# Harrison County Commission Meeting
# Wednesday, January 21, 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.** --- Nuisance Property Hearing – 3391 Mount Clare Road - Sam Pack
**10:10 A.M.** --- Proclamation – National Stalking Awareness Month
**10:15 A.M.** --- Proclamation – Human Trafficking Prevention Month

**NEW BUSINESS – Action Items for Consideration or Approval:**

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Christian J. Nelson – 911 – Completion of Training – Effective 01/25/26
   - **B.** Place Holder - Grants Administrator – New Hire – Effective
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** Special Meeting Minutes for Wednesday December 10, 2025
   - **B.** Regular Meeting Minutes for Wednesday December 17, 2025
   - **C.** Regular Meeting Minutes for Wednesday January 7, 2026
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA – None
   - **B.** Quotes
   - **C.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
   - **A.** Exonerations – See Exhibit A
   - **B.** Joint Property Applications – See Exhibit C
7. **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. $10,110.83**
8. **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. $9,350.00**

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 2021 A & B (Development District No. 3 White Oaks Project No. 2).
    **A. $98.75**
10. **Review—Discuss—Consider** Orders and Election Orders as Presented by the Clerk
    **A.** Emergency Absentee Policy Adoption for 2026 Election Cycle – §3-3-5c(a)
    **B.** Appointment of Ballot Commissioners by Executive Committees – Term beginning February 1, 2026 and ending December 31, 2027 (§3-1-19)
11. **Review—Discuss—Consider** Budget Revisions for the following:
    **A.** General County
    **B.** Vital Services
12. **Review—Discuss—Consider** Rail Trail Update (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
13. **Review—Discuss—Consider** Approving Levy Call for July 1, 2027 through June 30, 2031
    **A.** Transit Levy
    **B.** Vital Service Levy
14. **Review—Discuss—Consider** Letter to the West Virginia Alcohol Beverage Control Administration
    - WVHotSpot.net, LLC (dba Dola Dairy Mart)
      2978 Wallace Pike, Lumberport, WV 26386
15. **Review—Discuss—Consider** Directing legal to send correspondence to all Charles Pointe stakeholders related to impending property tax deadlines and payment status
16. **Review—Discuss—Consider** A resolution authorizing the application for funds from the West Virginia Department of Agriculture for the WV Spay / Neuter Assistance Program, adopting all special conditions and assurances contained in said grant
17. **Review—Discuss—Consider** Replacing Commissioner Trecost on the Ambulance Authority Board with Commissioner Hinkle
18. **Review—Discuss—Consider** Awarding Bid for 2026 Aerial Photography
19. **Review—Discuss—Consider** Verizon Lease for Grafton Tower
20. **Review—Discuss—Consider** Hiring Security for the Rail Trail
21. **Review—Discuss—Consider** MOU's for Parks & Recreation
22. **Review—Discuss—Consider** Details of the MOU for security
23. **Review—Discuss—Consider** Travel Request for the following 911 employees to go to the WV SIRN – Regional Interoperability Committee Meeting at MECCA 911 – 911 Responders Drive, Morgantown, West Virginia on January 28th, 2026
    **A.** Paul Bump
    **B.** Travis Miller
24. **Review—Discuss—Consider** Travel Request for the following 911 employees to go to the NENA Enhanced Police Dispatching class at the Valley Park Conference Center in Hurricane, West Virginia on February 25th, 2026
    **A.** Theresa Hawkins
    **B.** Tabitha Robey

25. **Review—Discuss—Consider** Travel Request for the following 911 employees to go to the Crisis Intervention Team (CIT) Dispatcher Certification class at the Monongalia County 9-1-1 Center in Morgantown on March 3rd, 2026
    - **A.** Lorenda McConnell
    - **B.** Nina Loar
    - **C.** Natasha McDaniel
    - **D.** Corey Hagan
    - **E.** Tyara Martin
    - **F.** Rebecca Ayers
    - **G.** Theresa Hawkins
    - **H.** Tabitha Robey
    - **I.** Brandon Delaney
26. **Review—Discuss—Consider** Travel Request for the following 911 employees to go to the WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision Course (Pre-Conference Class) at Four Points by Sheraton in Charleston, WV on March 22-26, 2026
    - **A.** Jade Haggerty
    - **B.** Megan Rowand
    - **C.** Gary Keith II
    - **D.** Michael Coffey
    - **E.** Natasha McDaniel
27. **Administrator's Report**
28. **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 24, 2025 through Tuesday, January 6, 2026
    2. Wednesday, January 7, 2026 through Tuesday, January 13, 2026
- **B. Monthly Fiduciary Commission Settlements:**
    1. None
- **C. Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service**
    1. Enlarged Hepzibah PSD Regular Board Meeting Agenda for January 12, 2026
    2. Sun Valley PSD Regular Board Meeting Minutes for November 11, 2025
    3. Sun Valley PSD Financial Information for November, 2025
    4. Sun Valley PSD Regular Board Meeting Minutes for Tuesday, December 2, 2025
    5. Sun Valley PSD Financial Information for December, 2025
    6. Sun Valley PSD Regular Board Meeting Agenda for January 13, 2026
    7. Sun Valley PSD Updated Rules of Procedure for January 13, 2023
    8. Greater Harrison County PSD Agenda for January 15, 2026
    9. Greater Harrison County PSD Income Statement for December, 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

| | | | | | |
|---|---|---|---|---|---|
| Property Owners Name | Samuel Joseph Pack II | | | Case# 25-0018 | |
| Address | P.O. Box 36 Mount Clare, WV 26408-0036 | | | | |
| Address of Property In Review | 3391 Mount Clare Road, Mount Clare, WV 26408 | | | | |
| Date Of Complaint | 11/6/2025 | Date of Notice | | Date of Certified Mail | |
| Date of 1st Notice | 11/4/2025 | Date of Certified Letter | | Date of Served Process to Sheriff | |
| Date of Certified Letter sent | 11/6/2025 | Date of Served Process to Sheriff | | Received Date of Certifiec Mail | |
| Date of Served Process to Sheriff | 11/6/2025 | Received Date of Certified Letter | | Received Date of Served Process | |
| Received Date of Certified Letter | 11/7/2025 | Received Date of Served Process | | Date File transferred to Legal | |
| Received Date of Served Process | 11/7/2025 | Hearing Date and Time | | Court Date and Time | |
| Time for Correction | 30 Days | Action Taken @ Hearing | | Hearing Outcome | |
| Extended Time | | Date of Certified Mail | | | |
| | | Date of Served Process to Sheriff | | | |
| | | Date of Received Certified Mail | | | |
| | | Received Date of Served Process | | | |
| | | Extended Time | | | |

Notes:

229 S 3rd Street
Clarksburg, WV 26301

The Harrison County
Planning Department
304-624-8690

# Initial Notice of Violation

Samuel Joseph Pack II

PO Box 36
Mount Clare, WV 26408

## Code Enforcement Cases: Case

Number: #CASE-25-0018
Valid From: 11-06-2025

Address: 3391 MOUNT CLARE RD CLARKSBURG

**District/Map/Parcel:** 12/2006/4 TONQUILLA WATSON

**Original Date of Notice:** November 6, 2025

**Compliance Due Date:** December 6, 2025

**Code Officer Notes:**
Structure must be repaired or demolished, garbage/rubbish needs to be cleaned up, and junked or inoperable vehicles must be removed

**Date of Next Inspection:** December 5, 2025

**Codes in Violation**

**Article 2. Interpretations and Definitions - 2.2 (C) - Public Nuisance**
Anything, any act, any failure to act, any occupation or use of property which shall annoy, injure or endanger the safety, health, comfort or repose of the public at large and shall be deemed to include, but shall not be limited to, animals running at large; vessels or items holding stagnant water in which mosquitoes can breed; carcasses of animals not buried or otherwise disposed of in a sanitary manner; accumulations of manure non - agriculturally related or rubbish which are breeding places for flies, mosquitoes or vermin; the pollution of any body of water, stream, creek or river by sewage, industrial wastes, or other substances; noxious weeds and other rank growth of vegetation upon private property; in accordance with the International Property Maintenance Code pursuant to West Virginia Code §7-1-3n and Title 87, Series 4 (87CSR4), any condition of the structure, including appurtenances, considered an attractive nuisance to children, such as abandoned wells, shafts, basements, excavations or unsafe open structures; any structure that is unsafe for human habitation; any that is manifestly capable of being a fire hazard or is manifestly unsafe or unsecure so as to endanger life, limb or property; any structure in the state of dilapidation, deterioration, decay, faulty construction, overcrowded, open vacant or abandoned; damaged by fire to the extent so as not to provide shelter, in danger of collapse or failure and dangerous to anyone on or near the structure and surrounding premises; any premises used for illegal possession, storage or delivery of or trafficking in controlled substances, or other illegal drug activity is hereby declared a public nuisance; and all other acts, omissions to act, occupations and uses of property which are in fact a menace or detriment to the public health, safety and welfare, create conditions of slum and blight, or effect the quality of life for citizens in Harrison County.

## Details

**Case Type:**
General, Junk or Inoperable Motor Vehicles, Dilapidated Building

**Complaint Details:**
Structure is in a state of dilapidation and surrounded by junked vehicles and garbage/rubbish

**Print Name:** Robert Leonard

**Date:** 11/6/2025

RECEIVED
NOV 06 2025
HARRISON COUNTY
ACCESS DIVISION

**Signature:** MCP, CBO, CFM, CFM

7552

**Harrison County Sheriff's Office**
609 West Main Street
Clarksburg, West Virginia 26301
Law Enforcement 304-423-7700
Civil Process 304-423-7708 / Home Incarceration 304-423-7710

PLANNING COMMISSION

Return # 205364
Process # CIV25-07552
Docket # 25-0018
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } SUBSTITUTE SERVICE
- vs - }
SAMUEL JOSEPH PACK II }
Defendant }

I hereby certify that on the **6th day of November, 2025**, **an INITIAL NOTICE OF VIOLATION; CLEAN UP FLYER; IMAGES**, in the above entitled action, came into my hand for service. That on the **7th day of November, 2025** at **10:18 AM**, in said county, **I did serve the documents on SAMUEL JOSEPH PACK, II .**
Served the within **an INITIAL NOTICE OF VIOLATION; CLEAN UP FLYER; IMAGES** on the within named **SAMUEL JOSEPH PACK, II**, on the **7th day of November, 2025** at **10:18 AM** by delivering on that day a copy of said **an INITIAL NOTICE OF VIOLATION; CLEAN UP FLYER; IMAGES** to **TONQUILLA WATSON (FIANCE)** , (a member of His/Her family over the age of sixteen years), at His/her usual place of abode, **3391 MOUNT CLARE RD, MOUNT CLARE, WV 26408** in Harrison County, West Virginia, giving the said **TONQUILLA WATSON (FIANCE)** information of the purport of said **an INITIAL NOTICE OF VIOLATION; CLEAN UP FLYER; IMAGES** the said **SAMUEL JOSEPH PACK, II** not being found.

| Item | Disburse To | Amount Owed | Amount Paid |
|---|---|---|---|
| | | **Total Owed** | **$0.00** |
| | | **Total Paid** | **$0.00** |
| | | **Uncollectible** | **$0.00** |
| | | **Remaining** | **$0.00** |

**Invoice #** IN202507764
HARRISON COUNTY PLANNING COMMISSION
229 S 3RD ST, CLARKSBURG, WV 26301

**Comments**
FIANCE

**Date Returned 11/7/25**

**Signed** _____ **Date** 11/7/25

Robert Matheny
Harrison County
By: Vincent Olliverio
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945






C60


PUMA


C60

**SENDER: COMPLETE THIS SECTION**

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

1. Article Addressed to:

Samuel Joseph Pack II
P.O. Box 36
Mount Clare, WV 26408-0036

9590 9402 8323 3094 0447 16

2. Article Number (Transfer from service label)
7018 1830 0001 3940 5224

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature
X Steve Phares ☐ Agent ☐ Addressee

B. Received by (Printed Name) STEVE PHARES
C. Date of Delivery 11-7-25

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

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

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

7018 1830 0001 3940 5224

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

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

OFFICIAL USE

Certified Mail Fee
$

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

Postage
$

Total Postage and Fees
$

Postmark Here

Sent To Samuel Joseph Pack II
Street and Apt. No., or PO Box No. P.O. Box 36
City, State, ZIP+4® Mount Clare WV 26408-0036

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Samuel Pack
P.O. Box 36 Mount Clare Road
Mount Clare, WV 26408
District 12 Tax Map 2006 Parcel 4
3391 Mount Clare Road, Mount Clare
#CASE-25-0018 Mount Clare

December 9, 2025

**NOTICE OF HEARING**

You are hereby notified that the Harrison County Commission has scheduled a hearing on Wednesday, January 21, 2026 at 10:15 a.m. at the Harrison County Commission meeting chambers on third (3) floor of the Harrison County General Services Building at 229 South 3rd Street, Clarksburg, WV (304)-624-8692. The purpose of the hearing is to determine if the County will move forward with legal action against you for the violations of the Public Nuisance Ordinance. As you are aware, notice and or certified mail has previously been served on you regarding this matter and no action has been commenced on these violations. If you have any questions on this matter, please contact me at the above phone number of address.

