/MISC
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN	$20.00	PER HOUR
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 12/30/25
HUMAN RESOURCES MANAGER	DATE

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5-M.

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
11/7/25		| | |-| | |-| | | | |

NAME	ADDRESS
WILLIAM WEBB	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		COMM COOR.	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain)_____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 12/30/25
HUMAN RESOURCES MANAGER	DATE

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7-A.

City of Salem
Water System Improvements Phase IV Project
Requisition #17

Payee	HCC General Funds	HCC ARPA Funds	Salem ARPA Funds	CDBG	IJDC District 1 Grant	WV WDA EEGF	DWTRF Principal Forgiveness	DWTRF Lead Service Grant	DWTRF Lead Service Loan	WV WDA EEGF Overrun Grant	Total
	$141,500.00	*$100,000.00*	*$100,000.00*	*$2,000,000.00*	*$1,000,000.00*	*$960,000.00*	*$1,000,000.00*	*$284,200.00*	*$295,800.00*	*$565,000.00*	*$6,446,500.00*
Construction											**$ 633,080.35**
Contract #1 ***(Doss Pay App #11***	$ -	$ 7,523.90	$ -	$ 462,019.73	$ -	$ -	$ -	$ 14,467.34	$ 468.53	$ 148,600.85	
Contract #2 ***(Pay App #_)***	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Customer LSL Replace.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Pitchers & Filters (city)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Sponsor Sampling (city)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Cont'y	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Engineering (Thrasher) ***(inv.#1040342)***											**$ 51,097.80**
Study & Report	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Preliminary Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Final Design	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Bidding & Negotiations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Construction Management	$ -	$ -	$ -	$ 5,000.00	$ -	$ -	$ -	$ -	$ -	$ -	
Geo Tech/Subsurface	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Eng. Surveys & Topo	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Const Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
RPR Services	$ -	$ -	$ -	$ -	$ 41,097.80	$ -	$ -	$ -	$ -	$ -	
BABA/AIS Requirement	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Lead Service Line Inv.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000.00	$ -	
ROW Coordination Mtg.s	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Legal (Sam Harold)											**$ -**
Project	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Accounting											**$ -**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Project Mgm't											**$ 5,736.59**
Region VI ***(Inv #24 & #33)***	$ -	$ -	$ -	$ -	$ 5,736.59	$ -	$ -	$ -	$ -	$ -	
Cost of Financing											**$ -**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Permits											**$ -**
NPDES Fee (Reimb TTG)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL THIS REQUEST	**$ -**	**$ 7,523.90**	**$ -**	**$ 467,019.73**	**$ 46,834.39**	**$ -**	**$ -**	**$ 14,467.34**	**$ 5,468.53**	**$ 148,600.85**	**$ 689,914.74**
PRIOR REQUEST	$ 141,500.00	$ 92,476.10	$ 100,000.00	$ 1,506,347.64	$ 382,439.31	$ 960,000.00	$ 516,157.65	$ 10,967.00	$ 150,423.47	$ 1,785.42	$ 3,862,096.59
REQUESTED TO DATE	$ 141,500.00	$ 100,000.00	$ 100,000.00	$ 1,973,367.37	$ 429,273.70	$ 960,000.00	$ 516,157.65	$ 25,434.34	$ 155,892.00	$ 150,386.27	$ 4,552,011.33
REMAINING FUNDS	$ -	$ -	$ -	$ 26,632.63	$ 570,726.30	$ -	$ 483,842.35	$ 258,765.66	$ 139,908.00	$ 414,613.73	$ 1,894,488.67

Submitted By: Sheena Hunt, Project Manager **Date:** 12/09/2025

RESOLUTION

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

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

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

APPROVED by the City of Salem on the 9th day of December 2025.

By: _____
Brandie Garner, Mayor

7-B.

Date of Meeting	1/7/2026	QUOTES		
Department	**Vendor**	**Description**	**Price**	**Line Item #**
911	Vertiv Corporation	Battery Backups for Server @ 911 Center	$4,761.56	027-711-216-00
911	Vertiv Corporation	Battery Backups for Server @ PK Tower	$4,914.76	027-711-216-00
911	Vertiv Corporation	Battery Backups for Server @ Shinnston Tower	$2,201.93	248-712-216-00
911	Vertiv Corporation	Battery Backups for Server @ Lost Creek Tower	$2,337.61	027-711-216-00
911	Vertiv Corporation	Battery Backups for Server @ Grafton Tower	$2,438.69	245-712-216-00
911	Vertiv Corporation	Battery Backups for Server @ Salem Tower	$2,201.93	246-712-216-00
Commission	Vertiv Corporation	Battery Backups for Server @ Courthouse & County Garage	$9,858.11	001-424-216-00
Commission	Ferro Concepts	Body Armor for the Sheriff's Office	$25,665.20	001-401-459-00

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

7-C.

Date of Meeting	1/7/2026	Invoice							
Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund 026	ARPA Fund	Other as Needed
911 Center	US Bank / Amazon	(6) BIFALE VESA Certified 8K Display Port 1.4 Cable 15ft 2 Pack, DP 1.4 Cable Nylon BraidedSupports			$161.94				
911 Center	Mon Power	Salem Tower Power Bill							$462.68
911 Center	Mon Power	Shinnston Tower Power Bill							$563.00
911 Center	Frontier	911- Taylor County Phone Bill		$823.15					
911 Center	Canon Financial Services	Copier Rental			$244.12				
911 Center	Whaley Distributing	Rock Salt			$440.51				
911 Center	Hart Office Solutions	Copier Rental			$166.00				
911 Center	US Cellular	Monthly Cell Phone Bill			$739.69				
911 Center	The Water Shop	Water			$30.00				
911 Center	National Emergency Number Association	Dues for 911 Supervisors			$4,600.00				
911 Center	First Guaranty Bank	Sam's Club - Refreshments for NENA Supervisor Class			$69.18				
911 Center	Frontier	Backup for PK Tower			$766.00				
911 Center	A1 Exterminating	Pest Control for 911 Center			$75.00				
911 Center	WV Division of Labor	Elevator Certificate			$90.00				
911 Center	The Water Shop	Water			$37.50				

911 Center	APCO International	APCO Fire Service Comm Recertif			$35.00				
911 Center	Frontier	911 Center Phone Bill			$4,218.17				
Animal Control	Hope Gas	Animal Control Gas Utility Bill			$849.26				
Animal Control	US Bank / Amazon	Supplies & 2026 Calendar			$198.54				
Animal Control	Grace Animal Hospital	Canine Euthanasia for Citizen			$138.59				
Animal Control	Humane Society of Harrison County	Adoption Spays			$650.00				
Animal Control	Marion County Humane Society	Canine Transfer			$267.45				
Animal Control	MonPower	Animal Control Gas Utility Bill			$250.51				
Animal Control	Aududon Animal Clinic	Vet Visits for Great Pyrenees Puppies			$757.32				
Animal Control	Fisher Auto Parts	Supplies for Animal Control Truck			$94.52				
Animal Control	US Bank - Amazon	Rubbing Alcohol			$66.95				
ARPA	City of Salem	City of Salem ARPA Funds request - Water System Improvemnts Phase IV Project Requistion #10						$7,523.90	
Assessor	The Water Shop	(12) Sweet Spring Water	$72.00						
Circuit Clerk	ULINE	Big wheel Handi-Mover Cart plus shipping	$373.08						
Commission	Clarksburg Water Board	633 W. Pike Street Water Utility Bill	$140.72						

Commission	Otis Elevator	Elevator Maintenance for the Annex	$20,097.00						
Commission	Hope Gas	1117 Good Hope Pike Gas Utility Bill	$404.47						
Commission	Town of Nutter Fort	420 Buckhannon Pike Water Utility Bill	$883.95						
Commission	Hart Office Solutions	Multiple Invoices - Overage Charge for Copier Rental, Base Rate for Copier Rental	$100.00						
Commission	Steptoe & Johnson	Charles Pointe Bond Restructuring Proceedings (Services through 11/26/25)	$3,193.75						
Commission	Steptoe & Johnson	TIF Litigation through November 2025	$500.00						
Commission	Visual Edge IT	Copier Rental for the Prosecuting Attorneys Office	$319.07						
Commission	Hope Gas	Quiet Dell School Gas Utility Bill	$490.70						
Commission	Hope Gas	UBLIC Safety Bulding Gas Utility Bill	$799.10						
Commission	The Arc Of Harrison County	Billing for the Month of November, 2025 for Darius Jackson	$594.00						
Commission	Hart Office Solutions	Copier Rental for the Assessor's Office	$246.54						
Commission	FedEx	Postage Charges for the Commission	$4.22						
Commission	Hope Gas	Courthouse Gas Bill	$191.16						
Commission	Hope Gas	General Service Building Gas Bill	$1,063.28						

Commission	Hope Gas	Sheriff Office Gas Bill	$197.81						
Commission	Hope Gas	Courthouse Gas Bill	$29.49						
Commission	Frontier	Phone Bill for Courthouse	$434.63						
Commission	Alpha Energy Solutions	HVAC Service Call for Sheriff's Office	$776.65						
Commission	Pitney Bowes Banks	Postage for Commission	$11,648.57						
Commission	FedEx	Postage Charges for the Commission	$174.79						
Commission	US Cellular	Commission Cell Phone Bill	$3,613.38						
Commission	Canon Financial Services	Copier Rental	$1,221.00						
Commission	Hart Office Solutions	Black Toner	$352.22						
Commission	US Bank - Amazon	Black ink for Hannah	$116.89						
Commission	Unifirst	Weekly Rugs	$182.31						
Commission	Hart Office Solutions	Copier Rental	$54.54						
Commission	The Exponent Telegram	Legal Ad - 2025 Certified to State	$14,768.38						
Commission	Frontier	Courthouse Phone Bill	$22.32						
Commission	Chem- Aqua	Water Treatment for Courthouse	$310.14						
Commission	McKinley Architecture & Engineering	Community Corrections Lift Repairs	$3,055.00						
Commission	McKinley Architecture & Engineering	Structural Evaluation of GSA	$3,047.75						
Commission	McKinley Architecture & Engineering	Elevator Installation at Courthouse	$4,695.00						
Commission	Mon Power	Courthouse/ Annex	$24,810.58						
Commission	Hart Office Solutions	Coper Rental	$142.24						

Commission	FedEx	Postage Charges for Commission	$4.23						
Commission	Custom Thermal Solutions	Carrier Control Tech Support on Site	$3,170.00						
Commission	Glen Elk Iron	Gym Membership	$224.00						
Commission	Trapuzzano's Uniform	Security Uniforms	$279.30						
Commission	Clarksburg Water Board	GSB Water	$447.10						
Commission	Clarksburg Water Board	Annex Water	$383.00						
Commission	Clarksburg Water Board	Courthouse Water	$336.65						
Commission	Clarksburg Water Board	Courthouse Water	$572.98						
Commission	Clarksburg Water Board	Extension Water	$127.93						
Commission	Clarksburg Water Board	609 West Main Water	$97.94						
Community Corrections	Redwood Toxicology Laboratory, Inc	November, 2025 Urine Analysis				$2,675.90			
Community Corrections	Christina Murphy	Reimbursal - Napkins, Plates, Cups, Drinks, Cookies				$54.25			
Community Corrections	Redwood Toxicology Laboratory, Inc	Saliva Collection Test				$71.25			
Community Corrections	Emily Rebelo	Social Work Licensure Fee				$77.71			
County Clerk	The Exponent Telegram	Legal Ad	$85.90						
County Clerk	The Exponent Telegram	Legal Ad	$150.30						

County Garage	Fisher Auto Parts	Supplies for Maintence Dump Truck	$59.40						
County Garage	Fisher Auto Parts	Supplies	$592.60						
County Garage	Chenoweth Ford	Supplies - oil filters, pins, etc	$307.20						
County Garage	Chenoweth Ford	Nuts and Gasket	$840.58						
County Garage	Wholesale Tire	Tire Restock	$960.00						
County Garage	Black Beat Chrysler Jeep Dodge Ram	Parts	$153.32						
County Garage	Tri State Welding Supplies	Yearly Lease on Oxygen Tanks	$125.00						
County Garage	NAPA	Torch Kit	$246.82						
Fire Department	Mon Power	Fire Fighters Training Building Electric Utility Bill							$165.21
Law Enforcement	Continental Coffee & Water Service	Coffee Supplies	$135.80						
Law Enforcement	Robins Perfect Fit	Uniforms	$77.00						
Law Enforcement	Skasiks Cleaner	Dry Cleaning for Process	$85.35						
Law Enforcement	National Sheriffs Association	Dues for Matheny II	$250.00						
Law Enforcement	Glock Professionals	Diaz Armorer's Course	$300.00						
Law Enforcement	TLG Printing	E Kesling Cards	$25.00						
Law Enforcement	Special Tees	Tshirts for Deputies	$472.00						
Law Enforcement	Command Communications	Handheld Microphones for Mobile Radios	$379.98						
Law Enforcement	Trapuzzano's	Law Enforcement Uniforms	$2,842.00						
Law Enforcement	US Cellular	Phone Bill	$2,286.99						