Charlotte Shaffer, Planning Director

7022 1670 0002 0681 4648

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

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

OFFICIAL USE

Certified Mail Fee
$

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

Postage
$

Total Postage and Fees
$

Postmark Here

Dec. 9, 25

Sent To
Samuel J. Pack

Street and Apt. No., or PO Box No.
P.O. Box 36

City, State, ZIP+4®
Mount Clare WV 26408-0036

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

**Harrison County Sheriff's Office**
609 West Main Street
Clarksburg, West Virginia 26301
Law Enforcement 304-423-7700
Civil Process 304-423-7708 / Home Incarceration 304-423-7710

PLANNING COMMISSION

Return # 206576
Process # CIV25-08319
Docket # 25-0018
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, } IN PERSON
- vs - }
SAMUEL PACK }
Defendant }

I hereby certify that on the **10th day of December, 2025**, **a notice of hearing**, in the above entitled action, came into my hand for service. That on the **6th day of January, 2026** at **12:25 PM**, in said county, **I did serve the documents on SAMUEL PACK**.
Served the within **a notice of hearing** on the within named **SAMUEL PACK** by delivering a copy of the within **a notice of hearing** to him/her in person at **3391 MOUNT CLARE RD, MOUNT CLARE, WV 26408** in Harrison County, West Virginia, on the**6th day of January, 2026** at **12:25 PM**.

| Item | Disburse To | Amount Owed | Amount Paid |
|---|---|---|---|
| | | **Total Owed** | **$0.00** |
| | | **Total Paid** | **$0.00** |
| | | **Uncollectible** | **$0.00** |
| | | **Remaining** | **$0.00** |

**Invoice #** IN202508534
HARRISON COUNTY PLANNING COMMISSION
229 S 3RD ST, CLARKSBURG, WV 26301

**Comments**

**Date Returned 1/6/26**

**Signed** _____ **Date** 1/6/25

Robert Matheny
Harrison County
By: Vincent Olliverio
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945







3-A.

# Harrison County Commission
# Payroll Change Notice

| DATE OF CHANGE | EMPLOYEE # | SOCIAL SECURITY NO |
|---|---|---|
| 01/25/2026 | | |

| NAME | ADDRESS |
|---|---|
| Nelson, Christian J. | |

| PHONE | CITY/STATE/ZIP | DEPARTMENT | SHIFT |
|---|---|---|---|
| | | E911 | |

## THE CHANGE(S):

| ✓ All Applicable Boxes | FROM | TO |
|---|---|---|
| ☐ DEPARTMENT | | |
| ☐ JOB | | |
| ☐ SHIFT | | |
| ☑ RATE | PG 3-1 ($17.16) | PG 4-1 ($18.06) |
| ☐ 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) _____

Completion of Training

## AUTHORIZATION:

| EMPLOYEE SIGNATURE | DATE |
|---|---|
| SUPERVISOR SIGNATURE Travis Miller | DATE 01/08/2026 |
| HUMAN RESOURCES MANAGER | DATE |

Rev 3/16 Re-order Form #08320 ©copyright 2022 Amsterdam Printing, Amsterdam, N.Y. 12010
Toll Free 1-866-466-1438 or online www.amsterdamforms.com
Amsterdam

4-A.

At the special meeting of the County Commission of Harrison County held on Wednesday December 10, 2025, Commissioners Susan Thomas and David Hinkle were present. Commissioner Patsy Trecost II was absent. Also present was John Spires, County Clerk, and Michelle Tonkin, Assistant County Administrator. Commissioner Thomas opened the meeting.

1. **Review—Discuss** Excess Levy (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) (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): There was discussion held about CENTRA Bus funding. Vanessa Perkins, CENTRA Finance Director, discussed current funding sources and advised that CENTRA receives funds from the County and the State. James Griffin, CENTRA Board President, spoke of fiscal responsibility over the past decade. Commissioner Hinkle asked if CENTRA could make up $500,000.00 decrease in levy funds.

   Commissioner Hinkle moved to enter into executive session pursuant to 6-9A-4(B)(9). Commission concurred. Those present were Commissioner Thomas, Commissioner Hinkle, Trey Simmerman, Michelle Tonkin and Matt Gallo.
   Commissioner Hinkle moved exit executive session and enter into regular session. Commission concurred.

   Hinkle moved to adjourn. Commission concurred.

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

_____ _____

Susan Thomas, President Date

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At the regular meeting of the County Commission of Harrison County held on Wednesday December 17, 2025, Commissioners Susan Thomas, David Hinkle and Patsy Trecost II were present. Also present were John Spires, County Clerk and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting and Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

1. **Public Comment Period**: Dave Sutton, a Stonewood resident and recovering addict, advised that he is two years sober and would like to explore transportation options through opioid funds.

10:05 A.M. --- Hearing for an Alley Closure, Alfred Kooken: Charlotte Shaffer, Director of Planning, spoke on the situation and recommends alley closure. Hinkle moved to approve the alley closure and affix the proper signatures. Commission concurred.

2. **Consent Agenda**: Hinkle moved to approve. Commission concurred.
3. **Payroll Change Notices:** Hinkle moved to approve items A, B and C. Commission concurred.
    - **A.** Ivan George – Assessor – Promotion – Effective 12/25/25
    - **B.** Denise Palmer – Assessor – Re-Evaluation of Existing Job – Effective 12/25/25
    - **C.** Robert Mason – Assessor – Resignation – Effective 12/03/25
    - **D.** Place Holder – Grants – New Hire – Effective

10:10 A.M. --- Hearing to accept a copy of a Will – James A. Clunan: Commissioner Thomas explained the issues and advised they would have to deny the order. Commission advised that it must be probated in Mississippi first.

4. **Minutes and/ or Amended Minutes of Previous Meetings:** Hinkle moved to approve A, B and C as presented. Commission concurred.
    - **A.** Work Session Meeting Minutes #1 for Wednesday, December 3, 2025
    - **B.** Regular Meeting Minutes for Wednesday, December 3, 2025
    - **C.** Work Session Meeting Minutes #2 for Wednesday, December 3, 2025
5. **Requisitions --- Purchase Orders --- Invoices:** Hinkle moved to approve 5A - Quotes. Commission concurred. Hinkle moved to approve 5B. Commissioner Hinkle and Commissioner Trecost voted in favor. Commissioner Thomas voted against. Motion carried.
    A. Quotes

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**B.** Vendor List of Payments

6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** NONE
   **A.** None
7. **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): Hinkle moved to approve in the amount of $6,266.08. Commission concurred.
   **A. Series 2008A –** $6,266.08
8. **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 Bonds issued for the Charles Pointe Economic Opportunity Development District.: Hinkle moved to approve in the amount of $14,743.25. Commission concurred.
   **A. Series 2019 A&B -** $14,743.25
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 2021 (Development District No. 3 White Oaks Project No. 2).: Hinkle moved to approve 9A. Commission concurred.
   **A. Series 2021 -** $631.25
10. **Review—Discuss—Consider** Order to Show Cause against the Delinquent or Un-progressed Estates: Hinkle moved to approve the Order to Show Cause against the Delinquent or Un-progressed Estates as presented and to be signed by all three Commissioners. Commission concurred.
11. **Review—Discuss—Consider** Distributing Opioid Funds in the amount of $306,151.10: Commissioner Hinkle gave an overview of his list of past funding and his suggestions. Commissioner Thomas advised that she would like to see an unspent fund amount. Trecost moved to proceed with Commissioner Hinkle's recommendations but exclude Game Changers, Clarksburg Baptist Church, Horizons, Public Defender and the Mission, which the County needs more information regarding funding previously received. Commissioner Thomas advised that the ones being approved are NCWV Homeless Coalition for $25,000.00, Health Access for $30,000.00, Stars and Strides for $25,000.00, Change Initiative for $40,000.00 and Public Defender for $50,000.00. Commission concurred.
12. **Review—Discuss—Consider** Resolution authorizing the acceptance of Congressionally directed funds through the West Virginia Division for the Harrison County North Bend Connector Rail Trail: Trecost moved to accept congressionally directed funds. Commission concurred.
13. **Review—Discuss – Consider** Activities at Parks & Rec.: Hinkle moved to table this item. Commission concurred.
14. **Review—Discuss –** Essential Personnel, job descriptions etc. (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): Hinkle moved to

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enter into executive session as stated by the Commission President. All three Commissioners and Trey Simmerman will be present. Commission concurred. Trecost moved to exit executive session and into regular session. Commission concurred. There was no action taken on this matter.

15. **Review—Discuss – Consider** Budget Revisions General County FY 2025-2026: Hinkle moved to approve the budget revision as presented and affix the proper signatures. Commission concurred.
16. **Review—Discuss – Consider** Budget Revisions for the Prosecuting Attorney's Office: Hinkle moved to approve the budget revision for the Prosecuting Attorney's Office. Commission concurred.

| **From:** | **Amount:** |
|---|---|
| 405-341 Materials & Supplies | $2,000.00 |
| **To:** | **Amount:** |
| 405-222 Dues & Subscriptions | $1,400.00 |
| 405-232 Finance Charges | $500.00 |
| 405-349 Charges by Other Government Units | $100.00 |

17. **Review—Discuss – Consider** Declaring properties located at the following addresses as Emergency Nuisances within the frame work of the International Property Maintenance Code Ordinance so that emergency measures/abatement can be commenced: Hinkle moved to declare A, B and C as Emergency Nuisance properties. Commission concurred.
    - **A.** 1532 Shinnston Pike, Clarksburg
    - **B.** 755 Summit Park Avenue, Clarksburg
    - **C.** 573 Summit Park Avenue, Clarksburg
18. **Review—Discuss – Consider** Harrison County Public Defender's Office Board Re-appointment Request for Reverend James Harris – (3) Year Term: Hinkle moved to approve the reappointment. Commission concurred.
19. **Review—Discuss – Consider** Bingamon PSD Board Re-appointment Request for Edward E. Hildreth, Jr whose term expired on 11/24/25: Hinkle moved to approve the reappointment. Commission concurred.
20. **Review—Discuss—Consider** Rail Trail Update (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): No Action
21. **Review—Discuss—Consider** Travel Request for the following 911 Employees to go to West Virginia Northern Community College, New Martinsville Campus on February 2 & 3, 2026 for the APCO Disaster Operations & The Communications Center Class: Hinkle moved to approve travel for A, B and C. Commission concurred.
    - **A.** McKenzie Kovar
    - **B.** Steve Martin
    - **C.** Tabitha Robey

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22. **Review—Discuss—Consider** Travel Request for the following 911 Employees to go to West Virginia Northern Community College, Wheeling Campus on February 4 & 5, 2026 for the APCO Fundamentals of Tactical Dispatch Class: Hinkle moved to approve travel for A through F. Commission concurred.
    - **A.** Brandon Delaney
    - **B.** Corey Hagan
    - **C.** Tyara Martin
    - **D.** Heather Mick
    - **E.** Michelle Payton
    - **F.** Trevor Vance
23. **Review—Discuss—Consider** Travel Request for the following 911 Employees to go to West Virginia Northern Community College, Wheeling Campus on February 6, 2026 for the APCO Customer Service in Today's Public Safety Communications Class: Hinkle moved to approve travel for A through F. Commission concurred.
    - **A.** Gary Keith
    - **B.** Mica Love
    - **C.** Matthew Gump
    - **D.** Jade Haggerty
    - **E.** Natasha McDaniel
    - **F.** Justin Norman

Hinkle moved to remove tabled items 1 and 2. Commission concurred.

24. **Administrator's Report:** NONE
25. **Commissioner Comments – Questions:** Commissioner Hinkle thanked staff for the decorations.

    Trecost moved to adjourn. Commission concurred.

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

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Susan Thomas, President Date

4-C.