Maintenance	Whaley Distributing	Supplies - (49) Rock Salt #50	$440.51						
Maintenance	Sandy's True Value Hardware & Home Center	Supplies - Solar Stake Light, GE LED, Outdoor Indoor Adapter, Green Extension Cord	$93.90						
Maintenance	Lowes	Supplies - 8ft strip LED, Pine GM, 5-Pack 3M 700 Tape, 70lb tube sand, Energizer max AA Batteries, GMA Electric Fuses, Paper Key Tags with Rings, Handy Box Cover Toggle SW, wd-40 Smart Straw	$329.98						
Maintenance	RD Wilson	Restock of Windex	$233.75						
Maintenance	State Electric Supply	Restock of Lamp Bulbs	$343.30						
Maintenance	Uline	Mop Buckets	$367.45						
Maintenance	Shinnston Ace Hardware	Supplies	$128.97						
Maintenance	Whaley Distributing	Rock Salt	$881.02						
Maintenance	LOWES	Supplies	$386.60						
Maintenance	Brewer & Co	Sprinkler Service Labor	$567.00						
Maintenance	Roberston Heating Supply	Supplies	$243.39						
Parks & Rec.	Otis Elevator	Elevator Maintenance for Parks			$5,686.68				
Parks & Rec.	Hope Gas	Parks & Rec. Gas Utility Bill			$36.42				
Parks & Rec.	John Deer Financial	Supplies for Parks			$680.88				
Parks & Rec.	US Cellular	Elevator Phone Bill			$83.08				

Parks & Rec.	MonPower	Spelter Park Ball Field Power			$30.53				
Parks & Rec.	Clarksburg Water Board	Parks Water			$282.50				
Planning	Aspen Technologies	Annual Maintenance Contract	$941.47						
Senior Center	Otis Elevator	Elevator Maintenance for the Senior Center			$5,677.56				
Senior Center	Chem Aqua	Water Treatment Program			$288.75				
			$120,102.44	**$823.15**	**$27,712.65**	**$2,879.11**	**$0.00**	**$7,523.90**	**$1,190.89**
					Grand Total:	**$160,232.14**			

1/7/2025

Commissioner's Signature **Date of Meeting**

Commissioner's Signature

Commissioner's Signature

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. 113 (01/07/26)

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 **$6,190.00** 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) **$6,190.00.** 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 **7th day of January, 2026.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe and Johnson	Invoice #1233537	Date: 12/15/2025	$ 6,190.00
		Total	**$ 6,190.00**

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

Laura Pysz-Laulis
County Administrator
Harrison County Commission
229 S. Third Street, 3rd Floor
Clarksburg, WV 26301

DUE UPON RECEIPT

Invoice Date:	December 15, 2025
Invoice Number:	1233537
Matter Number:	384480.00030

FOR PROFESSIONAL SERVICES THROUGH DECEMBER 2, 2025

Client: Harrison County Commission

Matter: Charles Pointe EODD Administrative Matters

Total Current Fees	$	6,190.00
Total Current Due	**$**	**6,190.00**

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

TIME DETAIL

Date	Initials	Description	Hours	Amount
06/30/25	TLA	Search for any prior rebate reports and confer with Arbitrage Group and MuniCap regarding same	0.50	197.50
07/01/25	TLA	Work on determining status of rebate reports for outstanding Bonds	0.50	197.50
10/25/25	TLA	Review financial statements and arbitrage rebate report for Series 2019 Bonds	0.50	197.50
11/05/25	TLA	Review FYE June 30, 2025 Financial Statements for EODD; provide comments to same	0.50	197.50
11/06/25	TLA	Review 2025 Annual Report prepared by MuniCap and provide comments to same	2.00	790.00
11/06/25	TLA	Review statutory annual report prepared by MuniCap; conduct document research; provide comments to report	2.50	987.50
11/07/25	TLA	Review draft of Charles Pointe EODD report prepared by MuniCap and Genesis Partners and provide comments to same	3.50	1,382.50
11/07/25	TLA	Review revised draft of Annual Report prepared by MuniCap and provide comments to same	0.50	197.50
11/10/25	TLA	Confer with MuniCap and EODD Board representative regarding EODD Annual report	0.25	98.75
11/12/25	TLA	Telephone conference with EODD Chair regarding annual reports by MuniCap and scheduling of EODD meeting for approval	0.25	98.75
11/12/25	TLA	Confer with EODD Board Chair and work on revised langauge for EODD Annual Statutory report	0.75	296.25
11/13/25	TLA	Telephone conference with Mike Romano regarding proposed changes to statutory Annual Report	0.25	98.75
11/14/25	TLA	Provide further comments to MuniCap on statutory annual report and inquire about timing to finalize	0.50	197.50

Date	Initials	Description	Hours	Amount
11/21/25	TLA	Attend to arrangements for EODD Board meeting and reappointment of EODD Board members by County Commission	1.00	395.00
11/24/25	LNS	Draft Order reappointing Theodore Lopez and Romano to Charles Pointe EODD Board	1.00	265.00
11/25/25	TLA	Prepare Order reappointing EODD Board members	0.50	197.50
12/01/25	TLA	Work on finalizing EODD statutory annual report with MuniCap and Genesis Partners; prepare meeting notice and agenda; attend to meeting arrangements	1.00	395.00
		Total		**$ 6,190.00**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Lacy N. Smith	Associate	$265.00	1.00	265.00
Thomas L. Aman, Jr.	Member	$395.00	15.00	5,925.00
		Total	**16.00**	**$ 6,190.00**

FORM OF REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

$1,400,000
The County Commission of Harrison County
Tax Increment Revenue Bonds
Series 2016 A
(Development District No. 4 – White Oaks Industrial Park Project No. 1)

REQUISITION FOR PAYMENT NO. 16

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 duly Authorized Officer, hereby certifies, in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") under an Indenture of Trust, dated as of November 9, 2016 (the "Indenture") between the Issuer and United Bank, Inc., as bond trustee thereunder and pursuant to that certain Development Agreement, dated as of November 9, 2016 (the "Development Agreement") between the Issuer and High Tech Corridor Development, LLC, as project 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) qualifies as Administrative Expenses as that term is defined in the Indenture, and (b) is an authorized expenditure under the Project Plan and the TIF Act.

3. The total amount requested to be disbursed pursuant to this Requisition is **$365.00**. As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$365.00** is to be paid to a third party payee that is not affiliated with the Issuer or on a joint basis to the Issuer 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 Officer this **7th day of January, 2026.**

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe & Johnson	Invoice #1233538	Date:	12/15/25	$365.00
	Total			**$365.00**

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

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

Writer's Contact Information

304.933.8136
Thomas.Aman@steptoe-johnson.com

December 16, 2025

Via E-mail - lpysz@harrisoncountywv.gov

Ms. Laura Pysz, County Administrator
Harrison County Commission
229 South Third Street, 3rd Floor
Clarksburg, WV 26301

Re: White Oaks Industrial Park TIF District Administrative Matters

Dear Ms. Pysz:

Enclosed is our statement for services and expenses incurred through November 30, 2025, in connection with the above referenced matter. This invoice is an administrative expense of the White Oaks Industrial Park TIF District (Development District No. 4) payable from the Administrative Expense Fund established for such District. Please include this invoice in the next Requisition which the County Commission submits to WesBanco Bank as Bond Trustee for payment.

Please let me know if you have any questions.

Best regards.

Very truly yours,

Thomas L. Aman, Jr.

TLA/pjg
Enclosure
384480.00046

14149528.4

2016

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

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

DUE UPON RECEIPT

Laura Pysz, County Administrator
Harrison County Commission
229 South Third Street, 3rd Floor
Clarksburg, WV 26301

Invoice Date:	December 15, 2025
Invoice Number:	1233538
Matter Number:	384480.00046

FOR PROFESSIONAL SERVICES THROUGH DECEMBER 2, 2025

Client: Harrison County Commission

Matter: White Oaks Industrial Park TIF District Administrative Matters

Total Current Fees	$	365.00
Total Current Due	**$**	**365.00**

Electronic Payment Instructions:

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

Ins.
(Please reference Invoice Number)

TIME DETAIL

Date	Initials	Description	Hours		Amount
11/11/25	TLA	Review documents and respond to questions of High Tech regarding possible structure to increase bonding capacity	1.00		365.00
		Total		**S**	**365.00**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours		Amount
Thomas L. Aman, Jr.	Member	S365.00	1.00		365.00
		Total	**1.00**	**S**	**365.00**

OUTSTANDING INVOICES

Invoice Date	Invoice Number	Invoice Total	Payments	Total Balance
11/12/25	1224842	315.00	0.00	315.00
			Total	**$ 315.00**

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

DUE UPON RECEIPT

Laura Pysz, County Administrator
Harrison County Commission
229 South Third Street, 3rd Floor
Clarksburg, WV 26301

Invoice Date: December 15, 2025
Invoice Number: 1233538
Matter Number: 384480.00046

FOR PROFESSIONAL SERVICES THROUGH DECEMBER 2, 2025

REMITTANCE PAGE

Client: Harrison County Commission

Matter: White Oaks Industrial Park TIF District Administrative Matters

Total Due This Invoice	**$**	**365.00**
Balances From Previous Invoices		315.00
Total Amount Due	**$**	**680.00**
Amount of Payment	**$**	

REMITTANCE

Online Payments (eCheck/Credit Card):

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

International SWIFT *eference Invoice Number)*

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. 113 (01/07/26)

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 **$6,190.00** 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) **$6,190.00.** 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 **7th day of January, 2026.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe and Johnson	Invoice #1233537	Date: 12/15/2025	$ 6,190.00
		Total	**$ 6,190.00**

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

Laura Pysz-Laulis
County Administrator
Harrison County Commission
229 S. Third Street, 3rd Floor
Clarksburg, WV 26301

DUE UPON RECEIPT

Invoice Date:	December 15, 2025
Invoice Number:	1233537
Matter Number:	384480.00030

FOR PROFESSIONAL SERVICES THROUGH DECEMBER 2, 2025

Client: Harrison County Commission

Matter: Charles Pointe EODD Administrative Matters

Total Current Fees	$	6,190.00
Total Current Due	$	**6,190.00**

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

2019

TIME DETAIL

Date	Initials	Description	Hours	Amount
06/30/25	TLA	Search for any prior rebate reports and confer with Arbitrage Group and MuniCap regarding same	0.50	197.50
07/01/25	TLA	Work on determining status of rebate reports for outstanding Bonds	0.50	197.50
10/25/25	TLA	Review financial statements and arbitrage rebate report for Series 2019 Bonds	0.50	197.50
11/05/25	TLA	Review FYE June 30, 2025 Financial Statements for EODD; provide comments to same	0.50	197.50
11/06/25	TLA	Review 2025 Annual Report prepared by MuniCap and provide comments to same	2.00	790.00
11/06/25	TLA	Review statutory annual report prepared by MuniCap; conduct document research; provide comments to report	2.50	987.50
11/07/25	TLA	Review draft of Charles Pointe EODD report prepared by MuniCap and Genesis Partners and provide comments to same	3.50	1,382.50
11/07/25	TLA	Review revised draft of Annual Report prepared by MuniCap and provide comments to same	0.50	197.50
11/10/25	TLA	Confer with MuniCap and EODD Board representative regarding EODD Annual report	0.25	98.75
11/12/25	TLA	Telephone conference with EODD Chair regarding annual reports by MuniCap and scheduling of EODD meeting for approval	0.25	98.75
11/12/25	TLA	Confer with EODD Board Chair and work on revised langauge for EODD Annual Statutory report	0.75	296.25
11/13/25	TLA	Telephone conference with Mike Romano regarding proposed changes to statutory Annual Report	0.25	98.75
11/14/25	TLA	Provide further comments to MuniCap on statutory annual report and inquire about timing to finalize	0.50	197.50

	Invoice Date:	December 15, 2025
Harrison County Commission	Invoice Number:	1233537
Charles Pointe EODD Administrative Matters	Matter Number:	384480.00030

Date	Initials	Description	Hours	Amount
11/21/25	TLA	Attend to arrangements for EODD Board meeting and reappointment of EODD Board members by County Commission	1.00	395.00
11/24/25	LNS	Draft Order reappointing Theodore Lopez and Romano to Charles Pointe EODD Board	1.00	265.00
11/25/25	TLA	Prepare Order reappointing EODD Board members	0.50	197.50
12/01/25	TLA	Work on finalizing EODD statutory annual report with MuniCap and Genesis Partners; prepare meeting notice and agenda; attend to meeting arrangements	1.00	395.00
		Total		**$ 6,190.00**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Lacy N. Smith	Associate	$265.00	1.00	265.00
Thomas L. Aman, Jr.	Member	$395.00	15.00	5,925.00
		Total	**16.00**	**$ 6,190.00**

REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

$20,573,000
The County Commission of Harrison County
Senior Tax Increment Refunding Revenue Bonds
Series 2021 A Tax-Exempt
(Development District No. 3 – White Oaks)

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

REQUISITION FOR PAYMENT NO. 55

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 duly Authorized Officer, hereby certifies, in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") under an Indenture of Trust, for the above captioned Bonds (the "Series 2021 Bonds"), dated as of May 15, 2021 (the "Original Indenture") between the Issuer and WesBanco Bank, Inc. as replacement trustee, (the "Trustee"), as supplemented and amended by a First Supplemental Indenture of Trust (the "First Supplemental Indenture of Trust") dated as of August 11, 2023, and a Second Supplemental Indenture of Trust (the "Second Supplemental Indenture"), dated July 19, 2024 (the "Second Supplemental Indenture" and together with the Original Indenture and the First Supplemental Indenture, the "Indenture"), that:

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

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Administrative Expenses as that term is defined in the Indenture, and (b) is an authorized expenditure under Amended Project Plan No. 2 and the Act.

3. The total amount requested to be disbursed pursuant to this Requisition is **$296.25**. As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$296.25** is to be paid to a third party payee that is not affiliated with the Issuer or on a joint basis to the Issuer 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.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Officer this **7th day of January, 2026.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe and Johnson.	Invoice #1233533	Date: 12/15/2025	$	296.25
		Total	**$**	**296.25**

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

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

Laura Pysz-Laulis
County Administrator
Harrison County Commission
229 S. Third Street, 3rd Floor
Clarksburg, WV 26301

DUE UPON RECEIPT

Invoice Date:	December 15, 2025
Invoice Number:	1233533
Matter Number:	384480.00033

FOR PROFESSIONAL SERVICES THROUGH DECEMBER 2, 2025

Client: Harrison County Commission

Matter: White Oaks TIF Administrative Matters

Total Current Fees	$	296.25
Total Current Due	**$**	**296.25**

Online Payments (eCheck/Credit Card):

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

(Please Reference Invoice Number)

TIME DETAIL

Date	Initials	Description	Hours	Amount
11/25/25	TLA	Assist developer and County with requisition process	0.75	296.25
		Total		**$ 296.25**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Thomas L. Aman, Jr.	Member	$395.00	0.75	296.25
		Total	**0.75**	**$ 296.25**

13.

Zoning Form

(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the obverse (front) portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: JC Pinti, Inc

DBA (Doing Business As): Mountaineer Grill on Meadowbrook

Address of Establishment: 1616 Barnetts Run Rd (Street/Route) Bridgeport (City) WV (State) 26330 (Zip Code)

Applicant's Name(s): Pinti (Last) Joseph (First) C (Middle)

(Last) (First) (Middle)

General Description of Premises: Restaurant

Food Services to be Offered: Made to order meals

Patron Capacity: 70

This Notice has been filed with the Clerk or Recorder of the City/Town of

_____ **on this** _____ **day of** _____, _____.

Applicant's Signature(s): Joseph C. Pinti Date: 12/17/25

_____ Date: _____

(Municipality to fill out reverse side of form)

ABCA-Lic.Z.2

January 7th, 2026

WVABCA
Licensing Department
900 Pennsylvania Avenue, 4th Floor
Charleston, West Virginia 25302

Dear Commissioner,

This letter is to advise you that the Harrison County Commission has no objections to an ABCA License being issued to Mountaineer Grill on Meadowbrook at 166 Barnetts Run Road, Bridgeport, West Virginia, 26330. This was discussed and approved at the January 7th, 2026 Harrison County Commission Meeting. Please let us know if any further information is needed.

Sincerely,

_____
Susan J. Thomas, President
Harrison County Commission

15-A.

DEPT **Parks & Rec**

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
900-223-00	**Professional Services**	**$ 25,000**	**$ 19,455**		**$ 44,455**	**Additional Funds**
900-215-01	**Extra Help**	**$ 119,455**		**$ 19,455**	**$ 100,000**	**Reduction**

Within Account line item adjustments

Department Net Revision:	**$ 19,455**	**$ 19,455**	

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS
VITAL SERVICES LEVY
AS OF 12/2025

	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		118039.68		272980.32	30.18
027-900-104-00 PARKS & REC FICA	42000.00		9922.90		32077.10	23.62
027-900-105-00 INSURANCE	55000.00		12565.56		42434.44	22.84
027-900-106-00 PARKS & REC RETIREMEMT	35750.00		10512.08		25237.92	29.40
027-900-108-00 OVERTIME	3000.00		2685.69		314.31	89.52
027-900-109-00 PARKS & REC EXTRA HELP	119455.00		10458.87		108996.13	8.75
027-900-112-00 LONGEVITY	3000.00		1107.50		1892.50	36.91
027-900-211-00 TELEPHONE	2600.00	41.54	982.40		1617.60	37.78
027-900-212-00 PRINTING	1500.00				1500.00	
027-900-213-00 UTILITIES	40000.00	29.83	14082.45		25917.55	35.20
027-900-214-00 TRAVEL	2500.00				2500.00	
027-900-215-00 M & R BUILDING	20000.00	1029.59	10677.60		9322.40	53.38
027-900-215-01 MAINTENANCE-GROUNDS/PARKS	50830.00	403.59	19377.53		31452.47	38.12
027-900-215-02 MAINTENANCE-ELLIS	30000.00		10304.97		19695.03	34.34
027-900-216-00 M & R EQUIPMENT	2500.00	386.66	2163.39		336.61	86.53
027-900-219-00 RENTS	15000.00	150.28	2353.82		12646.18	15.69
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	16.16	365.16		634.84	36.51
027-900-223-00 PROFESSIONAL SERVICES	25000.00	15.00	23542.83		1457.17	94.17
027-900-226-00 WORKER'S COMP PARKS	9000.00				9000.00	
027-900-230-00 CONTRACTUAL	1500.00	95.65	1047.03		452.97	69.80
027-900-231-00 FIRE SERVICE FEES	545.00		544.74		.26	99.95
027-900-240-00 REFUNDS/REIMBURSEMENTS	1000.00				1000.00	
027-900-341-00 MATERIALS & SUPPLIES	20000.00	175.04	8937.64		11062.36	44.68

Reduce by $19455.00

Increase by $19455.00

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-900-347-00						
PARKS & REC INVENTORY	5000.00		1114.07		3885.93	22.28
027-900-459-00						
P & R NEW EQUIPMENT	20000.00				20000.00	
TOTALS FOR 900 PARKS & RECREATION	900000.00	2343.34	260785.91		639214.09	28.97

15-B.

General Fund FUND - BUDGET REVISION

DEPT **County Commission**

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
401-458-11	**GSB Warranty Claims**	**$ 25,000**	**$ 10,000**		**$ 35,000**	**Additional Funds**
401-566-00	**Transfer to Other Funds**	**$ 3,598,373**		**$ 10,000**	**$ 3,588,373**	**Reduction**

Within Account line item adjustments

Department Net Revision:	**$ 10,000**	**$ 10,000**

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SYSTEM DATE 12/23/2025 STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS TIME 15:42:53

FILES ID I GENERAL FUND USER MTONKIN

AS OF 12/2025

	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	34395.48	206382.88		213617.12	49.13
001-401-458-10						
FRANK LORIA CONTRIBUTION	8000.00		8000.00			100.00
001-401-458-11						
GSB WARRANTY CLAIMS	25000.00		22854.24		2145.76	91.41
001-401-458-12						
ELLIS PROPERTY	20000.00	1792.00	15578.00		4422.00	77.89
001-401-459-00						
CO COMM CAP OUT EQUIPMENT	50000.00	32.99	4968.97		45031.03	9.93
001-401-459-01						
CO COMM CAP OUT CRUISERS	240000.00		231748.17		8251.83	96.56
001-401-459-03						
CO COMM CAP OUT COMPUTERS	30000.00				30000.00	

ADD $10,000

Display Spooled File

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001-401-566-00

TRANSFER TO OTHER FUNDS	3598373.00			3598373.00		
TOTALS FOR 401 COUNTY COMMISSION	10492956.00	370723.38	3435565.06	7057390.94	32.74	

Reduce by $10,000

REPORT DATE 12/23/2025 HARRISON COUNTY COMMISSION PAGE 3

SYSTEM DATE 12/23/2025 STATEMENT OF EXPENDITURES,ENCUMBRANCES & APPROPRIATIONS TIME 15:42:53

FILES ID I GENERAL FUND USER MTONKIN

AS OF 12/2025

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-402-101-00						
COUNTY CLERKS SALARY	68302.00	2845.92	31305.12		36996.88	45.83
001-402-103-00						
CO CLERK DEPUTIES	774195.00	32420.41	341800.99		432394.01	44.14
001-402-104-00						
CO CLERK FICA	66885.00	2729.33	28945.59		37939.41	43.27
001-402-106-00						
CO CLERK RETIREMENT	77370.00	3203.45	33945.50		43424.50	43.87
001-402-108-00						

A-1.

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, December 10, 2025, through Wednesday, December 24, 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, December 10, 2025, the following matters were disposed of in the presence of the Clerk:

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

KIMBERLY D MAHDAVI WALKER, who was named in the last will and testament of **BETTY L NUTTER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

JEWELL J CUNNINGHAM, who was named in the last will and testament of **ROBERT LEON CUNNINGHAM**, 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, **STEPHANIE KELLEY** was appointed and qualified as ADMINISTRATRIX of the estate of **DANNY REESE MAYLE**, deceased. Bond was 20,000.00.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DONNETTA JEAN BLAIR** was appointed and qualified as ADMINISTRATRIX of the estate of **EDNA MAE KROPP**, deceased. Bond was 10,000.00.

On, Thursday, December 11, 2025, the following matters were disposed of in the presence of the Clerk:

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

TRESA GLOVER EUBANK, who was named in the last will and testament of **MARY ANN EUBANK**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

RYAN HOLCOMB, who was named in the last will and testament of **ROBERT F HORNER**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **JOHN J BRASSEUR**, deceased, late a resident of ST. JOSEPH, INDIANA, was admitted to record.

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

KELLY BEALE, who was named in the last will and testament of **JOHN E NAY JR**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, December 16, 2025, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **JOHN WALTER HURSEY**, deceased, late a resident of BREVARD, FLORIDA, was admitted to record.

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

A duly exemplified copy of the last will and testament of **AGNES VIRGINIA NORMAN**, deceased, late a resident of CALDWELL, NORTH CAROLINA, was admitted to record.

On, Thursday, December 18, 2025, the following matters were disposed of in the presence of the Clerk:

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

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

On, Friday, December 19, 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, **MICHAEL D MCGEE** was appointed and qualified as ADMINISTRATOR of the estate of **IONE MCGEE**, deceased. Bond was 10,000.00.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CHRISTINA MICHELLE DELANEY** was appointed and qualified as ADMINISTRATRIX of the estate of **MELISSA ELAINE MICK**, deceased. Bond was 21,000.00.

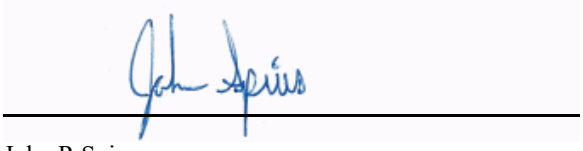
On, Monday, December 22, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **RICHARD K HURSEY**, deceased was referred to **JAMES A VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

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

AMMIE DUNCAN CURRY, who was named in the last will and testament of **STEVEN THOMAS CURRY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **MARTHA JEAN KOTSCHENREUTHER**, deceased, late a resident of ANNE ARUNDEL, MARYLAND, was admitted to record.



John R Spires
Clerk of the Harrison County Commission

Wednesday, January 7, 2026

Confirmed

Estate: 13295

B-1.

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

WILLIAM E. FORD, III, EXECUTOR
OF THE ESTATE OF
MARY CLARE COX

REPORT OF CLAIMS
AND REPORT OF
RECEIPTS,
DISBURSEMENTS AND
DISTRIBUTION

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

Pursuant to Chapter 44, Article 2, Section 29, of the Code of West Virginia, the following is a Report of Receipts, Disbursements and Distribution of William E. Ford, III, Executor, and all known heirs and distributes of the estate of Mary Clare Cox, as presented to and received and approved by James A. Varner, Sr., Fiduciary Commissioner of Harrison County, West Virginia to whom this case was referred, as in such cases made and provided by law:

GIVEN under my hand this 14th day of December 2025.

James A Varner Sr.