At the regular meeting of the County Commission of Harrison County held on Wednesday, January 7, 2026, Commissioners Susan Thomas, Patsy Trecost II, and David Hinkle were present. Also present were Laura Pysz-Laulis - County Administrator, John Spires - County Clerk, and Trey Simmerman – County Attorney. Commissioner Thomas opened the meeting. Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

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1. Review—Discuss—Consider Organizational Matters for Calendar Year 2026:
A. Election of President: Trecost moved to elect Susan Thomas for President of the County Commission. Commission concurred. Trecost moved to elect David Hinkle for President, pro tem. Commission concurred.
B. Hours of Operation for Courthouse and General Service Building: Trecost moved to approve 8am to 4pm, Monday through Friday, as stated by Administrator. Commission concurred
C. Date & Time of Regular Meetings – Approved 11/05/2025: Hinkle moved to approve the 1st and 3rd of the month at 10am, as approved on November 5th, 2025. Commission concurred.
D. Commission Meeting Schedule of Deadline for Requisitions and Agenda items: Hinkle moved to approve as presented. Commission concurred.
E. Holiday Schedule for 2026: Hinkle moved to approve as presented with the exception of September 4th closing at 11am. Commission concurred.
F. Appointments to Boards and Committees: Trecost moved to keep as is. Thomas and Trecost voted for. Hinkle voted against. Motion carried.
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: Hinkle asked if the Animal Control Officer has to be a deputy. Trey Simmerman said that it is fair within the statute. Hinkle moved to approve order appointing Humane Officer. Commission concurred.

3. Public Comment Period: Kennedy Roberts – Representative of Congressman Riley Moore, spoke about projects that will be taking place in Harrison County.

4. Consent Agenda: Trecost moved to approve Consent Agenda. Commission concurred.

5. Payroll Change Notices: Hinkle discussed Item D, Parks and Recreation New Hire.

A. Christopher Cutright – 911 - Retirement – Effective 12/31/25: Trecost moved to approve 5A. Commission concurred.
B. Brooke Fogg – 911 – Resignation – Effective 12/18/25: Trecost moved to approve resignation. Commission concurred.
C. Bianca Jamen – 911 – Resignation – Effective 12/12/25: Trecost moved to approve resignation. Commission concurred.
D. Michelle Rowan – Parks & Rec. – New Hire – Effective 01/26/26: Trecost moved to approve 5D. Thomas and Trecost voted for. Hinkle voted against. Motion carried.
E. Thomas Rohrbough – Security – Resignation – Effective 12/02/25: Trecost moved to approve Resignation as read by the County Commission president. Commission concurred.
F. Shine Kellison – Security – Resignation – Effective 12/30/25: Trecost moved to approve Resignation as read by the County Commission president. Commission concurred.
G. John Sedlock – Security – Resignation – Effective 12/30/25: Trecost moved to approve Resignation as read by the County Commission president. Commission concurred.
H. Timmy Smith – Security – Resignation – Effective 12/30/25: Trecost moved to approve Resignation as read by the County Commission president. Commission concurred.
I. Larry Thompson II – Security – Hired – Effective 01/12/26: Trecost moved to approve New Hire as read by the County Commission president. Thomas and Trecost voted for. Hinkle voted against. Motion carried.
J. Steve Junkins – Security – Hired – Effective 01/12/26: Trecost moved to approve New Hire as read by the County Commission president. Thomas and Trecost voted for. Hinkle voted against. Motion carried.
K. Chris Madia – Security – Interim Chief of Security – Effective 01/10/26: Trecost moved to approve Interim Chief of Security – Effective 01/10/26. Thomas and Trecost voted for. Hinkle voted against. Motion carried.
L. Pat McIntire – Community Corrections – Re-Hired – Effective 01/07/26: Trecost moved to approve Re-Hire. Thomas and Trecost voted for. Hinkle voted against. Motion carried.
M. William Webb – Community Corrections – Resignation – Effective 01/07/26: Trecost moved to approve Resignation. Commission concurred.

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: Hinkle moved to approve $3000.00 to school board and request match. Commission concurred.

6. Minutes and/ or Amended Minutes of Previous Meetings: NONE
A. None

7. Requisitions --- Purchase Orders --- Invoices: Hinkle questioned the Body Armor purchase from an out of state, county. Hinkle moved to approve up to $26,474.27 for purchase of Armor for Sheriff's department. Commission concurred. Hinkle moved to approve 7A and C. Commission concurred.
A. ARPA – City of Salem – Final Draw - $7,523.90
B. Quotes
C. Vendor List of Payments

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8. Exonerations --- Corrective Tickets --- Joint Property Applications: NONE
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): Hinkle moved to approve as stated. Commission concurred.
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): Hinkle moved to approve. Commission concurred.
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: Hinkle moved to approve as stated. Commission concurred.
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): Hinkle moved to approve. Commission concurred.
A. $296.25

13. Review—Discuss—Consider Letter to the West Virginia Alcohol Beverage Control Administration: Hinkle moved to approve and affix signature. Commission concurred.
• 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): Laura Pysz-Laulis read email to the Commission from DEP.

15. Review—Discuss—Consider Budget Revisions for the following: Hinkle moved to approve the increase and move $50,000 from Extra Help to Professional Services. Commission concurred.
A. Vital Services
B. General County

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16. Administrator's Report: Laura Pysz-Laulis requested discussions about Upcoming Levey.

17. Commissioner Comments – Questions: Hinkle spoke of potential acquisition for Parks and Recreation, provided an update on the Rail Trail and wants to move forward with Animal Control Officers.

Trecost moved to adjourn. Commission concurred.

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

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Susan Thomas, President Date

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5-B.

| Date of Meeting | 1/21/2026 | QUOTES | | |
|---|---|---|---|---|
| **Department** | **Vendor** | **Description** | **Price** | **Line Item #** |
| **911** | PaperCut Software Pty Ltd | Three Years continuance on maintenance and support for current printer management software | $682.00 | 027-711-216-00 |
| **County Clerk** | MPB | 3- Part Voter Registration Forms - Qty. 4000 forms | $724.00 | 001-413-212-00 |
| **Law Enforcement** | Amazon.com | Epson Workforce ES-580W Wireless Color Duplex Desktop Document Scanner | $379.99 | 001-700-459-00 |
| **Planning** | Amazon.com | (2) 3M Half Facepiece Reusable Respirator Assembly Kit 6291, Size Me4dium, P100, | $52.50 | 001-439-341-00 |
| **Planning** | HomeDepot | (2) Firm Grip Large Flex Cuff Outdoor and Work Gloves 2-pack, (1) Dewalt Atomic 20V | $330.88 | 001-439-341-00 |
| **Planning** | Menards | (2) Forester Class 2 High Visibility Premium Vest, (1) Performance Clear Safety Glasses 4 pack, (1) Masterforce 15'' Pry Bar | $33.96 | 001-439-341-00 |

**COMMISSIONER'S SIGNATURE**

**COMMISSIONER'S SIGNATURE**

**COMMISSIONER'S SIGNATURE**

5-C.

| Date of Meeting | 1/21/2026 | | Invoice | | | | | | | |
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| Line item | Department | Vendor | Description | General County Fund | E-911 | Vital Services Levy | Community | Comm | | |
| Number | Name | Name | Note | 001 | 007 | 027 | Corrections | Improvement Fund 026 | Fund | Needed |
| 245-712-219-00 | 911 Center | EIP Holdings | Jan, 2026 Lease Payemnt - Grafton Tower Site | | | | | | | $1,000.00 |
| 027-711-211-00 | 911 Center | Frontier | Multiple Invoices - Internet, Taylor County Phone Service, and Voice and Data circuits for JSJOC Charlespointe | | | $4,820.04 | | | | |
| 027-711-215-00 | 911 Center | Lowes | Cleaning Supplies | | | $33.15 | | | | |
| 027-711-221-00 | 911 Center | West Virginia Northern Community College | 3 Attendees to APCO Active ShooterIncidents for Public Safety Dispatch on 12-01-25 | | | $420.00 | | | | |
| 027-711-221-00 | 911 Center | West Virginia Northern Community College | 4 Attendees to APCO Cybersecurity Fundamentals for the ECC ON 12-03-25 (Jamen, Keith, McDaniel & Payton) | | | $560.00 | | | | |
| 027-711-222-00 | 911 Center | WestFax | Monthly Subscription fee to cloud based faxing service | | | $137.04 | | | | |
| 027-711-223-00 | 911 Center | Waste Management | Trash Disposal Service for JSJOC Charlespointe | | | $197.59 | | | | |

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| **027-711-223-00** | **911 Center** | Language Line Services | Subscription for 24/7 phone assistance for interpreter service to assist with non English speaking 911 callers | | | $21.45 | | | | |
| **027-712-213-00** | **911 Center** | Harrison Rural Electric Association | 911 Electric Utility Bill - Genesis Blvd Location | | | $742.40 | | | | |
| **027-712-213-00** | **911 Center** | Harrison Rural Electric Association | 912 Electric Utility Bill - Lost Creek Location | | | $99.16 | | | | |
| **027-712-213-00** | **911 Center** | City of Bridgeport | 735 Genesis Blvd - Water, Sewer, Sprinkler Fee, Fire Fee, Utility Tax | | | $299.57 | | | | |
| **027-712-213-00** | **911 Center** | Hope Gas | 911 Center Gas Utility Bill | | | $876.71 | | | | |
| **027-712-213-00** | **911 Center** | Mon Power | Grafton Tower Electric Utility Bill | | | | | | | $494.88 |
| **027-712-211-00** | **911 Center** | Frontier | Phone Bill | | | $5,047.08 | | | | |
| **027-711-230-00** | **911 Center** | PACE Enterprises | Professional Shredding Service | | | $43.00 | | | | |
| **027-711-211-00** | **911 Center** | Frontier | Backup Data Circuit from PK Tower to JSJOC Charlkes Pointe | | | $766.00 | | | | |
| **027-711-223-00** | **911 Center** | UniFirst Corp | Carpet Runner Service for JSJOC Charles Pointe | | | $62.25 | | | | |
| **027-711-222-00** | **911 Center** | When To Work, LLC | Annual Renewal for Online Employee Scheduling Service (March 11, 2026 - March 11, 2027) | | | $715.00 | | | | |
| **027-711-223-00** | **911 Center** | The Water Shop | Bottled Water Delivery for JSJOC Charles Pointe | | | $30.00 | | | | |

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| **027-711-223-00** | **911 Center** | A-1 Exterminating | General Pest Control Services for JSJOC Charles Pointe | | | $75.00 | | | | |
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| **027-715-568-00** | **Ambulance Authority** | Anmoore EMS | Dec, 2025 Allotment - 172 Runs @ $27.22/run | | | $4,681.84 | | | | |
| **027-715-568-00** | **Ambulance Authority** | Bridgeport Fire Department / EMS | Multiple Invoices - Dec, 2025 Allotments for BEMS51 & BEMS52 | | | $5,933.96 | | | | |
| **027-715-568-00** | **Ambulance Authority** | Harrison County EMS | Multiple Invoices - Dec, 2025 Allotments for EMS 61, EMS62, EMS 63, EMS 67 | | | $18,591.26 | | | | |
| **027-715-568-00** | **Ambulance Authority** | Nutter Fort VFD | Dec, 2025 Allotment - 40 runs @ $27.22/run | | | $1,088.80 | | | | |
| **027-715-568-00** | **Ambulance Authority** | City of Salem | Dec, 2025 Allotment - 28 runs @ $27.22/run | | | $762.16 | | | | |
| **027-715-230-00** | **Ambulance Authority** | University Health Associates | Medical Direction from DR. James Scheidler, Oct - Dec, 2025 | | | $7,152.00 | | | | |
| | | | | | | | | | | |
| **027-716-341-00** | **Animal Control** | A-1 Exterminating | General Pest Control Services for Animal Control | | | $50.00 | | | | |
| **027-716-341-00** | **Animal Control** | Midwest Vet Supply | Vaccine Restock | | | $3,428.25 | | | | |
| **027-716-211-00** | **Animal Control** | US Cellular | Animal Control Phone Bill | | | $503.43 | | | | |
| **027-716-211-00** | **Animal Control** | Frontier | Animal Control Phone Bill | | | $199.33 | | | | |
| **027-716-213-00** | **Animal Control** | City of Shinnston | Animal Control Water Bill | | | $43.89 | | | | |
| **027-716-341-00** | **Animal Control** | Tractor Supply Co | Supplies Restock | | | $139.93 | | | | |
| **027-716-223-00** | **Animal Control** | Clarksburg Veterinary Hospital | Multiple Invoices - Trap, Neuter, Release | | | $4,023.00 | | | | |