Fiduciary Commissioner

ESTATE OF MARY CLARE COX
P.O. BOX 231
HOBE SOUND, FLORIDA 33475

(304) 626-3116

RECEIVED
DEC - 3 2025
DTV JDV JAV SAH CJB
GH/JE

William E. Ford III, Executor

email: clarksburgwvlawyer @gmail.com

November 18, 2025

James A. Varner, Fiduciary Commissioner
360 Washington Avenue
Clarksburg, West Virginia 26301

Re: Estate of Mary Clare Cox

Dear Jim:

Please find enclosed for filing the Final Report on this Estate. Please initiate the closing process for the Estate.

Thank you for your assistance in this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

William E. Ford III
WV Bar # 1246

STATE OF WEST VIRGINIA

COUNTY OF HARRISON, ss:

IN RE ESTATE OF MARY CLARE COX

SSN: 235-62-1718 Date of Death: April 1, 2023

FINAL REPORT OF RECEPTS, DISBURSEMENTS AND DISTRIBUTION

Filed by William E. Ford III, Executor of the Estate of MARY CLARE COX, as provided by Chapter 44, Article 2, Section 1(b), of the West Virginia Code, as amended.

RECEIPTS:

Date Received	Source	Amount
04/01/2023	Wesbanco as Conservator of the Estate of Mary Clare Cox Various securities held-see Schedule C of Appraisement	$ 673,612.83
08/15/2023	Huntington Bank	150,809.12
02/05/2024	Edward Jones	9,106.04
05/21/2024	Wesbanco	14,448.00
06/14/2024	Wesbanco	23,386.73
06/27/2024	AIG	6,536.85
06/27/2024	Wesbanco	56.85
11/01/25	Interest on Account	9.55
Total Receipts		$ 877,965.97

DISBURSEMENTS:

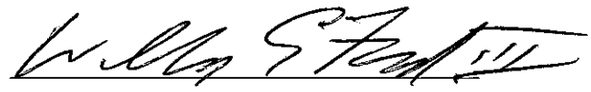
Date Paid	Payable to:	Amount
08/17/2023	Amos Carvelli Funeral Home	$ 12,138.06
10/18/2023	Harrison County Clerk	13.00

Continued to next page

DISBURSEMENTS (Continued from first page)

11/04/2023	Congregation of Sisters of St. Joseph	$ 336,806.41
11/04/2023	Immaculate Conception Church (Securities held by Wesbanco transferred to beneficiaries)	336,806.41
02/28/2024	Seraphic Mass Association	$ 150.00
02/28/2024	Charles Arkle	5,000.00
02/28/2024	Lisa Holyfield	5,000.00
02/28/2024	David Carney	5,000.00
09/25/2024	St. Patrick's Church	65,311.63
09/25/2024	Immaculate Conception Church	65,311.63
09/25/2024	Gary K. Bennett, CPA	900.00
11/13/2024	Harrison County EMS	584.60
08/07/2024	William E. Ford III, Executor	30,000.00
11/18/2025	Gary K. Bennett, CPA	500.00
11/18/2025	Congregation of Sisters of St. Joseph	7,222.12
11/18/2025	Immaculate Conception Church	7,222.11
TOTAL DISBURSEMENTS		$ 877,965.97

Amount remaining held by Executor 0



WILLIAM E. FORD III, EXECUTOR

STATE OF FLORIDA,

COUNTY OF MARTIN, to wit:

Before the undersigned authority, authorized by law to administer oaths in cases of this character, this day personally appeared William E. Ford, III, Executor of the Estate of Mary Clare Cox, deceased, who being by me duly sworn, did depose and say:

That the foregoing Report, dated the 11th day of November, 2025, is a true and correct Report of all Receipts, Disbursements and Distribution made by me as Executor through the 11th day of November, 2025.

The foregoing instrument was acknowledged before me this 18th day of November, 2025.

My Commission expires: 9/22/29

Notary Public

JASON T. D'ANDREA
MY COMMISSION # HH 723479
EXPIRES: September 22, 2029

STATE OF WEST VIRGINIA,

COUNTY OF HARRISON, to wit:

I, John R. Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections thereto.

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

_____ By:_____

John R. Spires

Clerk of the Harrison County Commission

United States of America

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

Report of Receipts, Disbursements and Distribution; Affidavit
Notice

This day WILLIAM E FORD III reported to the Court a Report of Receipts, Disbursements and Distribution; Affidavit for the estate of MARY CLARE COX, which Report of Receipts, Disbursements and Distribution; Affidavit was filed in the office of the Clerk of the Harrison County Commission on the 18th day of December, 2025 and said estate was presented to this Court on the _____ day of _____, _____, further it appearing to the Court that more than (10) days have lapsed since the date the report was filed with the Clerk of the Harrison County Commission and no objections being made thereto and no errors appearing upon the face thereof and none appearing to the Court and the Court being satisfied that all requirements of the statute in regard to such settlement have been complied with, same being deemed correct and ordered to be recorded and filed.

I, John R Spires, Clerk of the Harrison County Commission, do certify that the aforesaid Report of Receipts, Disbursements and Distribution; Affidavit, was this day admitted to record therein.

Given under my hand on this the _____ day of _____, _____.

John R Spires
Clerk of the Harrison County Commission

B-2.

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

SHIRLEY EMERY VANGILDER,
ADMINISTRATRIX OF THE ESTATE

OF **///** **REPORT OF CLAIMS**
AND
FINAL SETTLEMENT

JOSEPH MINNITE,
DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

The Report of Claims and Final Settlement of the accounts of Shirley Emery VanGilder, Administratrix of the Estate of Joseph Minnite, deceased, was made before me, Norman T. Farley, Fiduciary Commissioner for Harrison County, West Virginia, and reported as follows:

(SEE ATTACHED ACCOUNTING)

Your Commissioner certifies that pursuant to the requirements of the West Virginia Code, as amended, the County Commission appointed the 6th day of July 2025, as the time and place for the presentation of claims against said estate and that it gave notice thereof to the creditors and beneficiaries of said estate by publication in the Clarksburg Exponent-Telegram on the 7th and 14th days of May, 2025, the time so fixed being according to law; and that no claims had been filed against the estate.

Your Commissioner certifies that the estate was referred to him as Fiduciary Commissioner on the 9th day of December, 2024.

Your Commissioner certifies that the name of Shirley Emery VanGilder, Administratrix of the Estate of Joseph Minnite, deceased, was included in a list of fiduciaries, whose accounts were before your Commissioner for settlement, and said list was published once a week for two successive weeks on the 10th and 17th days of December, 2025, in the Clarksburg Exponent- Telegram, as required by law.

Whereupon, your Commissioner proceeded to make up this Report, in manner and form as prescribed by the West Virginia Code, and the foregoing constitutes the findings of your Commissioner and the Report of Claims and Final Settlement of the accounts of said fiduciary; that the Report was held in his office for ten (10) days for the examination of any persons interested and the filing of exceptions, if any; that ten (10) days having elapsed since said notice was given, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this the 22nd day of December, 2025.

Norman T. Farley
Fiduciary Commissioner
Harrison County, West Virginia

United States of America

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

Report of Receipts, Disbursements and Distribution; Affidavit Notice

This day SHIRLEY EMERY VANGILDER reported to the Court a Report of Receipts, Disbursements and Distribution; Affidavit for the estate of JOSEPH MINNITE, which Report of Receipts, Disbursements and Distribution; Affidavit was filed in the office of the Clerk of the Harrison County Commission on the 22nd day of December, 2025 and said estate was presented to this Court on the _____ day of _____, _____, further it appearing to the Court that more than (10) days have lapsed since the date the report was filed with the Clerk of the Harrison County Commission and no objections being made thereto and no errors appearing upon the face thereof and none appearing to the Court and the Court being satisfied that all requirements of the statute in regard to such settlement have been complied with, same being deemed correct and ordered to be recorded and filed.

I, John R Spires, Clerk of the Harrison County Commission, do certify that the aforesaid Report of Receipts, Disbursements and Distribution; Affidavit, was this day admitted to record therein.

Given under my hand on this the _____ day of _____, _____.

John R Spires
Clerk of the Harrison County Commission

#73.00

United States of America

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

ESTATE OF JOSEPH MINNITE, DECEASED

Social Security No: 233-56-4673 Date of Death: November 05, 2024

Report of Receipts, Disbursements and Distribution; Affidavit

filed by **SHIRLEY EMERY VANGILDER, ADMINISTRATRIX** of the estate of JOSEPH MINNITE, as provided by Chapter 44, Article 2, Section 1(b), of the Code of West Virginia, as amended.

RECEIPTS: *(Monies/Income; Proceeds from Sale of Real and/or Personal Property; Interest; Refunds; Advances, Etc.)*

Date Received:	Source:	Amount:
4/3/25	Morgan Stanley	1,002,535.34
	TOTAL RECEIPTS:	

DISBURSEMENTS: *(Paid from Estate Monies/Receipts listed above)*

Date Paid:	Payable to:	Amount:
	TOTAL DISBURSEMENTS:	0

DISTRIBUTION:

SHIRLEY EMERY VANGILDER 46 CARRIAGE LN, BRIDGEPORT, WV 26330	SISTER	$248,012.89
ROSE MARIE YOUNG 1309 TYLER HIGHWAY, SISTERSVILLE, WV 26175	NIECE	$125,753.74
CONNIE MINNITE KOON 725 MISSION HILL, CANONSBURG, PA 15317	NIECE	$125,753.74
JOHN W GOOTS 1305 GREENMONT HILLS DR, VIENNA, WV 26105	NEPHEW	$125,753.74
JOE GOOTS 314 VALLEY MILLS ROAD, PARKERSBURG, WV 26104	NEPHEW	$125,753.74
KARMYN MINNITE CONLEY 903 51ST STREET, VIENNA, WV 26105	NIECE	$83,835.83
JASON MINNITE 1150 46TH ST, VIENNA, WV 26105	NEPHEW	$83,835.83
PAT MINNITE III 905 55TH ST, VIENNA, WV 26105	NEPHEW	$83,835.83
	TOTAL DISTRIBUTION:	1,002,535.34

AFFIDAVIT:

Shirley Emery VanGilder 11/5/25
Date

SHIRLEY EMERY VANGILDER,
ADMINISTRATRIX
46 CARRIAGE LN
BRIDGEPORT WV 26330

STATE OF West Virginia,

COUNTY OF Harrison, to-wit:

Before the undersigned authority, authorized by law to administer oaths in cases of this character, this day personally appeared SHIRLEY EMERY VANGILDER, ADMINISTRATRIX of the Estate of JOSEPH MINNITE deceased, who being by me first duly sworn, did depose and say:

That the foregoing Report, dated the 5th day of November, 2025, is a true and correct Report of all Receipts, Disbursements and Distributions made by me as Administrator/rix through the 5th day of November, 2025.

The foregoing instrument was acknowledged before me this 5th day of November, 2025.

My Commission expires: August 31, 2026. Micah Fisher

Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Micah Fisher
Harrison County Clerks Office
229 S Third Street
Clarksburg, WV 26301
My Commission Expires 06/31/2026

B-3.

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

ANJA M. KEPPELER,
EXECUTRIX OF THE ESTATE

REPORT OF CLAIMS
AND
WAIVER OF FINAL SETTLEMENT

OF ///

PAUL PETER MARIA KEPPELER,
DECEASED

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:

The Report of Norman T. Farley, Fiduciary Commissioner for Harrison County, West Virginia, and Waiver of Final Settlement of the **Estate of Paul Peter Maria Keppeler,** deceased.

Your Commissioner, who has before him the Affidavit and Waiver of Final Settlement which is duly signed and notarized by the personal representative and all heirs, beneficiaries, and distributees of the **Estate of Paul Peter Maria Keppeler,** deceased, as provided in Chapter 44, Article 2, Section 29 of the West Virginia Code, as amended, respectfully reports:

That this estate was referred to Norman T. Farley, Fiduciary Commissioner, on **December 10, 2024**; that your Commissioner approved the appraisement of said estate and caused the same to be recorded in the Office of this Commission; and a copy was forwarded to the Tax Commissioner for West Virginia; and,

That pursuant to Article 2, Chapter 44 of the West Virginia Code, as amended, the **6th day of April, 2025**, was appointed by the County Commission as the day to receive on or before that date proofs of claim against said estate at your Commissioner's law office located at 917 W. Main Street, Bridgeport, West Virginia 26330, and notice was given thereof to the creditors and beneficiaries of the estate by publishing notice in the manner and form prescribed by law in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, once each week for two successive weeks, said publication having been made on the **5th and 12th days of February , 2025**; and,

That no claims were filed against said estate and there were no contingent or unliquidated claims or claims not matured against said estate that were presented to or proven before your Commissioner, and that no necessity exists to reserve any funds in the hands of the personal representative to meet the same; and,

That your Commissioner has concluded the hearing and thereafter said personal representative submitted the attached Affidavit and Waiver of Final Settlement duly executed by the personal representative and all heirs, beneficiaries, and distributees of the **Estate of Paul Peter Maria Keppeler**, deceased, as provided in Chapter 44, Article 2, Section 29 of the West Virginia Code, as amended; and,

Your Commissioner further reports that the name of the personal representative was included in a list of all fiduciaries whose accounts were then before him for settlement, which list was prepared by him and caused by him to be published once a week for two successive weeks, as required by law, said publication having been made on the **10th and 17th days of December, 2025**, in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, and upon completion of said publication, your Commissioner proceeded to make this final Report for the settlement of the accounts of said personal representative.

This Report and attached Affidavit and Waiver of Final Settlement, filed herewith and expressly made a part hereof, may be filed as the final report of **Anja M. Keppeler, Executrix of the Estate of Paul Peter Maria Keppeler, deceased**.

GIVEN under my hand this 22nd day of December, 2025.

Norman T. Farley
Fiduciary Commissioner
Harrison County, West Virginia

$ 12.00

United States of America

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

Affidavit and Waiver of Final Settlement

I,ANJA M KEPPELER, personal representative(s) in the estate of PAUL PETER MARIA KEPPELER after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

ANJA M KEPPELER _____ (L.S.)
EXECUTOR

STATE OF ILLINOIS COUNTY OF Cook

The foregoing instrument was acknowledged before me this 27th day of October, 2025.

My Commission expires: 11/12/2028 _____
Notary Public

"OFFICIAL SEAL"
MICHAEL SCOTT NELSON
NOTARY PUBLIC, STATE OF ILLINOIS
COMMISSION NO. 999816
MY COMMISSION EXPIRES 11/12/2028

ANJA M KEPPELER _____ (L.S.)
DAUGHTER

STATE OF ILLINOIS COUNTY OF Cook

The foregoing instrument was acknowledged before me this 27th day of October, 2025.

My Commission expires: 11/12/2028 _____
Notary Public

"OFFICIAL SEAL"
MICHAEL SCOTT NELSON
NOTARY PUBLIC, STATE OF ILLINOIS
COMMISSION NO. 999816
MY COMMISSION EXPIRES 11/12/2028

PAUL P M KEPPELER TRUST _____ (L.S.)
BENEFICIARY

STATE OF ILLINOIS COUNTY OF Cook

The foregoing instrument was acknowledged before me this 27th day of October, 2025.

My Commission expires: 11/12/2028 _____
Notary Public

"OFFICIAL SEAL"
MICHAEL SCOTT NELSON
NOTARY PUBLIC, STATE OF ILLINOIS
COMMISSION NO. 999816
MY COMMISSION EXPIRES 11/12/2028

ANNETTE EMILIE KEPPELER _____ (L.S.)
DAUGHTER

STATE OF ILLINOIS COUNTY OF Cook

The foregoing instrument was acknowledged before me this 27th day of October, 2025.

My Commission expires: 11/12/2028 _____

"OFFICIAL SEAL"
MICHAEL SCOTT NELSON
NOTARY PUBLIC, STATE OF ILLINOIS
COMMISSION NO. 999816
MY COMMISSION EXPIRES 11/12/2028

Notary Public

Please note for dates of death July 13, 2001 or after, any beneficiaries who are to received a bequest of cash or personal property are not required to sign.

State of West Virginia, County of Harrison, to-wit:

I, John R Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

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

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Cochran
Deputy Clerk

B-4.

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

TIMOTHY CHARLES WEBER, EXECUTOR OF THE ESTATE OF PHYLLIS JOAN WEBER	REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMNET

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

Pursuant to Chapter 44, Article 2, Section 29, of the Code of West Virginia, the following is a Waiver of Final Settlement of Timothy Charles Weber, Executor, and all known heirs and distributees of the estate of Phyllis Joan Weber, deceased, as presented to and received and approved by Robert J. Pevler, Fiduciary Commissioner of Harrison County, West Virginia, to whom this case was referred, as in such cases made and provided by law:

GIVEN under my hand this 1 day of DECEMBER, 2025.

Robert J. Pevler, Fiduciary Commissioner

United States of America

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

Affidavit and Waiver of Final Settlement

I,TIMOTHY CHARLES WEBER, personal representative(s) in the estate of PHYLLIS JOAN WEBER after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;

2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);

3. The time for filing of claims against the estate has expired;

4. No known unpaid claims exist against the estate;

5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

TIMOTHY CHARLES WEBER _____ (L.S.)
EXECUTOR

STATE OF GEORGIA COUNTY OF BARTOW

The foregoing instrument was acknowledged before me this 24 day of OCTOBER, 2025.

My Commission expires: 3-6-29 _____
Notary Public

LINDA SEALE NOTARY PUBLIC EXP. MARCH 6, 2029 BARTOW COUNTY, GA

TIMOTHY CHARLES WEBER _____ (L.S.)
SON

STATE OF GEORGIA COUNTY OF BARTOW

The foregoing instrument was acknowledged before me this 24 day of OCTOBER, 2025.

My Commission expires: 3-6-29 _____
Notary Public

LINDA SEALE NOTARY PUBLIC EXP. MARCH 6, 2029 BARTOW COUNTY, GA

NANCY LORRAINE ALLEN _____ (L.S.)
DAUGHTER

STATE OF Virginia COUNTY OF Loudoun

The foregoing instrument was acknowledged before me this 30 day of oct, 2025.

My Commission expires: 12/31/2028 _____
Notary Public

AMRUTHA MATMARRI
Notary Public
Commonwealth of Virginia
Registration No. 00336316
My Commission Expires Dec 31, 2028

THOMAS HOWARD WEBER _____ (L.S.)
SON

STATE OF Virginia COUNTY OF Fairfax

The foregoing instrument was acknowledged before me this 30 day of October, 2025.

My Commission expires: 07/31/2029 _____
Notary Public

JORGINA FUENTES
Notary Public
Commonwealth of Virginia
Registration No. 00353686
My Commission Expires Jul 31, 2029

MICHELLE LEIGH TUCKER _____ (L.S.)
GRANDDAUGHTER

STATE OF Colorado COUNTY OF El Paso

The foregoing instrument was acknowledged before me this 5th day of November, 2025.

My Commission expires: Indefinite _____
DAVID K. ROLEK, Maj, USAF Notary Public
Staff Judge Advocate, SOCNORTH

NOTARY PUBLIC AUTHORIZED UNDER 10 U.S.C. 1044A SEAL

DANIEL THOMAS ALLEN _____ (L.S.)
GRANDSON

STATE OF California COUNTY OF San Diego

The foregoing instrument was acknowledged before me this 1st day of November, 2025.

My Commission expires: January 20 2029 _____
Notary Public

BELINDA GARCIA
COMM. #2510262
NOTARY PUBLIC-CALIFORNIA
SAN DIEGO COUNTY
My Commission Expires
JANUARY 20, 2029

FIRST BAPTIST CHURCH OF NUTTER FORT _____ (L.S.)
BENEFICIARY

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 9th day of November, 2025.

My Commission expires: June 19, 2026 _____
Notary Public

OFFICIAL SEAL
Notary Public, State of West Virginia
BARBARA SEBASTIAN
202 Taylor School Road
Bridgeport, WV 26330
My Commission Expires April 2, 2029

LITTLE ROCK CAMP BAPTIST CHURCH _____ (L.S.)
BENEFICIARY

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 9th day of November, 2025.

My Commission expires: June 19, 2026 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Kathy Floyd
4298 Trouser Leg Road
Wallace WV, 26448
My Commission Expires June 19, 2026

Please note for dates of death July 13, 2001 or after, any beneficiaries who are to received a bequest of cash or personal property are <u>not</u> required to sign.

State of West Virginia, County of Harrison, to-wit:

I, John R Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this _____day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Micah Fisher
Deputy Clerk

C-1.

Meuse-Argonne VFW Post 573
430 W. Pike Street
Clarksburg, WV 26301
304-622-3591

Harrison County Commission
301 West Main Street
Clarksburg, WV, 26301

December 16, 2025

Re: Final Report of the Special Funding Request for Veteran's Day Parade

Enclosed you will find our final report. As always, we are truly grateful for the support of the Commission and the Commissioners.

If you have any questions, please feel free to call me at the number listed above.

Faith Dixon
Office Manager

Name of Organization/Applicant VFW Post 573 Meuse-Argonne

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION:	$ 2,500.00
ITEMIZED EXPENSES FOR THE AMOUNT RECEIVED FROM THE HCC (ATTACH EXTRA SHEETS IF NECESSARY OR DETAILED STATEMENT OF REVENUED AND EXPENSES RELATED THERETO):	
See Attached	$
	$
	$
	$
	$
TOTAL	$

NAME OF PROJECT/EVENT: Veteran's Day Parade

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

INCOME SOURCE:	County Commission	$ 2,500.00
	Blue Knights MC	$ 500.00
		$
	TOTAL	$ 3,000.00
EXPENSE ITEM:	See Attached	$ 3,239.62
		$
		$
	TOTAL	$ 3,239.62

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

See Attached	$
	$
	$
	$
TOTAL	$

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT

Faith A. Dixon, Office Manager — 12/8/2025

Applicant — Date

(Revised 8/19/14)

December 1, 2025

Even with the weather, we had a great response from Harrison County!! We had over 60 entries again this year, as well as a great program at Jackson Square.

Expenses for Veteran's Day Parade 2024:

Parade Pins	$1,364.65
Parade Programs	120.00
Lights and Sound at Jackson Square	300.00
T-Shirts	1169.85
Food	285.12
Total Expenses	$3,239.62

We had so many great contributors this year. The veterans appreciate everyone's support and our so honored to give them credit:

Harrison County Commission and Blue Knights Motorcycle Club for always having our back with their monetary assistance.

Clarksburg Lions Club for all the work they do each year to keep the participants in line and moving!!

Clarksburg Blueprint for always giving us a veteran's discount on all printing, including the programs for this year's parade.

The Keynote Speaker, Major Don Chapman, U.S. Marine Corps (Ret.) and the Parade Marshall, Lieutenant General Robert L. Caslen, U.S. Army (Ret.)

All the VFW and Auxiliary members who worked on the float, the van, and the casket, as well as in the kitchen preparing and serving the soup beans and cornbread dinner.

Again, thank you to the county commission and everyone who made this year's Parade a great success!!!

As we said in the final report last year, we had hoped to have the Commissioners in the Parade and would welcome you next year to the parade and the program at Jackson Square or just stop by the Post for soup beans and cornbread!!!

C-2.

EXTENSION
FAMILY AND COMMUNITY DEVELOPMENT

Homespun News

January
February
2026

Harrison County
Family & Community Development Newsletter

Inside this issue:

Important Events	1
Ongoing Projects, Announcements	2
Calendar	3
Sardis, Trinity Turn 100	4
Manage Your Blood Pressure	5
Homespun Humor, Contact Information	6

Lesson Leader Trainings at January County Council

Join us for the first County Council meeting of the year at 9:30 a.m., Monday, January 12 at the 4-H Center. We will be staging Lesson Leader Trainings as part of the council agenda. These lessons will be distributed at the meeting. Each training will last about 20-30 minutes. The lessons being taught are *World War II Military Bases in West Virginia* and *Marking West Virginia's History*. Learn the history behind West Virginia's Historical Highway Markers, those white signs you see along the roads.

Yearbooks will also be available for pickup. No lessons or yearbooks will be mailed.

Welcome to Harrison County, Eva Beto

I am very excited for the opportunity to work in my own community, having spent the last 14 years working for WVU Extension as a program assistant in Marion and Doddridge counties. During my time in Marion, I served as the CEOS advisor between agents. I also have taught Food Preservation, Cooking with Heart, Dining with Diabetes and several other one-time classes.



In addition to traditional WVU Extension programming, I look forward to teaching some fun workshops, like "Taking the Mystery Out of Sourdough," and getting to know CEOS members. Please let me know a good month to visit with each of your CEOS clubs. I would love to get to know your community and the ways you make it better. I look forward to assisting with your projects, and hopefully collaborating on some new ones.

A little about me now … I grew up in Doddridge County where I became a 4-H member at the age of 8. I graduated from WVU in 2010 with a B.A. in Multidisciplinary Studies, focusing on Leadership, Child Development and Family Studies, and Speech Pathology and Audiology. Once my oldest boy started school, I began working for WVU Extension in November of 2011.

My husband Sam and I have lived in Clarksburg for 19 years. We have three boys, Elias, Owen, and Micah. Elias, 19, is working full-time and exploring his higher education options for the fall of 2026. Owen, 18, is a freshman at WVU, studying Engineering. Micah,10, is a fourth grader at Nutter Fort and enjoys playing football and basketball, hunting, fishing, and camping.

While I am not a master of anything, I enjoy crocheting, cooking, baking, canning, and attempting to sew. I especially love spending time with my boys, my parents, and the rest of my family. I am the oldest of four, having two brothers and a sister, as well as seven nephews and three nieces.

My position is split between Harrison and Marion Counties. Please feel free to contact me through my email, Eva.Beto@mail.wvu.edu, or call the Harrison County Extension Office at 304-624-8650 and leave a voice message if I am out. I will get back to you as soon as I am available. Again, I am very excited to be serving the residents of Harrison County!