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| **027-716-213-00** | **Animal Control** | Enterprise Sanitation | Garbage Utility Service | | | $178.01 | | | | |
| **027-716-214-00** | **Animal Control** | Ashley Lightner | Mileage for Veterinary Transport | | | $49.30 | | | | |
| **027-716-216-00** | **Animal Control** | Fisher Auto Parts | Parts- Plate # CY-3883 - (1) AC Engine Oil Filter, (1) FED Engine Air Filter | | | $24.87 | | | | |
| **027-716-341-00** | **Animal Control** | Wholesale Tire | Tires - Animal Control | | | $1,255.92 | | | | |
| **027-716-223-00** | **Animal Control** | Audubon Animal Clinic | Services for Multiple Animals | | | $2,239.35 | | | | |
| **027-716-341-00** | **Animal Control** | US Bank - Amazon | Replacement | | | $45.97 | | | | |
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| **001-408-349-00** | **Assessor** | Frontier | Asssesor-Statewide Computer - Phone/Internet Bill | $72.82 | | | | | | |
| **001-717-217-00** | **Assessor** | Chenoweth Ford | Parts - Plate # CY5714 - (1) Wheel Assemblky | $234.32 | | | | | | |
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| **001-416-341-00** | **Circuit Court** | The Water Shop | Water for Harrison County Circuit Court Judge McMunns Jury Room | $33.00 | | | | | | |
| **001-416-341-00** | **Circuit Court** | The Water Shop | Water for Harrison County Circuit Court - Judge Shaffers Jury Room | $53.00 | | | | | | |
| **001-416-341-00** | **Circuit Court** | The Water Shop | Water for Harrison County Circuit Court - Judge McCarthy's Jury Room | $33.00 | | | | | | |

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| **001-403-341-00** | **Circuit Court** | James & Law | Supplies - (3) Jury Copy Paper Orchid, (4) Jury Labels, (3) Jury Copy Paper Canary, (3) Jury Copy Paper Blue-Purple, (3) Jury Copy Paper Pink, (6) Ink Ribbon for Date Stamper | $352.16 | | | | | | |
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| **001-424-213-00** | **Commission** | Mon Power | 633 W. Pike St. Electric Utility Bill | $731.53 | | | | | | |
| **001-424-213-00** | **Commission** | Mon Power | 609 W. Main St. - Electric Utility Bill | $1,243.25 | | | | | | |
| **001-424-213-00** | **Commission** | Mon Power | VA Rail Trail - Electric Utility Bill | $170.12 | | | | | | |
| **001-424-213-00** | **Commission** | Mon Power | Extension Office Electric Utility Bill | $239.22 | | | | | | |
| **001-424-213-00** | **Commission** | Mon Power | County Parking Lot - Electric Utility Bill | $14.11 | | | | | | |
| **001-424-213-00** | **Commission** | Hope Gas | Courthouse - Annex Gas Utility Bill | $6,862.88 | | | | | | |
| **001-424-341-00** | **Commission** | US Bank - Walmart | Supplies for the Commission Office | $169.21 | | | | | | |
| **001-424-341-00** | **Commission** | US Bank - Amazon | Office Supplies | $1,214.11 | | | | | | |
| **001-401-222-00** | **Commission** | US Bank - Amazon | Annual Amazon Prime Membership | $14.99 | | | | | | |
| **001-424-223-00** | **Commission** | US Bank - Indeed | Indeed.com Job Sponsoring - Grants & Recreation Specialist | $250.59 | | | | | | |
| **001-424-230-00** | **Commission** | Software Systems Incorporated | Courthouse Contractual - Level 2 & 3 Maintenance | $2,014.20 | | | | | | |

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| **026-401-568-00** | **Commission** | Harrison County Schools - Youth Leadership Association | Special Funding Request from the Youth Leadership Association requesting $3000.00 towards removing financial barriers on students for a leadership in government experience | | | | | $3,000.00 | | |
| **001-442-458-59** | **Commission** | SafeCo Services Corporation | Deoltion of upper sections of Royal Chrysler Building in Shinnston | $15,000.00 | | | | | | |
| **001-424-230-00** | **Commission** | UniFirst Corp | Weekly Rugs / Maintenance for the Courthouse | $182.31 | | | | | | |
| **001-717-343-00** | **Commission** | Fleetcor (dbs Fuelman) | Gasoline Purchases - December, 2025 | $13,703.28 | | | | | | |
| **001-424-219-00** | **Commission** | QueenCity Business Systems | Overage Charges for Canon Copiers | $177.07 | | | | | | |
| **001-424-219-00** | **Commission** | Visual Edge IT | Multiple Invoices - Copier Rentals for the Prosecuting Attorney's Office | $460.92 | | | | | | |
| **001-424-211-00** | **Commission** | US Cellular | Harrison County Commission Phone Bill | $1,506.83 | | | | | | |
| **001-424-230-00** | **Commission** | Advantage Technology | Commission Monthly billing for (400) Office 365 G1 (GCC) and (10) Office 365 G3 (GCC) | $4,230.00 | | | | | | |
| **001-424-223-00** | **Commission** | McKinley Architechture & Engineering | Professional Services through 12/20/25 - On Site visits, review Revit modeling with sub contractor | $3,057.89 | | | | | | |

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| **026-401-568-00** | **Commission** | First Guaranty Bank | Multiple Invoices - Lowes - Christmas Décor | | | | | $388.98 | | |
| **001-424-219-00** | **Commission** | Visual Edge IT | Copier Rental Sheriff's Office | $189.95 | | | | | | |
| **001-424-211-00** | **Commission** | CityNet, LLC | Phone Internet service for the Courthouse | $12,097.75 | | | | | | |
| **001-424-211-00** | **Commission** | Frontier | Courthouse Phone / Internet Bill | $375.49 | | | | | | |
| **001-424-213-00** | **Commission** | Waste Management | 301 W. Main St. - Courthouse Garbage Utility Bill | $1,080.14 | | | | | | |
| **001-424-213-00** | **Commission** | Waste Management | 609 W. Main St. Sheriff's Office - Garbage Utility Bill | $125.28 | | | | | | |
| **001-424-219-00** | **Commission** | Visual Edge IT | Copier Rentals for the Planning Dept. | $336.72 | | | | | | |
| **001-424-230-00** | **Commission** | UniFirst Corp | Weekly Rugs / Maintenance for the Courthouse | $127.58 | | | | | | |
| **001-424-230-00** | **Commission** | UniFirst Corp | Weekly Rugs / Maintenance for the Courthouse | $181.38 | | | | | | |
| **001-424-230-00** | **Commission** | UniFirst Corp | Weekly Rugs / Maintenance for the Courthouse | $191.65 | | | | | | |
| **001-424-230-00** | **Commission** | UniFirst Corp | Weekly Rugs / Maintenance for the Courthouse | $182.31 | | | | | | |
| **001-424-223-00** | **Commission** | McKinley Architechture & Engineering | Site Visit - review Failure of Courthouse Annex wall | $977.50 | | | | | | |
| **001-401-223-00** | **Commission** | Steptoe & Johnson | TIF Litigation thru December, 2025 | $476.25 | | | | | | |
| **001-424-341-00** | **Commission** | Visual Edge IT | Multiple Invoices - Black Toner for the Assessor's Office | $1,120.95 | | | | | | |

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| **001-424-230-00** | **Commission** | TK Elevator Corp | Harrison County Courthouse Elevator Fees | $4,379.02 | | | | | | |
| **001-424-211-00** | **Commission** | Charter Communications | Internet Service - Extension Office ( Dec. 2025 - Jan. 2026 | $439.98 | | | | | | |
| **001-424-216-00** | **Commission** | Alpha Energy Solutions | HVAC Service Call for the Extension Office | $1,590.00 | | | | | | |
| **001-424-216-00** | **Commission** | Alpha Energy Solutions | HVAC Service Call for the Courthouse | $2,652.44 | | | | | | |
| **001-424-211-00** | **Commission** | Frontier | Courthouse Fiber Internet Bill | $179.81 | | | | | | |
| **001-424-219-00** | **Commission** | Hart Office Solutions | Multiple Invoices - Copier Service call and Rental fee for the Assessor's Office | $329.68 | | | | | | |
| **001-424-341-00** | **Commission** | Hart Office Solutions | Black Toner Cartridges for the Circuit Clerk | $212.22 | | | | | | |
| **001-424-230-00** | **Commission** | PACE Enterprises | Professional Shredding Service - Commission | $219.00 | | | | | | |
| **001-424-219-00** | **Commission** | United Rentals | Multiple Invoices - Equipment Rentals - Articulating & Telescopic BOOM | $2,773.84 | | | | | | |
| **001-424-216-00** | **Commission** | Alpha Energy Solutions | HVAC Service Call for the Jail Annex | $2,220.00 | | | | | | |
| **001-424-231-00** | **Commission** | City of Clarksburg | 609 W. Main St - Fire Service Protection Fees Billed Annually | $1,210.69 | | | | | | |
| **001-424-231-00** | **Commission** | City of Clarksburg | 306 Washington Ave. - Fire Service Protection Fees Billed Annually | $4,739.98 | | | | | | |
| **001-424-231-00** | **Commission** | City of Clarksburg | 645 W. Pike St. - Fire Service Protection Fees Billed Annually | $99.18 | | | | | | |

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| **001-424-231-00** | **Commission** | City of Clarksburg | 301 W. Main St. - Fire Service Protection Fees Billed Annually | $5,370.39 | | | | | | |
| **001-424-231-00** | **Commission** | City of Clarksburg | 637 W. Pike St. - Fire Service Protection Fees Billed Annually | $204.15 | | | | | | |
| **001-424-231-00** | **Commission** | City of Clarksburg | GSA Building - Fire Service Protection Fees Billed Annually | $4,959.00 | | | | | | |
| **001-401-223-00** | **Commission** | The ARC of Harrison County | Billking for December, 2025 for Darius Jackson | $588.50 | | | | | | |
| **001-424-213-00** | **Commission** | US Bank | Quiet Dell School Water Utility Bill | $48.71 | | | | | | |
| **001-424-219-00** | **Commission** | Visual Edge IT | Copier Rental for the Prosecuting Attorneys Office | $338.39 | | | | | | |
| **001-401-220-00** | **Commission** | The Exponent Telegram | Legal Ad: Police Cruisers | $24.03 | | | | | | |
| **001-401-223-00** | **Commission** | Steptoe & Johnson | Charles Pointe Bond Restructure Proceedings ( Services through 12/31/25) | $365.00 | | | | | | |
| **001-424-211-00** | **Commission** | Frontier | Courthouse Phone Service Bill | $22.58 | | | | | | |
| **001-401-223-00** | **Commission** | Greg Scolapio | (3) Law Enforcement Firearms Qualifications plus Range Fee | $125.00 | | | | | | |
| **001-401-222-00** | **Commission** | Thomson Reuters | Online Subscription Charges for the Pros. Attorney | $610.26 | | | | | | |
| **001-424-223-00** | **Commission** | Indeed | Job Sponsoring for Grant Writer / Administrator | $501.38 | | | | | | |
| **001-424-223-00** | **Commission** | Indeed | Job Sponsoring for Grant Writer / Administrator | $14.76 | | | | | | |

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| **001-424-219-00** | **Commission** | US Bank | New Copiers for Pros. Attorney's Office | $395.00 | | | | | | |
| **001-424-219-00** | **Commission** | US Cellular | Harrison County Commission Phone Bill | $2,749.96 | | | | | | |
| **001-401-458-08** | **Commission** | Harrison County Bank | Airport Property Payment | $34,395.48 | | | | | | |
| **001-401-458-07** | **Commission** | MVB Bank | 609 W. Main Street Property Payment | $6,222.12 | | | | | | |
| **001-424-213-00** | **Commission** | Mon Power | Public Safety Building Electric Utility Bill | $1,325.94 | | | | | | |
| | | | | | | | | | | |
| **072-731-223-00** | **Community Corrections** | OpAns | DBS Toxicology Panels | | | | $6,100.00 | | | |
| **072-731-222-00** | **Community Corrections** | BestNotes | Monthly Fees - December, 2025 | | | | $620.00 | | | |
| **072-731-221-00** | **Community Corrections** | Solid Ground Therapy Services | Clinical Supervision | | | | $150.00 | | | |
| **072-731-341-00** | **Community Corrections** | Aqua Filter Fresh | Bottle Deposit, Admin Charge, 5 Gallon Spring | | | | $49.55 | | | |
| **072-731-various** | **Community Corrections** | Micro Distributing | Multiple Invoices - Hair Mega Panel, 16 Panel Drug Test, Additional Substances Test, 16 Panel Cups | | | | $52,153.05 | | | |
| **072-731-219-00** | **Community Corrections** | Grandeotto | Parking Lot rental - January, February, March, 2026 | | | | $900.00 | | | |
| **072-731-219-00** | **Community Corrections** | Harrison County Commission | Rent - Jan, Feb, March, 2026 | | | | $15,000.00 | | | |
| **072-731-341-00** | **Community Corrections** | MPB Superstore | Appointment Cards | | | | $85.00 | | | |