Executive Board Meets Jan. 5, Feb. 23

The Harrison County CEOS Executive Board will meet at 9:30 a.m., Monday, January 5 at the 4-H Center. The Executive Board will again gather at 9:30 a.m., Monday, February 23 at the 4-H Center.

On-Going Project



Harrison County CEOS members put their talents on display yet again, as hundreds of hand-crafted scarves valued at around $3,000, along with other winter apparel were taken and distributed to clients at the Louis A. Johnson VA Medical Center and the VA nursing home.

If you would like to knit or crochet a scarf for next year, contact the Extension Office at 304-624-8650 or just stop by and pick up some yarn. Patterns are available, or you can use your own.

A special "Thank You" to Sue Wolfkill and Theresa Noble for spearheading this project, and a shout-out to Elwanda Dennison and the Quiet Dell club for going above and beyond in creating scarves.



Many thanks for all that you do!

Sincerely,

Eva Beto
WVU Extension Agent
&
John Wickline
Program Assistant

Programs and activities offered by the WVU Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. When registering for programs, please designate special access or dietary needs, 3 weeks prior. The information given herein is supplied with the understanding that no discrimination is intended and no endorsement by the Cooperative Extension Service is implied.



Longtime Harrison County CEOS member Charlene Burrows has moved to North Carolina to be closer to her family. Several people have inquired about her new address so they can send her cards and letters. Her new address is:

Charlene Burrows
c/o Mary Jackson
502 Rhino Bend
Oxford, NC 2765

Mark Your Calendar



Please Note: Workshops and events may be added or changed to this schedule.

January 2026
5 Executive Board Meeting
12 County Council Meeting

February
23 Executive Board Meeting

March
9 County Council Meeting
18 Morgantown Area Planning Meeting

April
27 Executive Board Meeting

May
2 Morgantown Area Meeting @ Fairmont
11 County Council/Cultural Arts Show
15 Workshop TBA
18 VA Collection Day

June
18-21 West Virginia State Folk Festival
26 Photography Contest Entry Deadline
29 Executive Board Meeting

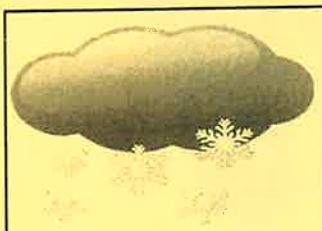
July
6 County Council & Picnic
14-16 NVON Conference, Wisconsin Dells, WI

August
1 Poetry, Short Stories Entry Deadline
1 CVH Hours Due
24 Executive Board Meeting

September
14 County Council Meeting

October
6-8 WVCEOS Fall Conference
26 Executive Board Meeting
30 Club Rosters, Dues, Reorganization Forms Due to Extension Office
30 CEOS of the Year Forms Due

November
6 Workshop TBA
9 County Council Meeting
13 Achievement & Demonstration Day



Inclement Weather Cancellation Policy

If school is cancelled in Harrison County or the buses are not running due to inclement weather on a day that a county meeting or activity is scheduled, the meeting will automatically be cancelled. A school delay has no influence on CEOS events.

If you would like to lead a workshop, or if you just have an idea for one, please contact us at the Extension Office so we can try to make that happen.

Trinity Features Five Generations of CEOS Members



Trinity formed its club in February 1925, being organized by Mrs. John Lang. In 1928, Mrs. Lang served the first of her two terms as county president, the other term being in 1937. In between, she served as state president between 1933-35. The club met at members' homes until the 1970s. A one-room schoolhouse in the area was renovated in the 1980s, and the club began meeting in the Trinity Community Building. In 2021, the one-room schoolhouse was replaced with the current building through the efforts of the Andy Lang family in memory of the original president. The current club's youngest member is a fifth generation of members in the club. The club is proud to carry on the founder's legacy and sharing a unique sense of community while sharing fellowship and lifelong learning.

Sardis 100 years Of Neighbors Helping Neighbors



The Sardis Sunflowers CEOS club was formed in April 1925 with nine charter members, but quickly grew to 16 by the end of its first year. At some point between 1925 and 1942, Sunflowers was dropped from the name, but it was restored at some point after World War II. During the war, members concentrated on gardening, which helped to support the local elementary school. In 1946, the club voted to give Christmas presents to two needy elderly sisters, giving them "nice, pretty things," such as hankies, lotions, powder, candy, and snuff. In 1948, the club participated in the countywide "Rat Day," which was held to eliminate the rat population. Sardis hosted the county's first-ever Demonstration Day. The club can boast of providing five county presidents during its tenure. One member, Mildred Zinn, served two terms as the state president. Sardis can also claim having five County Belles in its membership roles.

Manage Your Blood Pressure

High blood pressure (hypertension) is a leading risk factor for death due to heart disease and stroke. Women, in particular, have a difficult time controlling blood pressure. A recent report in the journal, Hypertension (February 2008), noted that fewer than 60% of US women with hypertension had their blood pressure under control. This, along with an increase in obesity, may account for an alarming increase in strokes among middle-aged women. In the last national health and nutrition survey (1999 to 2004), 2 percent of women aged 35 to 54 years had suffered a stroke. This number is up from 0.5 percent in the previous survey (1988 to 1994) and corresponded to an increase in the average body mass index or BMI (from 27 to 29) and a 2-inch increase in average waist size among women. What's a woman to do?

First, know your risk. Go to www.cdc.gov/nccdphp/dnpa/bmi/index.htm to calculate your BMI. Measure your waist circumference with no clothes on, looking in a mirror to help you find the right place.



Measure the smallest area, just above the belly button and right after you breathe out. BMI greater than 30 and waist circumference greater than 35 inches (40 inches for men) increases the risk for hypertension as well other chronic diseases.

Know your blood pressure. Check your blood pressure regularly. Optimal blood pressure is less than 120/80; hypertension is 140/90 or greater; numbers in between are considered borderline hypertension. Most people do not need medication for borderline hypertension, but blood pressure often increases as we age. So someone with borderline hypertension is likely to develop high blood pressure without lifestyle changes.

Drink more milk. Women who drank two or more servings of fat-free milk per day were 10% less likely to have high blood pressure compared to those who drank fat-free milk less than one time per month.

Eat more fruits and vegetables. Diets high in fruits and vegetables tend to decrease blood pressure, probably because of the potassium.

Decrease salt intake. Decreasing salt intake will lower blood pressure, especially in those with hypertension. People who decrease their salt intake report that foods taste better after they get used to lower salt.

Increase your intake of nuts (unsalted) and whole grains. Both are good sources of magnesium, another nutrient that is linked to lower blood pressure.

Take a walk. Physical activity makes your heart beat more efficiently and decreases your stress level – two great ways to lower blood pressure!

— Cindy Fitch, Ph.D., RD, retired WVU Extension Associate Dean of Programming and Research

HOMESPUN HUMOR

- What did the chick say when it saw an orange in the nest? Look at the orange mama laid.
- How do you fix a broken tomato? Tomato paste.
- What happened after the explosion at the French cheese factory? All that was left was de brie.
- Why do French people eat snails? They don't like fast food.
- I went to a haunted bed-and-breakfast in France. I had to leave because the place was giving me the crepes.
- What do Alexander the Great and Winnie the Pooh have in common? The same middle name.
- How many skunks does it take to make a stink? Just a phew.
- About 100 years ago, two brothers believed they could fly. Turns out they were Wright.
- How do you fix a broken pumpkin? With a pumpkin patch.
- If you ate pasta and antipasta, would you still be hungry?
- At the local zoo, all of the animals have to do chores. The lion sweeps tonight.
- What kind of classes do spiders attend? Webinars.



— Courtesy of Pastor Steve Elderbrock

WVU Extension Harrison County
1117 Good Hope Pike
Clarksburg, WV 26301
Phone 304-624-8650

E-mail:
Eva.Beto@mail.wvu.edu
or
John.Wickline@mail.wvu.edu

"Don't Be the Best Thing Nobody Has Ever Heard Of"

https://extension.wvu.edu/harrison

http://www.facebook.com/pages/Harrison-County-CEOS

2026 Harrison County CEOS Officers:

President	**Patricia Rummel** Shinn's Run CEOS
Vice President	**Deloris Wilson** Stonewood CEOS
Secretary	**Jean Papenburg** Member-at-large
Treasurer	**Rena Lawrence** Sycamore CEOS
Board Advisor	**Carolyn Romine** Friendly Neighbors CEOS

Greater Harrison County
Public Service District

P
West Milford, WV
26451

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

www.greaterharrison.com

At the regular meeting of Greater Harrison County PSD held on Thursday November 20, 2025, Chairman James Scudere, Treasurer Ruth Ann Messenger, Member Gary Auvil and Member Thomas Michael. Also present were Bill Hoover, General Manager, Matt Evans, Assistant Manager, Zack Dobbins of Bennett and Dobbins, Kylea Radcliff of Thrasher Engineering and Sam Harrold of Mountain State Law.

1. Minutes and/or Amended Minutes of Previous Meetings: Messenger moved to approve minutes. Board concurred.
2. Public Comment Period: No one present
3. Patrick Lesmann – P&B Services provided by Bill Hoover
   General update – No issues currently.
4. Finance Report provided by Zack Dobbins.
   Messenger moved to approve financial transactions. Board concurred.
   Dobbins presented details on October expenses and meeting with Harrison County Commission. They requested information on a direct line from Clarksburg versus City of Nutter Fort. Suggested doing first reading for rate increase during the December board meeting. Motion made by Michael to proceed with the first reading of water rate increase on December 18th and January 8th for 2nd reading and a public meeting at 6 pm. Board concurred.
5. Zack Dobbins – Bennett and Dobbins
   5.1 Drawdown #12 for Overall Water Project presented. Michael to approve as presented. Board concurred.
   Drawdown #11 Quiet Dell Sewer Project presented. Michael moved to approve as presented.
   Board concurred.
   Hoover mentioned the cost of living for employees and board concurred that he and Zack could work on the numbers and present to board.
6. Thrasher Group, Inc. provided by Kylea Radcliff
   6.1 Sewer
   6.1.a Quiet Dell
   - Construction Update – Line work going fairly well, 85% complete from Interstate to Zack's Run. Moving into Circle Drive, which might be more challenging. On plant they are up through the floor, working on walls. DEP was called on the adjacent property, nothing related to our project. Change order 2R1 presented for modification of piping, resulting in a decrease in cost. Michael moved to approve Change order 2R1 as presented. Board concurred.

   6.1.b Woodstock Heights Sanitary Sewer Extension Project
   - Final substantial completion including restoration of ponds presented for approval. Hoover added that there have been issues getting gas and resorting to propane. Based on pump quotes will hold final substantial completion.

   6.1.c River Crossings
   - Waiting on information from government but with shut down, everything is delayed. Design is progressing very well. It should be 80-90% set within the next 30 days. DOH permit is taking longer than anticipated. Mussel information was accepted by Fish and Wildlife.

   6.1.d 10-year Plan Sewer
   - Nothing new to add at this time.

   6.2 Water
   6.2.a Overall Water Project

- Construction Update – Contract #2 -Wolfe's Excavating has requested substantial completion. We will formalize and have it to present next month. Some concerns getting to the master meter which has been resolved. There may be an underrun on this contract. A change order will be presented next month. Contract #1 – ProContracting is moving very well, approximately 48% complete. Moving toward Lost Creek/Mount Clare section. Contract #3 – the tank contract, they are starting the prep work for the Good Hope tank. The Good Hope tank has been fabricated and is being stored.

6.2.b Buffalo Lake Road Water Line Extension

- Will request Long Run be included in this project.

6.2.c 10-year Plan Water

- Nothing new to add at this time. Dobbins requested adding to consider Nutter Fort water being purchased from Clarksburg.

7. Bill Hoover – General Manager

7.1 Water

7.1.a Lost Creek Mount Clare was at 22%, Valley of Good Hope at 21%, and Quiet Dell at 20%. Coon's Run was at 39%.

7.1.b Water Leak Report – We continue with leak detection.

7.1.c Coon's Run had some violations from years back, 1984. They have to be cleared and posted on the web site.

7.2 Sewer

7.2.a General permits were all due and have been submitted. Stations are all running well, compliments to Allen for his efforts. Telemetry has been a tremendous help. There was an issue on Traction St. with owner wanting a tree removed, which we declined.

8. Sam Harold – Mountain State Law

8.1 Discussions in executive session

9. Executive Session

9.1 Michael motioned to go into Executive Session. Board Concurred.

Michael motioned to return to agenda for sewer project on action to deny Change order #2 from last month, to reconsider prior decision and approve Change order #2. Board concurred with approval.

The next meeting will be held on December 18, 2025. Michael moved to adjourn meeting. Board concurred.

Chairman _____
James Scudere

Treasurer _____
Ruth Ann Messenger

Secretary _____
Mark Leonard

Member _____
Thomas Michael

Member _____
Gary Auvil

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

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
11/01/2025 - 11/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	236,592.49	238,544.25	(1,951.76)	98.14%
COONS RUN O&M AGREEMENT	4,109.35	3,455.83	653.52	1.70%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	369.69	1,333.33	(963.64)	0.15%
MISCELLANEOUS/RECONNECT FEES	-	824.17	(824.17)	0.00%
QUIET DELL LEASE	-	500.00	(500.00)	0.00%
TAP FEES	-	666.67	(666.67)	0.00%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	241,071.53	245,324.25	(4,252.72)	
EXPENSES				
ACCT, BILLING, & COLLECTING	7,116.09	6,490.00	626.09	2.79%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	-	190.83	(190.83)	0.00%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	24,610.85	24,596.00	14.85	9.65%
DIRECTORS FEES	418.84	483.75	(64.91)	0.16%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	11,890.54	11,551.67	338.87	4.66%
LAB SERVICE	2,204.60	915.83	1,288.77	0.86%
LABOR	32,466.28	36,732.50	(4,266.22)	12.73%
MAINTENANCE	7,531.40	19,305.00	(11,773.60)	2.95%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	-	100.00	(100.00)	0.00%
OUTSIDE SERVICES/CONTRACT LABOR	4,129.60	4,231.67	(102.07)	1.62%
POWER PURCHASED	4,245.46	3,598.33	647.13	1.66%
PROPERTY/LIABILITY & INJURIES INSURANCE	296.33	2,424.17	(2,127.84)	0.12%
REGULATORY COMMISSION	-	1,186.67	(1,186.67)	0.00%
RENEWAL & REPLACEMENT	61,972.00	15,000.00	46,972.00	24.30%
RENT EXPENSE	2,500.00	2,500.00	-	0.98%
TAXES	2,703.19	2,859.17	(155.98)	1.06%
TRANSPORTATION	1,997.84	2,536.67	(538.83)	0.78%
UTILITIES	1,289.13	822.50	466.63	0.51%
WATER PURCHASED	89,695.24	93,545.00	(3,849.76)	35.17%
TOTAL EXPENSES	255,067.39	229,069.75	25,997.64	
NET SURPLUS (DEFICIT)	(13,995.86)	16,254.50	(30,250.36)	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
11/01/2025 - 11/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	226,422.61	263,062.50	(36,639.89)	95.49%
COONS RUN O&M AGREEMENT	-	-	-	0.00%
FACILITIES CHARGE	2,500.00	2,500.00	-	1.05%
INTEREST INCOME	4,592.99	4,166.67	426.32	1.94%
MISCELLANEOUS/RECONNECT FEES	-	88.33	(88.33)	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	250.00	166.67	83.33	0.11%
UNUSUAL CHARGE	3,344.53	9,141.67	(5,797.14)	1.41%
TOTAL INCOME	237,110.13	279,125.83	(42,015.70)	
EXPENSES				
ACCT, BILLING, & COLLECTING	2,515.58	1,958.33	557.25	1.02%
BRIDGEPORT SANITARY BOARD	4,522.69	9,567.50	(5,044.81)	1.83%
TOWN OF WORTHINGTON	3,880.62	3,247.50	633.12	1.57%
CHEMICALS	-	-	-	0.00%
CLARKSBURG SANITARY BOARD	2,312.31	2,818.33	(506.02)	0.93%
DEBT SERVICE	112,379.86	113,707.50	(1,327.64)	45.40%
DIRECTORS FEES	381.16	484.17	(103.01)	0.15%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	9,512.57	8,714.17	798.40	3.84%
LAB SERVICE	415.30	1,050.00	(634.70)	0.17%
LABOR	24,886.13	27,710.00	(2,823.87)	10.05%
MAINTENANCE	33,773.75	24,733.33	9,040.42	13.64%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,431.24	1,641.67	(210.43)	0.58%
OUTSIDE SERVICES/CONTRACT LABOR	11,904.98	15,066.67	(3,161.69)	4.81%
POWER PURCHASED	14,144.16	15,491.67	(1,347.51)	5.71%
PROPERTY/LIABILITY & INJURIES INSURANCE	269.67	3,483.33	(3,213.66)	0.11%
REGULATORY COMMISSION	100.00	1,150.00	(1,050.00)	0.04%
RENEWAL & REPLACEMENT	20,043.24	19,425.00	618.24	8.10%
RENT EXPENSE	-	-	-	0.00%
TAXES	1,671.94	2,156.67	(484.73)	0.68%
TRANSPORTATION	1,818.11	2,791.67	(973.56)	0.73%
UTILITIES	1,589.53	2,241.67	(652.14)	0.64%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	247,552.84	257,439.17	(9,886.33)	
NET SURPLUS (DEFICIT)	(10,442.71)	21,686.67	(32,129.38)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
11/01/2025 - 11/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	463,015.10	501,606.75	(38,591.65)	96.83%
COONS RUN O&M AGREEMENT	4,109.35	3,455.83	653.52	0.86%
FACILITIES CHARGE	2,500.00	2,500.00	-	0.52%
INTEREST INCOME	4,962.68	5,500.00	(537.32)	1.04%
MISCELLANEOUS/RECONNECT FEES	-	912.50	(912.50)	0.00%
QUIET DELL LEASE	-	500.00	(500.00)	0.00%
TAP FEES	250.00	833.33	(583.33)	0.05%
UNUSUAL CHARGE	3,344.53	9,141.67	(5,797.14)	0.70%
TOTAL INCOME	478,181.66	524,450.08	(46,268.42)	
EXPENSES				
ACCT, BILLING, & COLLECTING	9,631.67	8,448.33	1,183.34	1.92%
BRIDGEPORT SANITARY BOARD	4,522.69	9,567.50	(5,044.81)	0.90%
TOWN OF WORTHINGTON	3,880.62	3,247.50	633.12	0.77%
CHEMICALS	-	190.83	(190.83)	0.00%
CLARKSBURG SANITARY BOARD	2,312.31	2,818.33	(506.02)	0.46%
DEBT SERVICE	136,990.71	138,303.50	(1,312.79)	27.26%
DIRECTORS FEES	800.00	967.92	(167.92)	0.16%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	21,403.11	20,265.83	1,137.28	4.26%
LAB SERVICE	2,619.90	1,965.83	654.07	0.52%
LABOR	57,352.41	64,442.50	(7,090.09)	11.41%
MAINTENANCE	41,305.15	44,038.33	(2,733.18)	8.22%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,431.24	1,741.67	(310.43)	0.28%
OUTSIDE SERVICES/CONTRACT LABOR	16,034.58	19,298.33	(3,263.75)	3.19%
POWER PURCHASED	18,389.62	19,090.00	(700.38)	3.66%
PROPERTY/LIABILITY & INJURIES INSURANCE	566.00	5,907.50	(5,341.50)	0.11%
REGULATORY COMMISSION	100.00	2,336.67	(2,236.67)	0.02%
RENEWAL & REPLACEMENT	82,015.24	34,425.00	47,590.24	16.32%
RENT EXPENSE	2,500.00	2,500.00	-	0.50%
TAXES	4,375.13	5,015.83	(640.70)	0.87%
TRANSPORTATION	3,815.95	5,328.33	(1,512.38)	0.76%
UTILITIES	2,878.66	3,064.17	(185.51)	0.57%
WATER PURCHASED	89,695.24	93,545.00	(3,849.76)	17.85%
TOTAL EXPENSES	502,620.23	486,508.92	16,111.31	
NET SURPLUS (DEFICIT)	(24,438.57)	37,941.17	(62,379.74)	

GHCPSD - WATER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2025-11/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,292,751.56	1,192,721.25	100,030.31	97.24%
COONS RUN O&M AGREEMENT	24,163.85	17,279.17	6,884.68	1.82%
FACILITIES CHARGE	-	-	-	0.00%
INTEREST INCOME	3,636.61	6,666.67	(3,030.06)	0.27%
MISCELLANEOUS/RECONNECT FEES	4,426.84	4,120.83	306.01	0.33%
QUIET DELL LEASE	1,500.00	2,500.00	(1,000.00)	0.11%
TAP FEES	3,000.00	3,333.33	(333.33)	0.23%
UNUSUAL CHARGE	-	-	-	0.00%
TOTAL INCOME	1,329,478.86	1,226,621.25	102,857.61	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	29,982.29	32,450.00	(2,467.71)	2.58%
BRIDGEPORT SANITARY BOARD	-	-	-	0.00%
TOWN OF WORTHINGTON	-	-	-	0.00%
CHEMICALS	2,850.00	954.17	1,895.83	0.24%
CLARKSBURG SANITARY BOARD	-	-	-	0.00%
DEBT SERVICE	123,054.25	122,980.00	74.25	10.57%
DIRECTORS FEES	2,408.04	2,418.75	(10.71)	0.21%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	63,025.19	57,758.33	5,266.86	5.41%
LAB SERVICE	7,814.10	4,579.17	3,234.93	0.67%
LABOR	194,226.10	183,662.50	10,563.60	16.68%
MAINTENANCE	98,803.35	96,525.00	2,278.35	8.49%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	1,022.76	500.00	522.76	0.09%
OUTSIDE SERVICES/CONTRACT LABOR	27,035.05	21,158.33	5,876.72	2.32%
POWER PURCHASED	18,558.76	17,991.67	567.09	1.59%
PROPERTY/LIABILITY & INJURIES INSURANCE	15,066.44	12,120.83	2,945.61	1.29%
REGULATORY COMMISSION	8,930.12	5,933.33	2,996.79	0.77%
RENEWAL & REPLACEMENT	69,984.09	75,000.00	(5,015.91)	6.01%
RENT EXPENSE	12,500.00	12,500.00	-	1.07%
TAXES	16,258.02	14,295.83	1,962.19	1.40%
TRANSPORTATION	14,972.15	12,683.33	2,288.82	1.29%
UTILITIES	4,164.72	4,112.50	52.22	0.36%
WATER PURCHASED	453,655.09	467,725.00	(14,069.91)	38.96%
TOTAL EXPENSES	1,164,310.52	1,145,348.75	18,961.77	100.00%
NET SURPLUS (DEFICIT)	165,168.34	81,272.50	83,895.84	

GHCPSD - SEWER DIVISION
INCOME STATEMENT
FOR THE PERIOD
07/01/2025-11/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	1,212,048.81	1,315,312.50	(103,263.69)	94.21%
COONS RUN O&M AGREEMENT	-	-	-	0.00%
FACILITIES CHARGE	12,500.00	12,500.00	-	0.97%
INTEREST INCOME	21,464.23	20,833.33	630.90	1.67%
MISCELLANEOUS/RECONNECT FEES	-	441.67	(441.67)	0.00%
QUIET DELL LEASE	-	-	-	0.00%
TAP FEES	750.00	833.33	(83.33)	0.06%
UNUSUAL CHARGE	39,711.64	45,708.33	(5,996.69)	3.09%
TOTAL INCOME	1,286,474.68	1,395,629.17	(109,154.49)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	9,719.54	9,791.67	(72.13)	0.77%
BRIDGEPORT SANITARY BOARD	32,855.79	47,837.50	(14,981.71)	2.59%
TOWN OF WORTHINGTON	16,694.80	16,237.50	457.30	1.31%
CHEMICALS	-	-	-	0.00%
CLARKSBURG SANITARY BOARD	12,892.88	14,091.67	(1,198.79)	1.02%
DEBT SERVICE	561,899.30	568,537.50	(6,638.20)	44.25%
DIRECTORS FEES	2,191.96	2,420.83	(228.87)	0.17%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	47,932.06	43,570.83	4,361.23	3.77%
LAB SERVICE	5,046.90	5,250.00	(203.10)	0.40%
LABOR	134,442.00	138,550.00	(4,108.00)	10.59%
MAINTENANCE	181,703.74	123,666.67	58,037.07	14.31%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	8,217.19	8,208.33	8.86	0.65%
OUTSIDE SERVICES/CONTRACT LABOR	70,144.90	75,333.33	(5,188.43)	5.52%
POWER PURCHASED	70,397.04	77,458.33	(7,061.29)	5.54%
PROPERTY/LIABILITY & INJURIES INSURANCE	13,966.06	17,416.67	(3,450.61)	1.10%
REGULATORY COMMISSION	9,699.17	5,750.00	3,949.17	0.76%
RENEWAL & REPLACEMENT	61,576.72	97,125.00	(35,548.28)	4.85%
RENT EXPENSE	-	-	-	0.00%
TAXES	8,860.94	10,783.33	(1,922.39)	0.70%
TRANSPORTATION	13,640.30	13,958.33	(318.03)	1.07%
UTILITIES	8,009.88	11,208.33	(3,198.45)	0.63%
WATER PURCHASED	-	-	-	0.00%
TOTAL EXPENSES	1,269,891.17	1,287,195.83	(17,304.66)	100.00%
NET SURPLUS (DEFICIT)	16,583.51	108,433.33	(91,849.82)	