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| **072-731-223-00** | **Community Corrections** | Alcohol Monitoring Systems | CAM Daily Monitoring Fee, Remote Breath Monitoring Fee, CAM Bracelet Only Monthly Rental Fee, Remote Breath Monthly Rental Fee - December, 2025 | | | | $3,202.15 | | | |
| **072-731-235-00** | **Community Corrections** | Division of Motor Vehicles / Safety & Treatment Services | Saftey and Treatment Classes | | | | $2,375.00 | | | |
| **072-731-341-00** | **Community Corrections** | Mountainside Medical Equipment, Inc | (1500) Specimen Collection Pan | | | | $1,125.00 | | | |
| **072-731-223-00** | **Community Corrections** | Alcohol Monitoring Systems, Inc | (5) In-House Calibration Fee | | | | $250.00 | | | |
| **072-731-217-00** | **Community Corrections** | Fisher Auto Parts | Premium Battery | | | | $158.95 | | | |
| **072-731- Various** | **Community Corrections** | Corporate Payment Systems | Supplies | | | | $434.64 | | | |
| | | | | | | | | | | |
| **001-402-341-00** | **County Clerk** | US Bank - Amazon | Notary Stamps | $71.20 | | | | | | |
| **001-402-341-00** | **County Clerk** | The Water Shop | Water for the County Clerks Office | $48.00 | | | | | | |
| **001-402-341-00** | **County Clerk** | James & Law | (5) Personalized Notary Stamps | $144.75 | | | | | | |
| | | | | | | | | | | |
| **001-717-230-00** | **County Garage** | Tri-State Welding Supplies | Yearly Lease - Oxygen Tanks | $125.00 | | | | | | |
| **001-717-217-00** | **County Garage** | Toothman Ford | Repair Service & Parts - Dump Truck | $7,714.13 | | | | | | |
| **001-717-341-00** | **County Garage** | Whaley Distributing Company | Supplies - All Purpose Cleaner, Microfiber Towels, Foamy Glass, Calendar | $216.47 | | | | | | |

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| **001-717-341-00** | **County Garage** | Fisher Auto Parts | Multiple Invoices - Supplies - Antifreeze, Federated Engine Air Filters | $261.08 | | | | | | |
| **001-717-217-00** | **County Garage** | Fisher Auto Parts | Parts - U/C Jeep - Plate #3ZH667 - Engine Oil Filter, Fed. Full Synthetic Oil Grease | $64.29 | | | | | | |
| **001-717-341-00** | **County Garage** | Sandy's | Supplies - 100pk Washer, Blue Tape | $36.56 | | | | | | |
| **001-717-341-00** | **County Garage** | SNAP-ON dba Sayre Tool, LLC | Supplies - Shop Scanner Tool Update - 1 Year | $634.56 | | | | | | |
| **001-717-341-00** | **County Garage** | Chenoweth Ford | Stock - Brake Lining Kit, Brake Rotor Assembly | $1,055.12 | | | | | | |
| | | | | | | | | | | |
| **002-431-568-00** | **Economic Development** | Harrison County Economic Development Corp | Quarterly Contribution to HCEDC: Jan. - Mar. 2026. 5 Voting Members | | | | | | | $10,375.00 |
| | | | | | | | | | | |
| **001-416-341-00** | **Family Court** | The Water Shop | Water for Harrison County Family Court | $21.00 | | | | | | |
| | | | | | | | | | | |
| **027-711-567-04** | **Fire Department - Spelter** | All American Fire Equipment | Supplies for Fire Dept. | | | $4,457.30 | | | | |
| **027-711-567-02** | **Fire Department - Salem** | All American Fire Equipment | Multiple Invoices - Glass Helmets, Supplies for Fire Depts. | | | $3,899.27 | | | | |

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| **027-711-567-02** | **Fire Department** | Robert Fraser,CPA | Multiple Invoices - Preparation of Payroll Jan 2023 - Nov 2025, CPA work to Reinstate Tax Exempt Status | | | $7,084.00 | | | | |
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| **001-424-341-00** | **Grants** | The Water Shop | Water for the Grants Dept. | $12.00 | | | | | | |
| | | | | | | | | | | |
| **008-705-341-00** | **Home Incarceration** | Buddi US LLC | Smart Tags | | | | | | | $5,487.20 |
| **008-705-211-00** | **Home Incarceration** | US Cellular | Services through December, 2025 | | | | | | | $488.34 |
| **008-705-219-00** | **Home Incarceration** | Canon Financial Services | December 2025 Copier Fees | | | | | | | $122.02 |
| **008-705-459-00** | **Home Incarceration** | Axon Enterprise Inc | Body Cameras and Tasers | | | | | | | $2,393.61 |
| | | | | | | | | | | |
| **001-424-459-00** | **I.T.** | US Bank - Amazon | New Computer and Printer for Grants Hire, Computer Monitor, Power Cord | $2,252.88 | | | | | | |
| | | | | | | | | | | |
| **001-700-345-00** | **Law Enforcement** | Bennys Boot Hill | Safety Toe Shoe - McManus | $125.91 | | | | | | |
| **001-700-225-00** | **Law Enforcement** | Skasiks Cleaners | Dry Cleaning | $421.05 | | | | | | |
| **001-700-223-00** | **Law Enforcement** | Taylor Enterprises | Dog Kennel Moved | $450.00 | | | | | | |
| **001-700-211-00** | **Law Enforcement** | Optimum | Internet | $156.02 | | | | | | |
| **001-700-Various** | **Law Enforcement** | First Guaranty Bank | Deputys Credit Card Charges | $1,389.31 | | | | | | |
| **001-700-Various** | **Law Enforcement** | Axon Enterprises | Body Cameras, Tasers | $46,901.61 | | | | | | |
| **023-725-341-00** | **Law Enforcement** | Creative Product Sourcing | DARE Supplies | | | | | | | $190.00 |

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|---|---|---|---|---|---|---|---|---|---|---|
| **001-Various** | **Law Enforcement** | First Guaranty Bank | Sheriff's Credit Card Charges | $1,134.31 | | | | | | |
| **001-700-232-00** | **Law Enforcement** | NC Quick Pass Processing Center | Late Fee | $6.00 | | | | | | |
| **001-700-345-00** | **Law Enforcement** | Trapuzzanos | Multiple Invoices - Clip on tie, Name tags, Badge, Service Bar | $1,128.19 | | | | | | |
| **001-700-345-00** | **Law Enforcement** | Trapuzzano's | Trousers, Black S/S Shirt, Liner Belt | $897.16 | | | | | | |
| | | | | | | | | | | |
| **001-416-341-00** | **Magistrates** | The Water Shop | Water for Harrison County Magistrate Mike Weiss | $27.00 | | | | | | |
| **004-415-224-00** | **Magistrates** | Office of The State Auditor | FY2023 Harrison County Magistrate Court - Audit of Agreed Upon Procedures | | | | | | | $16,900.00 |
| **001-416-341-00** | **Magistrates** | The Water Shop | Water for Magistrates Clerks Office | $21.00 | | | | | | |
| | | | | | | | | | | |
| **001-424-341-00** | **Maintenance** | State Electric Supply Co | Supplies - (4) led flAT Panel 2x2 switchable | $170.67 | | | | | | |
| **001-424-341-00** | **Maintenance** | R. D. Wilson Sons & Co | Supplies - Foamy Cranberry Ice Hand Soap | $19.32 | | | | | | |
| **001-424-341-00** | **Maintenance** | The Water Shop | Water for Maintenance | $6.00 | | | | | | |
| **001-424-341-00** | **Maintenance** | Sandy's | Courthouse Supplies - Lav Wall Drain, Male and Female Couplers | $16.56 | | | | | | |
| **001-424-217-00** | **Maintenance** | RG Motorsports | Parts - Snow Plow Repair - (2) Pin-Latch, Plow, TTN | $21.98 | | | | | | |

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| **001-717-217-00** | **Maintenance** | Lowes | Supplies - Salt Spreader Repair | $72.10 | | | | | | |
| **001-424-341-00** | **Maintenance** | State Electric Supply Co | Supplies - Wirecon Tan Jar, Black Cable Ties, Dimmable Floodlights for Court Rooms | $209.36 | | | | | | |
| | | | | | | | | | | |
| **027-900-213-00** | **Parks & Rec.** | Enlarged Hepzibah PSD | Water and Sewer for Spelter Ball Field | | | $82.41 | | | | |
| **027-900-213-00** | **Parks & Rec.** | Mon Power | Parks & Rec. Complex Electric Utility Bill | | | $1,218.89 | | | | |
| **027-900-214-00** | **Parks & Rec.** | Daniel Gonzalez | Mileage to pick up and deliver river rock | | | $19.60 | | | | |
| **027-900-215-02** | **Parks & Rec.** | McCarty's | Monthly Porta John Rental for Ellis Property from November, 2025 | | | $375.00 | | | | |
| **027-900-219-00** | **Parks & Rec.** | McCarty's | Monthly Rental - Porta John Parks & Rec | | | $125.00 | | | | |
| **027-900-230-00** | **Parks & Rec.** | UniFirst Corp | Weekly Rugs and Maintenance Supplies | | | $43.72 | | | | |
| **027-900-219-00** | **Parks & Rec.** | Visual Edge IT | Monthly Copier Charges | | | $46.21 | | | | |
| **027-900-215-02** | **Parks & Rec.** | Marsh | Multiple Invoices - Sence Post, Shoring Drain, Chains, Concrete Gate Posts, Setting Gate and Posts, Staging Displays | | | $396.25 | | | | |

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| **027-900-215-00** | **Parks & Rec.** | Marsh | Multiple Invoices - Repair outdoor toilet, Concrete bits and fasteners to remove, repair, reinstall outside toilet | | | $55.71 | | | | |
| **027-900-215-00** | **Parks & Rec.** | Christmas Done Bright | Christmas Sign for Ellis Location | | | $1,638.00 | | | | |
| **027-900-215-02** | **Parks & Rec.** | Sandy's | Gate post Hinge for Ellis | | | $196.78 | | | | |
| **027-900-215-00** | **Parks & Rec.** | John Deere Financial | Multiple Invoices - Vegetattion control chemicals, chenical sprayer and turnbuckle tensioner for hauling straps, peatmoss, vegetation control and fertilizer | | | $680.88 | | | | |
| **027-900-215-01** | **Parks & Rec.** | Sandy's | Copies of park keys | | | $65.78 | | | | |
| **027-900-223-00** | **Parks & Rec.** | JT Martin Fire & Safety | Fire Extinguisher parts, recharge and fees | | | $100.38 | | | | |
| **027-900-230-00** | **Parks & Rec.** | Unifirst Corp | Multiple Invoices - Weekly rugs and maintenance supplies | | | $74.24 | | | | |
| **027-900-215-00** | **Parks & Rec.** | Sandys | Toilet Gasket, Wax gasket | | | $67.95 | | | | |
| **027-900-215-00** | **Parks & Rec.** | Robertsons Heating | Vacuum Breaker Repair Kit | | | $4.53 | | | | |

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| **027-900-223-00** | **Parks & Rec.** | McKinley Architecture & Engineering | Review and prepare documentation to be used in grant submittals for lighting project at summit park fields. On site meetings with Commission staff, meetings with DNR and SHPO, etc. | | | $6,033.65 | | | | |
| **027-900-213-00** | **Parks & Rec.** | Mon Power | Quiet Dell School Barracks - Electric Utility Bill | | | $21.41 | | | | |
| **027-900-213-00** | **Parks & Rec.** | Mon Power | Quiet Dell School - Electric Utility Bill | | | $129.59 | | | | |
| **027-900-347-00** | **Parks & Rec.** | Central Supply | 2 Buckets of River Rock for Rock Painting Event | | | $7.45 | | | | |
| **027-900-219-00** | **Parks & Rec.** | First Citizens Bank & Trust Co | Monthly Copier Rental | | | $172.00 | | | | |
| **027-900-213-00** | **Parks & Rec.** | Shortline PSD | Water Bill - Wallace | | | $44.25 | | | | |
| **027-900-211-00** | **Parks & Rec.** | Charter Communications | December Bill | | | $213.94 | | | | |
| **027-900-459-00** | **Parks & Rec.** | US Bank | Desk for new recreation employee | | | $229.98 | | | | |
| **027-900-459-00** | **Parks & Rec.** | US Bank | New office chairs for staff | | | $499.90 | | | | |
| **027-900-347-00** | **Parks & Rec.** | US Bank | Bunny Costume for upcoming events | | | $214.00 | | | | |
| **027-900-222-00** | **Parks & Rec.** | US Bank | Nnrpa Membership dues | | | $189.00 | | | | |
| **027-900-219-00** | **Parks & Rec.** | Visual Edge IT | Monthly copier charges | | | $44.04 | | | | |
| **027-900-230-00** | **Parks & Rec.** | UniFirst Corp | Weekly Rug / Maintenance Supplies | | | $43.72 | | | | |
| **027-900-213-00** | **Parks & Rec.** | Enterprise Sanitation | Garbage for Parks | | | $439.57 | | | | |