GHCPSD - COMBINED
INCOME STATEMENT
FOR THE PERIOD
07/01/2025 -11/30/2025

	ACTUAL	BUDGET	VARIANCE	% OF TOTAL
INCOME				
DOMESTIC SERVICE/LATE CHGS	2,504,800.37	2,508,033.75	(3,233.38)	95.75%
COONS RUN O&M AGREEMENT	24,163.85	17,279.17	6,884.68	0.92%
FACILITIES CHARGE	12,500.00	12,500.00	-	0.48%
INTEREST INCOME	25,100.84	27,500.00	(2,399.16)	0.96%
MISCELLANEOUS/RECONNECT FEES	4,426.84	4,562.50	(135.66)	0.17%
QUIET DELL LEASE	1,500.00	2,500.00	(1,000.00)	0.06%
TAP FEES	3,750.00	4,166.67	(416.67)	0.14%
UNUSUAL CHARGE	39,711.64	45,708.33	(5,996.69)	1.52%
TOTAL INCOME	2,615,953.54	2,622,250.42	(6,296.88)	100.00%
EXPENSES				
ACCT, BILLING, & COLLECTING	39,701.83	42,241.67	(2,539.84)	1.63%
BRIDGEPORT SANITARY BOARD	32,855.79	47,837.50	(14,981.71)	1.35%
TOWN OF WORTHINGTON	16,694.80	16,237.50	457.30	0.69%
CHEMICALS	2,850.00	954.17	1,895.83	0.12%
CLARKSBURG SANITARY BOARD	12,892.88	14,091.67	(1,198.79)	0.53%
DEBT SERVICE	684,953.55	691,517.50	(6,563.95)	28.14%
DIRECTORS FEES	4,600.00	4,839.58	(239.58)	0.19%
EMP. BEN./GROUP INSURANCE/PENSION COSTS	110,957.25	101,329.17	9,628.08	4.56%
LAB SERVICE	12,861.00	9,829.17	3,031.83	0.53%
LABOR	328,668.10	322,212.50	6,455.60	13.50%
MAINTENANCE	280,507.09	220,191.67	60,315.42	11.52%
MISCELLANEOUS EXPENSE	-	-	-	0.00%
OFFICE SUPPLIES & EXPENSE	9,239.95	8,708.33	531.62	0.38%
OUTSIDE SERVICES/CONTRACT LABOR	97,179.95	96,491.67	688.28	3.99%
POWER PURCHASED	88,955.80	95,450.00	(6,494.20)	3.65%
PROPERTY/LIABILITY & INJURIES INSURANCE	29,032.50	29,537.50	(505.00)	1.19%
REGULATORY COMMISSION	18,629.29	11,683.33	6,945.96	0.77%
RENEWAL & REPLACEMENT	131,560.81	172,125.00	(40,564.19)	5.40%
RENT EXPENSE	12,500.00	12,500.00	-	0.51%
TAXES	25,118.96	25,079.17	39.79	1.03%
TRANSPORTATION	28,612.45	26,641.67	1,970.78	1.18%
UTILITIES	12,174.60	15,320.83	(3,146.23)	0.50%
WATER PURCHASED	453,655.09	467,725.00	(14,069.91)	18.64%
TOTAL EXPENSES	2,434,201.69	2,432,544.58	1,657.11	100.00%
NET SURPLUS (DEFICIT)	181,751.85	189,705.83	(7,953.98)	

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

OPERATING ACTIVITIES		
Net Income (Loss)	$	(13,995.86)
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Receivable	$	(4,109.35)
Accounts Payable	$	(6,122.36)
Customer Deposits	$	603.20
Due (From) To Sewer Fund	$	(47,148.41)
Net cash provided by Operating Activities	$	(70,772.78)
INVESTING ACTIVITIES		
Fixed Assets Projects	$	(525,985.35)
Interest Income	$	-
Net cash provided by Investing Activities	$	(525,985.35)
FINANCING ACTIVITIES		
5.5 Agreement	$	-
Grants/Loans	$	528,594.35
Net cash provided by Financing Activities	$	528,594.35
Net cash increase (decrease)for period	$	(68,163.78)
Cash at beginning of period	$	1,528,145.15
Cash at end of period	**$**	**1,459,981.37**
Unrestricted Cash	$	635,971.48
Restricted Cash		
Depreciation Reserve	$	162,581.04
Bond Commission Sweep	$	26,503.00
Construction	$	233.26
ARPA	$	100.00
SB 234	$	33,200.00
Customer Deposits	$	24,185.36
CD-Customer Deposits	$	66,186.65
CD-Depreciation Reserve	$	278,325.59
CD-SB 234	$	232,694.99
Total Restricted Cash	$	824,009.89
Total Unrestricted & Restricted Cash	**$**	**1,459,981.37**
	$	-

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

OPERATING ACTIVITIES		
Net Income (Loss)	$	(10,442.71)
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Payable	$	12,846.97
Customer Deposits	$	1,116.58
Payroll Liabilities	$	(7,669.08)
Due (From) To Water Fund	$	47,148.41
Net cash provided by Operating Activities	$	43,000.17
INVESTING ACTIVITIES		
Interest Income	$	-
Fixed Assets	$	(1,571,404.31)
Net cash provided by Investing Activities	$	(1,571,404.31)
FINANCING ACTIVITIES		
5.5 Agreements	$	11,716.71
Loan Payment	$	(848.89)
Draw on Bond & Grants	$	1,577,404.31
Net cash provided by Financing Activities	$	1,588,272.13
Net cash increase (decrease) for period	$	59,867.99
Cash at beginning of period	$	2,624,315.23
Cash at end of period	**$**	**2,684,183.22**
Unrestricted Cash	$	722,065.32
Restricted Cash		
Construction Account	$	1,851.60
Depreciation Reserve	$	661,655.39
Rural Development Reserve	$	-
Bond Commission Sweep	$	74,358.42
ARPA	$	6,100.00
SB 234	$	44,000.00
Customer Deposits	$	131,866.82
CD-Customer Deposits	$	110,297.12
CD-Depreciation Reserve	$	671,190.07
CD-Rural Development Reserve	$	28,120.13
CD-SB 234	$	232,678.35
Total Restricted Cash	$	1,962,117.90
Total Unrestricted & Restricted Cash	**$**	**2,684,183.22**
	$	-

C-5.

Enlarged Hepzibah PSD

Regular Board Meeting

Monday, November 10, 2025

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

Present	**Employees**
Fred Martin	Kevin Short
Sharon Hamilton	

1. **Approval of Minutes**
   Sharon Hamilton made a motion to approve the Regular Board minutes for Monday October 10, 2025, as read. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

2. **Signing of the Checks**
   Sharon Hamilton made a motion to approve the Checks Signed Document dated 10/01/2025 through 10/31/2025. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

3. **Managers' Report**
   - **A.** Kevin presented the Board with the Working Capital Reserve reports for both Water and Sewer for the fiscal year 2025 thru 2026. Kevin and the Board discussed in detail.
   - **B.** Kevin provided the Board with the Enlarged Hepzibah Public Service District compiled financial statements for the fiscal years ended June 30, 2025 and June 30, 2024. Kevin and the Board discussed in detail.
   - **C.** Kevin presented the Board with the Customer late charge calculations for October 20, 2025 and total amount is $2,124.36. Kevin and the Board discussed in detail.
   - **D.** Kevin provided the Board with a copy of the A/P Aging Summary as of October 31, 2025, he also provided the Profit and Loss for July 2025 through October 2025 and the Statement of Cash Flows as of July 2025 through October 2025. Kevin and the Board discussed.
   - **E.** Kevin provided a copy of the Water Loss report for August 2025 through June 2026, with a water loss of 39.54% for the month of October 2025, and he said that we have a 32.12% Adjusted Water Loss year-to-date 2025-2026. Kevin and the Board discussed.
   - **F.** Kevin provided the Board with the December 2025 Calendar, and discussed.

4. **Next Board Meeting**
   Fred Martin announced the next Board meeting will be December 1, 2025. After discussion they decided to move the meeting from December 8, 2025 because Kevin will be on vacation the following week.

5. **Adjournment**

There being no further business, **Fred Martin made a motion to adjourn the meeting. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.**

Darlene J Swiger
Chairman

Secretary

Sharon Hamilton
Treasurer

jd

Enlarged Hepzibah PSD
Profit & Loss
July through October 2025

		Jul - Oct 25
Income		
SEWER PROJECT ARPA FUNDS		52,443.41
1500 · Late Fees		3,551.97
1501 · Metered Sales		
1571 · Reconnect Fee	36.81	
1501 · Metered Sales - Other	148,440.65	
Total 1501 · Metered Sales		148,477.46
1502 · Sewer Taps		-350.00
1505 · Misc Income		1,525.47
1525 · Interest Income		9.53
4190 · Interest Inc		23.80
4610 · Metered Water Sales		268,660.13
4700 · Water Late Fees		4,703.92
4741 · Reconnect Fees		344.70
4742 · Water Taps		350.00
4744 · Misc Water Income		200.00
Total Income		479,940.39
Gross Profit		479,940.39
Expense		
ARPA Sewer Project		207,946.10
ENLARGED HEPZIBAH PSD		961.19
1700 · Sewer Operation Labor		540.00
1704 · Utilities - Sewer Plant		11,655.13
1725 · Maintenance of Pumps		5,364.00
1726 · Maint of Sewer Plant		1,928.22
1743 · Transportation Expense		10,817.80
1781 · Accounting & Legal		10,364.50
1789 · Petty Cash		200.00
1790 · Postage		2,407.78
1791 · Board Salaries		1,457.30
1793 · Supplies		15,618.51
1794 · Uniforms		919.25
1795 · Telephone		2,450.09
1796 · Outside Services		16,954.71
1797 · Misc Expense		670.95
1798 · Property Insurance		12,090.75
1799 · Advertising		96.94
1800 · Bank Charges		86.00
1804 · Regulatory		7,435.99
1805 · Sludge Disposal		260.00
4081 · FICA		3,959.00
6020 · Purchased Water		75,989.80
66000 · Payroll Expenses		72,148.78
6661 · Water Testing		1,023.97
6662 · Power & Fuel		
6662.1 · HREA	1,824.17	
6662.2 · Mon Power	22.27	
6662.3 · Cardinal Gas	131.58	
Total 6662 · Power & Fuel		1,978.02

Enlarged Hepzibah PSD
Profit & Loss
July through October 2025

	Jul - Oct 25
66900 · Reconciliation Discrepancies	-0.12
6760 · Maint of Meters	354.62
6770 · Maint of Hydrants	4,776.21
9020 · Meter Reading Expense	4,550.00
9200 · Admin & Board Salaries	0.00
9210 · Office Supplies	2,124.20
9260 · Pensions & Benefits	28,969.12
9290 · Bank Charges Water	24.00
Total Expense	506,122.81
Net Income	**-26,182.42**

Enlarged Hepzibah PSD
A/P Aging Summary
As of October 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACE AGGREGATES	581.39	0.00	0.00	0.00	0.00	581.39
Ace Hardware	150.86	0.00	0.00	0.00	0.00	150.86
Advance Auto Parts	40.79	0.00	0.00	0.00	0.00	40.79
Advantage Computer	1,650.00	0.00	0.00	0.00	0.00	1,650.00
Bennett & Dobbins PLLC	9,069.50	0.00	0.00	1,295.00	51,155.71	61,520.21
Cardinal Natural Gas	71.98	0.00	0.00	0.00	0.00	71.98
City of Shinnston	26.70	0.00	0.00	0.00	0.00	26.70
Clarksburg Water Board	17,889.84	0.00	0.00	0.00	0.00	17,889.84
Core & Main LP	7,216.68	0.00	0.00	0.00	0.00	7,216.68
CORKY WELLS ELECTRIC	3,840.25	1,560.00	0.00	0.00	0.00	5,400.25
DODSON PEST CONTROL	66.00	0.00	0.00	0.00	0.00	66.00
Enlarged Hepzibah PSD	279.72	0.00	0.00	0.00	0.00	279.72
Hart Office Solutions	30.00	0.00	0.00	0.00	0.00	30.00
JENKINS FORD, INC	5,192.77	0.00	0.00	0.00	0.00	5,192.77
MOSEBACH	77.24	0.00	0.00	0.00	0.00	77.24
PACE ANALYTICAL	896.80	0.00	0.00	0.00	0.00	896.80
Sun Valley Public Service District	1,612.00	0.00	0.00	0.00	58,106.56	59,718.56
Tepco	4,365.00	0.00	0.00	0.00	0.00	4,365.00
Tri-State Welding	55.00	0.00	0.00	0.00	0.00	55.00
US CELLULAR	61.78	0.00	0.00	0.00	0.00	61.78
TOTAL	**53,174.30**	**1,560.00**	**0.00**	**1,295.00**	**109,262.27**	**165,291.57**