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| **027-900-213-00** | **Parks & Rec.** | Mon Power | Summit Park Field Electric Utility Bill | | | $12.00 | | | | |
| | | | | | | | | | | |
| **001-424-341-00** | **Planning** | The Water Shop | Water for Planning | $6.00 | | | | | | |
| | | | | | | | | | | |
| **001-701-219-00** | **Process** | US CELLULAR | Cellular Bill | $201.12 | | | | | | |
| **001-701-225-00** | **Process** | Skasiks Cleaners | Dry Cleaning Process | $81.90 | | | | | | |
| | | | | | | | | | | |
| **001-405-230-00** | **Pros. Attorney** | AT&T Mobility | Wireless Service | $137.25 | | | | | | |
| **001-405-459-00** | **Pros. Attorney** | Harrison Co. Pros. Attorney Forfeiture Account | Reimburse Forfeiture Account for chairs purchased for Pros. Office | $150.00 | | | | | | |
| **001-405-various** | **Pros. Attorney** | Visa | Multiple Invoices - Credit Card Charges for the Pros. Attorney | $5,353.53 | | | | | | |
| | | | | | | | | | | |
| **001-704-344-00** | **Regional Jail** | WV Regional Jail | Inmate Housing December, 2025 | $168,779.52 | | | | | | |
| | | | | | | | | | | |
| **027-730-225-00** | **Security** | Skasiks | Dry Cleaning for Security | | | $184.00 | | | | |
| **001-424-341-00** | **Security** | First Guaranty Bank | Supplies - Desk Calendars | $7.96 | | | | | | |
| | | | | | | | | | | |
| **001-404-341-00** | **Sheriff & Treasurer** | Visa First Guaranty Bank | Amazon Monthly, Water for office, Office Supplies | $164.24 | | | | | | |
| | | | | | | | | | | |
| **001-703-341-00** | **Staging** | The Water Shop | Water for Staging | $48.00 | | | | | | |
| **001-717-343-00** | **Staging** | Wholesale Tire | Tires - Staging - Plate # CY5046 | $960.00 | | | | | | |
| | | | | | | | | | | |
| | | | | **$390,510.36** | **$0.00** | **$94,447.11** | **$82,603.34** | **$3,388.98** | **$0.00** | **$37,451.05** |
| | | | | | | **Grand Total:** | **$608,400.84** | | | |

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| | 1/21/2026 |
| **Commissioner's Signature** | **Date of Meeting** |
| **Commissioner's Signature** | |
| **Commissioner's Signature** | |

6-A.

**Exhibit A Exonerations**

| | | |
|---|---|---|
| EX-PP7817 | WALLACE, DENNIS J & TOMA J | $49.43 |
| EX-PP7816 | STEVENS, GARRY L II | $127.68 |
| EX-PP7815 | STEVENS, GARRY L II | $83.05 |
| EX-PP7814 | RIDDLE, PHOEBE KAY | $339.36 |
| EX-PP7813 | BARRETT, STANFORD W & NANCY LOU | $6.99 |
| EX-PP7812 | BAILEY, EDITH S | $34.63 |
| EX-RE7807 | CRUZ, JOSE & JULIE AMERICA | $145.99 |
| EX-RE7809 | CRUZ, JOSE & JULIE AMERICA | $134.07 |
| EX-RE7818 | FREEMAN, THOMAS BROCK | $652.87 |
| EX-RE7826 | DAVIS, DIANE | $308.00 |
| EX-RE7827 | WEST, CHARLES H. | $199.35 |
| EX-RE7828 | WEST, CHARLES H. | $201.74 |
| EX-RE7829 | WEST, CHARLES H. | $198.58 |
| EX-RE7830 | WEST, CHARLES H. | $195.68 |
| EX-RE7831 | WEST, CHARLES H. | $198.75 |
| EX-RE7832 | SHAWHAN, NANCY J. & ROBERT D. | $283.00 |
| EX-RE7833 | SHAWHAN, NANCY J. & ROBERT D. | $279.40 |
| EX-RE7834 | PILEWSKI, PHYLLIS E. | $233.00 |
| EX-RE7835 | MCCAULEY, WESLEY A. & JERRY L. | $699.00 |
| | | |
| | TOTAL: | $4,370.57 |

EX-PP7817

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Personal Property**

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

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

On the 21st day of January, 2026 issue the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **WALLACE DENNIS J & TOMA J** whose address is, 1317 13TH ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **10620** on **2005 CHEVY**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **9015**, Class **3/4** in and for the year **2025**, resulting in a difference in assessed value of **1605**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2005 Chevy, the vehicle was not owned July 1, 2024. Exonerate a value of 1605 at a class 4 rate of levy to correct the overcharge. Please remove the 05 CHEV SILV (1605) from the vehicle description.

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District: **08 - COAL-CLARKSBURG** Amount Exonerated: **$49.43**
Account No. **3055035**
Ticket No. **800000407-S**
Tax Year **2025**
Parcel ID:

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP7815

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Personal Property**

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

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

On the 21st day of January, 2026 issue the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **STEVENS GARRY L II** whose address is, 54 LOCUST ST SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **21456** on **2006 CHEVY**, Class **3/4** in **TENMILE-SALEM**, Harrison County, West Virginia, which should have been assessed at **18549**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **2907**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2022**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2006 Chevy, the vehicle was not owned July 1, 2021. Exonerate a value of 2907 at a class 4 rate of levy to correct the overcharge. Please remove the 06 CHEV 1500 (2907) from the vehicle description.

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District: **19 - TENMILE-SALEM**
Account No. **2449041**
Ticket No. **1900000182-S**
Tax Year **2022**
Parcel ID:

Amount Exonerated: **$83.05**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-PP7814

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Personal Property**

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

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

On the 21st day of January, 2026 issue the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **RIDDLE PHOEBE KAY** whose address is, 258 LEWIS ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **16335** on **2019 SUBARU WRX**, Class **3/4** in **COAL-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **1770**, Class **3/4** in and for the year **2025**, resulting in a difference in assessed value of **14565**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2019 Subaru, the vehicle was sold June 2024. Exonerate a value of 14565 at a class 3 rate of levy to correct the overcharge. Please remove the 19 SUBA WRX (14565) from the vehicle description.

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District: **07 - COAL-OUTSIDE**
Account No. **3089873**
Ticket No. **810409**
Tax Year **2025**
Parcel ID:

Amount Exonerated: **$339.36**

PRESENT: Prosecuting Attorney

(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-PP7813

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Personal Property**

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

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

On the 21st day of January, 2026 issue the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **BARRETT STANFORD W & NANCY LOU** whose address is, 792 CHERRY CAMP RD SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **60429** on **2021 BIG TEX TRAILER**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **60129**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **300**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 21 trailer, the trailer was sold November 2022. Exonerate a value of 300 at a class 3 rate of levy to correct the overcharge. Please remove the 21 BIG TRLR (300) from the vehicle description.

---

District: **18 - TENMILE-OUTSIDE**
Account No. **2323239 TIF #5**
Ticket No. **825231**
Tax Year **2025**
Parcel ID:

Amount Exonerated: **$6.99**

PRESENT: Prosecuting Attorney

(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-PP7812

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Personal Property**

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

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

On the 21st day of January, 2026 issue the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **BAILEY EDITH S** whose address is, 515 E MAIN STREET CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **6135** on **2009 FORD FOCUS**, Class **3/4** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **5002**, Class **3/4** in and for the year **2020**, resulting in a difference in assessed value of **1133**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2020**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2009 Ford, the vehicle was not owned July 1, 2019. Exonerate a value of 1320 at a class 4 rate of levy to correct the overcharge. Please remove the 09 Ford Focu (1320) from the vehicle description.

---

District: **03 - CLARK-CLARKSBURG** Amount Exonerated: **$34.63**

Account No. **3029620**

Ticket No. **802551**

Tax Year **2020**

Parcel ID:

_____

PRESENT: Prosecuting Attorney

(or)

_____

PRESENT: Tax Commissioner

_____

ATTEST: County Clerk

ASSESSOR _____

_____

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

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EX-PP7816

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Personal Property**

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

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

On the 21st day of January, 2026 issue the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **STEVENS GARRY L II** whose address is, 54 LOCUST ST SALEM, WV 26426, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **27705** on **2006 CHEVY**, Class **3/4** in **TENMILE-SALEM**, Harrison County, West Virginia, which should have been assessed at **23190**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **4515**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2006 Chevy, the vehicle was not owned July 1, 2021. Exonerate a value of 4515 at a class 4 rate of levy to correct the overcharge. Please remove the 06 CHEV 1500 (4515) from the vehicle description.

---

District: **19 - TENMILE-SALEM** Amount Exonerated: **$127.68**
Account No. **2449041**
Ticket No. **1900000079-S**
Tax Year **2023**
Parcel ID:

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7807

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CRUZ JOSE & JULIE AMERICA** whose address is, 501 MICHIGAN AVE NUTTER FORT, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **28320** on **2 LOTS 900 901 FAIRGROUNDS (501 MICH AVE) INC PAR 60**, Class **2** in **CLARK-NUTTERFORT**, Harrison County, West Virginia, which should have been assessed at **18840**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **9480**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned property had a dwelling on it that was razed prior to July 1, 2023 for the 2024 tax year, see aerial 2024 & 2025. Exonerate a value of 9,480 at a Class 2 rate of levy to correct the overcharge.

---

District: **04 - CLARK-NUTTERFORT** Amount Exonerated: **$145.99**
Account No. **6192531**
Ticket No. **11647**
Tax Year **2025**
Parcel ID: **04 801006100000000**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7809

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **CRUZ JOSE & JULIE AMERICA** whose address is, 501 MICHIGAN AVE NUTTER FORT, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **27660** on **2 LOTS 900 901 FAIRGROUNDS (501 MICH AVE) INC PAR 60**, Class **2** in **CLARK-NUTTERFORT**, Harrison County, West Virginia, which should have been assessed at **18840**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **8820**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned property had a dwelling on it that was razed prior to July 1, 2023 for the 2024 tax year, see aerial 2024 & 2025. Exonerate a value of 8,820 at a Class 2 rate of levy to correct the overcharge.

---

District: **04 - CLARK-NUTTERFORT**
Account No. **6192531**
Ticket No. **11540**
Tax Year **2024**
Parcel ID: **04 801006100000000**

Amount Exonerated: **$134.07**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7818

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 12th day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **FREEMAN THOMAS BROCK** whose address is, 1246 RICHMAN RD MOATSVILLE, WV 26405, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **56040** on **1 LOT 150X250 FT GRASSELLI**, Class **3/4** in **SIMPSON-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **56040**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **0**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned property was erroneously left at a Class 3 when taxpayer returned Sales Confirmation Questionnaire saying he was going to live in the property therefore Class 2 applies. Exonerate a value of 28,020 at a Class 3 rate of levy to correct the overcharge.

---

District: **15 - SIMPSON-OUTSIDE**
Account No. **06390817**
Ticket No. **52840**
Tax Year **2025**
Parcel ID: **15 348000500000000**

Amount Exonerated: **$652.87**

PRESENT: Prosecuting Attorney

(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-RE7826

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **DAVIS DIANE** whose address is, 608 MILFORD ST CLARKSBURG WV 26301-4040, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **151080** on **1 LOT D WAVERLY WAY** , Class **2** in **CLARK-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **131080**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **20000**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The Homestead Exemption was erroneously removed when the County Court Split (CCS) was deleted found during proofing. Exonerate a value of 20,000 at a Class 2 rate of levy to correct the overcharge. ***REMOVE (SPLIT FOR TAXES) FROM LEGAL***

---

District: **03 - CLARK-CLARKSBURG** Amount Exonerated: **$308.00**

Account No. **6030608**

Ticket No. **6351**

Tax Year **2025**

Parcel ID: **03 2005800000000**

_____

PRESENT: Prosecuting Attorney

(or)

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PRESENT: Tax Commissioner

_____

ATTEST: County Clerk

ASSESSOR _____

_____

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

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EX-RE7827

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WEST CHARLES H** whose address is, 12 HEATHERWOOD DR FAIRMONT WV 26554-6820, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **45660** on **1.55 AC KOONS RUN** , Class **2** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **28540**, Class **2** in and for the year **2021**, resulting in a difference in assessed value of **17120**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

Dwelling was moved here from parcel 112. The homestead exemption was left on parcel 112 vacant land which did not exceed 20,000 for the exemption. I applied the difference on this parcel to make up the 20,000. Exonerate a value of 17,120 at a Class 2 rate of levy to correct the overcharge.

---

District: **05 - CLAY-OUTSIDE**
Account No. **6270563**
Ticket No. **17109**
Tax Year **2021**
Parcel ID: **05 169011300000000**

Amount Exonerated: **$199.35**

PRESENT: Prosecuting Attorney

(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR

APPROVED: President, County Commission

ORDER ENTERED TO STATE AUDITOR

EX-RE7828

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WEST CHARLES H** whose address is, 12 HEATHERWOOD DR FAIRMONT WV 26554-6820, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **44700** on **1.55 AC KOONS RUN** , Class **2** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **27580**, Class **2** in and for the year **2022**, resulting in a difference in assessed value of **17120**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2022**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

Dwelling was moved here from parcel 112. The homestead exemption was left on parcel 112 vacant land which did not exceed 20,000 for the exemption. I applied the difference on this parcel to make up the 20,000. Exonerate a value of 17,120 at a Class 2 rate of levy to correct the overcharge.

---

District: **05 - CLAY-OUTSIDE**
Account No. **6270563**
Ticket No. **17197**
Tax Year **2022**
Parcel ID: **05 169011300000000**

Amount Exonerated: **$201.74**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7829

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WEST CHARLES H** whose address is, 12 HEATHERWOOD DR FAIRMONT WV 26554-6820, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **46440** on **1.55 AC KOONS RUN** , Class **2** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **29380**, Class **2** in and for the year **2023**, resulting in a difference in assessed value of **17060**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

Dwelling was moved here from parcel 112. The homestead exemption was left on parcel 112 vacant land which did not exceed 20,000 for the exemption. I applied the difference on this parcel to make up the 20,000. Exonerate a value of 17,060 at a Class 2 rate of levy to correct the overcharge.

---

District: **05 - CLAY-OUTSIDE**
Account No. **6270563**
Ticket No. **17386**
Tax Year **2023**
Parcel ID: **05 169011300000000**

Amount Exonerated: **$198.58**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7830

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WEST CHARLES H** whose address is, 12 HEATHERWOOD DR FAIRMONT WV 26554-6820, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **47940** on **1.55 AC KOONS RUN** , Class **2** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **30880**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **17060**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

Dwelling was moved here from parcel 112. The homestead exemption was left on parcel 112 vacant land which did not exceed 20,000 for the exemption. I applied the difference on this parcel to make up the 20,000. Exonerate a value of 17,060 at a Class 2 rate of levy to correct the overcharge.

---

District: **05 - CLAY-OUTSIDE**
Account No. **6270563**
Ticket No. **17657**
Tax Year **2024**
Parcel ID: **05 169011300000000**

Amount Exonerated: **$195.68**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7831

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WEST CHARLES H** whose address is, 12 HEATHERWOOD DR FAIRMONT WV 26554-6820, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **49440** on **1.55 AC KOONS RUN** , Class **2** in **CLAY-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **32380**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **17060**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

Dwelling was moved here from parcel 112. The homestead exemption was left on parcel 112 vacant land which did not exceed 20,000 for the exemption. I applied the difference on this parcel to make up the 20,000. Exonerate a value of 17,060 at a Class 2 rate of levy to correct the overcharge.

---

District: **05 - CLAY-OUTSIDE**
Account No. **6270563**
Ticket No. **17847**
Tax Year **2025**
Parcel ID: **05 169011300000000**

Amount Exonerated: **$198.75**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7832

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **SHAWHAN NANCY J & ROBERT D** whose address is, PO BOX 56 WEST MILFORD WV 26451-0056, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **137100** on **1 LOT 4.90 AC WEST MILFORD & O&G (BOWIE/API#4664)**, Class **2** in **UNION-WEST MILFORD**, Harrison County, West Virginia, which should have been assessed at **117100**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **20000**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The Homestead Exemption was erroneously removed when the County Court Split (CCS) was deleted found during proofing. Exonerate a value of 20,000 at a Class 2 rate of levy to correct the overcharge.

---

District: **21 - UNION-WEST MILFORD** Amount Exonerated: **$283.00**
Account No. **6066222**
Ticket No. **80236**
Tax Year **2025**
Parcel ID: **21 385007200000000**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7833

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **SHAWHAN NANCY J & ROBERT D** whose address is, PO BOX 56 WEST MILFORD WV 26451-0056, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **129240** on **1 LOT 4.90 AC WEST MILFORD & O&G (BOWIE/API#4664)**, Class **2** in **UNION-WEST MILFORD**, Harrison County, West Virginia, which should have been assessed at **109240**, Class **2** in and for the year **2024**, resulting in a difference in assessed value of **20000**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The Homestead Exemption was erroneously removed when the County Court Split (CCS) was deleted found during proofing. Exonerate a value of 20,000 at a Class 2 rate of levy to correct the overcharge.

---

District: **21 - UNION-WEST MILFORD** Amount Exonerated: **$279.40**
Account No. **6066222**
Ticket No. **78715**
Tax Year **2024**
Parcel ID: **21 385007200000000**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7834

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **PILEWSKI PHYLLIS E** whose address is, 978 LAKE FLOYD CIR BRISTOL WV 26332-7386, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **114840** on **1 LOTS 112 LAKE FLOYD**, Class **2** in **TENMILE-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **94840**, Class **2** in and for the year **2025**, resulting in a difference in assessed value of **20000**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned was part of a combined account & when combined account was deleted the homestead exemption was erroneously not added to AA13. Exonerate a value of 20,000 at a Class 2 rate of levy to correct the overcharge.

---

District: **18 - TENMILE-OUTSIDE** Amount Exonerated: **$233.00**
Account No. **6380141**
Ticket No. **66380**
Tax Year **2025**
Parcel ID: **182601002500000000**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

EX-RE7835

# EXONERATIONS

**STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

**Real Estate**

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

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

On the 21st day of January, 2026 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **MCCAULEY WESLEY A & JERRY L** whose address is, HC 58 BOX 94 MILL CREEK WV 26280-9610, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of on **67 1/2 PLS CRAIGMORE** , Class **3/4** in **ELK**, Harrison County, West Virginia, which should have been assessed at , Class **2** in and for the year **2025**, resulting in a difference in assessed value of **0**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned property was erroneously left at Class 3 when in fact Class 2 applies. Exonerate a value of 30,000 at a Class 3 rate of levy to correct the overcharge.

---

District: **11 - ELK** Amount Exonerated: **$**

Account No. **6051719**

Ticket No. **38875**

Tax Year **2025**

Parcel ID: **11 408004000000000**

PRESENT: Prosecuting Attorney

APPROVED: President, County Commission

(or)

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR

6-B.

| Exhibit C Joint Property Applications | Amount |
|---|---|
| PERKINS, MATTHEW A & MELISSA B | $ 1,267.92 |
| | |
| Total : | $ 1,267.92 |

## NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES

**WEST VIRGINIA CODE § 11-5-14** **STATE OF WEST VIRGINIA** **COUNTY OF HARRISON**

I, Allen R. Ferree, Assessor of Harrison County, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes owed on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled one or more in the name of the husband and one or more in the name of the wife as follows:

**APPLICANT:** M Perkins

**DEPUTY:RTORCHIA**

Account: 3046830 Ticket: 815240 Year: 2025 Name: PERKINS MATTHEW A & MELISSA B Tax $ 1267.92

**Section I:**

(A) Account: 3046830 Ticket: Husband Name: PERKINS MATTHEW A
Address: 115 UNIT 3 CRESTVIEW TERR BRIDGEPORT WV 26330

| Description | Assessment | Tax Rate | Tax Amount |
|---|---|---|---|
| 07 BOAT TRLR (UTM15PK227B001080) | 309 | 2.3300 | $7.20 |
| 06 TAHO 215C (BUJD92JDF606) | 2052 | 2.3300 | $47.81 |
| 12 YAMA JET (YAMA1259L112) | 1926 | 2.3300 | $44.88 |
| 16 SL TRLR (1MDT2AL12GA586916) | 1926 | 2.3300 | $44.88 |
| 22 TOYO TUND (5TFPC5DB2NX002264) | 33870 | 2.3300 | $789.17 |
| | | | |

(B) Account: 3091462 Ticket: Wife Name: PERKINS MELISSA B
Address: 15 FAIRWAY DR MOUNT CLARE WV 26408

| Description | Assessment | Tax Rate | Tax Amount |
|---|---|---|---|
| 22 FORD EXPL (1FMSK8DH5NGA74509) | 16140 | 2.3300 | $376.06 |
| | | | |

**Section II:**

Filed with the county commission this 8th day of January, 2026

Allen R. Ferree, Assessor

**Section III:**

The county commission of Harrison County does hereby order the apportionment of the assessment of taxes as determined and set forth by the county assessor in Section I of this notice.

David Hinkle Susan J. Thomas Patsy Trecost II

**Section IV:**

Certified to the sheriff this____day of January, 2026

Clerk of the Harrison County Commission

(25) IG

N23 24

**BUSINESS CODE:** 40 **TAX YEAR:** 2025

JOSEPH R. "ROCKY" ROMANO, ASSESSOR
HARRISON COUNTY ASSESSOR'S OFFICE
229 SOUTH THIRD STREET
CLARKSBURG, WV 26301 2958

**HARRISON COUNTY, WEST VIRGINIA INDIVIDUAL PERSONAL PROPERTY AND REAL ESTATE REPORT (PROPERTY OWNED ON JULY 1, 2024).**
**THE LAW PROVIDES THAT EVERY PERSON LIABLE TO TAXATION SHALL MAKE A REPORT IN WRITING TO THE ASSESSOR OF THEIR PROPERTY WHETHER CALLED UPON BY THE ASSESSOR OR NOT. THIS REPORT SHOULD BE REVIEWED AND FILED WITH THE APPLICABLE CHANGES AS SOON AS POSSIBLE AFTER JULY 1, BUT NO LATER THAN THE FIRST DAY OF OCTOBER.**
**REFER TO INSTRUCTIONS, IF ENCLOSED, OR CONTACT YOUR ASSESSOR'S OFFICE IF YOU NEED ASSISTANCE IN COMPLETING THIS FORM. FILING LATE OR FAILURE TO FILE MAY RESULT IN A $25.00 TO $100.00 PENALTY.**

**ACCOUNT NO** 3046830
**PHYSICAL ADDR:**
**TAX YEAR** 2025 BASED ON JULY 1, 2024
**TAX DISTRICT:** ELK
**PHONE:** (304) 657-0141 **Cell:** _____
**SSN #::** _____ **(Optional)**

PERKINS MATTHEW A & MELISSA B
~~N23 24~~ wrote 8/28/24 MP
574 MOUNTAIN VIEW DR
MOUNT CLARE WV 26408 0359

**SCHEDULE 1 ---------- VEHICLES, BOATS, BOAT MOTORS, AIRCRAFT, ATVS AND OTHER PERSONAL PROPERTY----------**

**LIST CARS, TRUCKS, VANS, MOTORCYCLES(SHOW CCS), SCOOTERS, MOBILE CAMPERS, MOTOR HOMES, AIRCRAFT, BOATS AND TRAILERS, UTILITY TRAILERS, DOZERS, BACKHOES, WELDERS, RECREATIONAL 4-WHEELERS, SHOW OR RACE HORSES, SHOW OR RACE DOGS ETC. INCLUDE UNLICENSED VEHICLES. (DO NOT LIST LEASED VEHICLES) VIN IS REQUIRED FOR ACCURATE VALUATION. IF YOU DO NOT OWN ANY, WRITE NONE! IF YOUR DOMICILE IS WV AND YOU ARE ACTIVE DUTY STATIONED OUTSIDE WV AND YOUR VEHICLES ARE IN YOUR POSESSION YOU MAY QUALIFY FOR AN EXEMPTION OF ONE VEHICLE. A COPY OF YOUR MILITARY ORDERS MUST BE ATTACHED TO THIS FORM. *OLDER VEHICLES MAY REQUIRE A PHOTO AS OF JULY 1, 2024**

| TYPE | MAKE | MODEL | YEAR | VIN, CC'S FOR MOTORCYCLES & ATV'S LENGTH, WIDTH OF RV, BOATS & TRAILERS | PURCHASE YEAR | PURCHASE COST | OWNER'S VALUE | ASSESSOR USE |
|---|---|---|---|---|---|---|---|---|
| ~~TRUK~~ | ~~TOYOTA~~ | Tundra | 2017 | 5TFAY5F1XHX588549 | | | | |
| BOAT | TAHOE | 215CC | 2006 | BUJD92JDF606 21' | | | | 3420 |
| TRLR | BOAT | TRLR | 2007 | UTM15PK227B001080 | | | | 515 |
| ~~TRUK~~ | ~~JEEP~~ | Wrangler | ~~2015~~ | 1C4BJWFG5FL576025 | | | | |
| | TOY | tundra | 22 | 5TFPC5DB2NX002264 | | | | 56450 |
| | ford | explor | 22 | 1FMSK8DH5NGA74509 | | | | 26900 |
| | yama | jets | 12 | YAMA1259L112 | | | | 3210 |
| | SL | trlr | 14 | 1MDT2AL12GA589614 | | | | 200 |
| | | | | | | | | 90695 |

*** ALL PERSONAL PROPERTY WITH MULTIPLE YEAR LICENSE RENEWAL MUST BE REPORTED ON THIS FORM PER WV STATE CODE.**

**SCHEDULE 2 ---------- MOBILE HOMES AND CABINS - MORE THAN 1 ATTACH LIST ----------**

| MOBILE HOME TRADE NAME | ACCOUNT ID | SIZE | YEAR | PERMIT# | USED FOR RESIDENCE OR RENTAL |
|---|---|---|---|---|---|

*TP's div'd. Matthew is to bring in decree stating who got what vhls. so we can separate accts.
8/28/24 MP

**IMPROVEMENTS TO MOBILE HOME:** _____ **OWNER'S VALUE** _____ **ASSESSOR'S VALUE** _____
**NAME OF LANDOWNER** _____
**CABIN SIZE:** _____ **YEAR BUILT:** _____ **OWNER VALUE:** _____

**IF YOU WILL BE 65 YEARS OF AGE, OR OLDER, BEFORE JUNE 30TH OF THE NEXT YEAR,OR IF YOU ARE PERMANENTLY DISABLED, THEN YOU MAY FILE FOR THE HOMESTEAD EXEMPTION. SEPARATE APPLICATION MUST BE MADE TO THE COUNTY ASSESSOR NO LATER THAN DEC 1**

**TAXPAYER'S SIGNATURE** _____ **DATE** 8/28/24 **(See Reverse or Next Page)**

MENU Software Systems, Inc. System: S7806460

TICKET SEARCH

LIVE 1--2

Personal Property

LIVE Ticket: 2025 815240 _ Acct: 03046830 0000000000

Taxpayer: 11 ELK

PERKINS MATTHEW A & MELISSA B Supplemental: _ Business:

Business Code: 40

Hold:

574 MOUNTAIN VIEW DR

MOUNT CLARE WV 264080359 Class 1, 2, 3 Assessed/Tax

| Property: | Gross | Net | Tax |
|---|---|---|---|
| 06 TAHO 215C 2052 07 BOAT TRLR 309 | 0 | 0 | .00 |
| 22 TOYO TUND33870 22 FORD EXPL16140 | 0 | 0 | .00 |
| 12 YAMA JET 1926 16 SL TRAI 120 | 54417 | 54417 | 633.96 |

Half Yr Tax: 633.96

Exon: _ Exemption: _

Due 1st:$648.22 2nd:$618.11 Total:$1266.33

Enter=Continue F4=More Info F9=Notes F12=Previous

"S"-5=Display F10=Toggle Addr/Desc F12=Return

IN THE FAMILY COURT OF _____ COUNTY, WEST VIRGINIA

**IN RE:**
**The Marriage / Children Of:**



COPY

**Case No.** _____

**Judge:** _____

Melissa Beth Perkins, Petitioner *(First/Middle/Last)* and Matthew Allen Perkins, Respondent *(First/Middle/Last)*.

## PETITIONER'S CIVIL CASE INFORMATION STATEMENT
## DOMESTIC RELATIONS CASES

| PETITIONER'S IDENTIFYING INFORMATION | IMPORTANT NOTICE |
|---|---|
| 15 Fairway Dr.<br>Street Address<br>Mount Clare, WV 26408<br>City / State / Zip Code<br>(304) 657 - 7659 ☐ Male / ☑ Female<br>Phone Number<br>233 - 37 - 2184 Social Security Number<br>12/16/87 Date of Birth<br>Race: ☐ American Indian/Alaskan Native ☐ Hispanic ☐ Asian or Pacific Islander ☐ Black ☐ Unknown ☑ White | ☐ Check this box if you wish to keep the information in this box **CONFIDENTIAL** because you fear for your safety and/or the safety of your children.<br>If the box above is checked, this page is sealed in the file and **NOT TRANSMITTED** with the Petition and Summons.<br>You must complete the form, Affidavit To Withhold Identifying Information, and file it at the Circuit Clerk's Office. |

List all minor children affected by this action:

| Name | Date of Birth | Social Security Number |
|---|---|---|
| William J. Perkins | 06/24/2011 | - - |
| Bryanna M. Perkins | 04/27/2015 | - - |
| | / / | - - |
| | / / | - - |

☐ YES ☑ NO Do you or any of your clients or witnesses in this case require special accommodations due to a disability?

*IF YES, SPECIFY:*

☐ Wheelchair accessible hearing room and other facilities;

☐ Interpreter or other auxiliary aid for the hearing impaired;

☐ Reader or other auxiliary aid for the visually impaired;

☐ Spokesperson or other auxiliary aid for the speech impaired;

☐ Other: _____

**Original and _____ copies of petition enclosed/attached.**

**PETITIONER:** Melissa Beth Perkins **Case No.** _____

**RESPONDENT:** Matthew Allen Perkins

**Days To Answer:** _____ **Type of Service:** _____

**1. RESPONDENT'S IDENTIFYING INFORMATION**

574 Mountain View Dr.
Street Address

Mount Clare, WV 26408
City / State / Zip Code

(304) 657-0141 ☑ Male / ☐ Female
Phone Number

234-37-6725 9/6/86
Social Security Number Date of Birth

Race: ☐ American Indian/Alaskan Native ☐ Hispanic
☐ Asian or Pacific Islander ☐ Black
☐ Unknown ☑ White

**2. TYPE OF CASE RELIEF** *(Check All That Apply)*

- ☐ Divorce Without Children
- ☑ Divorce With Children
- ☐ Grandparent Visitation
- ☐ Annulment
- ☐ Separate Maintenance
- ☐ Child Support Only
- ☐ Child Custody Without Divorce
- ☐ Paternity
- ☐ Modification
- ☐ Contempt
- ☐ Infant Guardianship
- ☐ Other *(specify)*: _____

3. ☑ YES ☐ NO Is either party seeking child support or alimony?

4. ☐ YES ☑ NO Is a Domestic Violence Protective Order in effect now?

5. ☐ YES ☑ NO Is there an active Child Protective Services (CPS) investigation of the children or was an investigation conducted in the last year prior to filing this action?

6. ☑ I am proceeding without an attorney.

OR

☐ I have an attorney. *(Complete attorney information below.)*

Attorney Name: _____

Firm: _____

Address: _____

Telephone: ( ) -

Dated: 5/30/24 Melissa B. Perkins
Signature

IN THE FAMILY/CIRCUIT COURT OF Harrison COUNTY, WEST VIRGINIA

## INFORMATION REQUESTED BY DIVISION OF VITAL STATISTICS

**[Pertaining to Divorces and Annulments]**

***Chapter 16, Article 5, Section 34 of Code of West Virginia, as Amended***

Civil Action Number: _____

Petitioner's Full Name: Melissa Beth Perkins

Respondent's Full Name: Matthew Allen Perkins

Petitioner's and/or Respondent's Maiden Name: Enke

Petitioner's Date of Birth: 12/16/1987 Respondent's Date of Birth: 09/06/1986

Place of Marriage: Harrison [COUNTY] WV [STATE]

Date of Marriage: 12/27/2008

Divorce: ☑ Yes / ☐ No

Annulment: ☐ Yes / ☑ No

| Names of Children Under 18 Years of Age | Date of Birth |
|---|---|
| William J. Perkins | 06/24/2011 |
| Bryanna M. Perkins | 04/27/2015 |
| | / / |
| | / / |
| | / / |
| | / / |
| | / / |

Date of Decree: _____

[To be Completed by Clerk]

**BUREAU FOR CHILD SUPPORT ENFORCEMENT**

**APPLICATION AND INCOME WITHHOLDING FORM**

**This Form MUST Be Completed In All Cases Involving Minor Children or Spousal Support!**

**Withholding services will begin immediately when the Bureau for Child Support Enforcement receives this completed application, which MUST be accompanied by a copy of the current Support Order IF one is now in effect.**

☐ **Check this box if a Support Order in NOW in effect.**

**PETITIONER**

*Full Name:* Melissa Beth Perkins *Birth Date:* 12/16/1987 *SSN:* 233-37-2184

☐ *Male* / ☑ *Female* *Relationship to children involved in this case:* Mother

*Residence Address:* 574 Mountain View Dr. Mount Clare, WV 26408
(List complete physical address: county, city, street #, apt. #, zip code)

*Mailing Address:* _____
(List mailing address ONLY if different from physical address)

*Daytime Phone No:* (304) 657 - 7659 *Driver's License No:* F271136

**RESPONDENT**

*Full Name:* Matthew Allen Perkins *Birth Date:* 09/06/1986 *SSN:* 234-37-6725

☑ *Male* / ☐ *Female* *Relationship to children involved in this case:* _____

*Residence Address:* 574 Mountain View Dr. Mount Clare, WV 26408
(List complete physical address: county, city, street #, apt. #, zip code)

*Mailing Address:* _____
(List mailing address ONLY if different from physical address)

*Daytime Phone No:* (304) 657 - 0141 *Driver's License No:* _____

Dependents: (List full name, sex, birth date, social security #, and custodian for each dependent)

| Name | Sex | Date of Birth | Social Security No. | Custodian |
|---|---|---|---|---|
| William J. Perkins | M | 06/24/2011 | 184-45-5273 | |
| Bryanna M. Perkins | F | 04/27/2015 | 773-13-7920 | |
| | | / / | - - | |
| | | / / | - - | |

**Income Withholding (List complete address of the employer or other source of income to which an Income Withholding Notice should be sent.)**

_____

*Pursuant to the Privacy Act [5 U.S.C. 522a], the Bureau for Child Support Enforcement (BCSE) is required to inform you of the following: (a) that the request for your social security number is a mandatory requirement pursuant to the Social Security Act [42 U.S.C. 466(a)(13)]; and (b) the BCSE will use this information only in connection with the State's child support enforcement program for purposes of establishing paternity and establishing, modifying, and enforcing support obligations.*

**CONTINUED ON NEXT PAGE**

☐ Check this box if you or your children currently receive TANF benefits.

☐ Check this box if you currently receive, or have applied for DHHR's Child Support Services.

**IF YOU CHECKED any of the two items immediately above, skip to the end of the form, SIGN on the line provided, and you are done.**

**IF YOU DID NOT CHECK any of the two items immediately above, YOU MUST CONTINUE!**

☐ I understand that unless otherwise directed by the Court, any Court Ordered support MUST be collected by the BCSE through Income Withholding.

**YOU MUST CHOOSE ONE OF THE THREE FOLLOWING OPTIONS!**

**OPTION #1:**

☐ I am applying for FULL SERVICES from the BCSE. I understand that full services include, but are not limited to the following: *Collection and distribution of support payments. *Collection and Enforcement of support by income withholding. *Establishment and enforcement of Support Orders. *Establishment of paternity. *Enforcement of Support Orders through Federal and State Tax offsets, unemployment compensation intercepts, and workers' compensation intercepts. *Location of parent(s). *Interstate services.

As an applicant for FULL SERVICES, I AGREE to comply with the following requirements: (1.) I understand I MUST assist the BCSE to establish and enforce paternity, child support, and medical support, and to collect child and spousal support. I understand this assistance may include providing information about the non-custodial parent and responding promptly and completely to requests from the BCSE. I understand I may be required to testify as a witness in court or in other proceedings. (2.) I understand that I am free to pursue legal actions through a private lawyer, but that I must inform the BCSE if I do this. (3.) I understand that I MUST repay all money received in error to which I am not entitled.

**OPTION #2:**

☐ I am applying for Income Withholding Services ONLY.

**OPTION #3:**

☑ I DID NOT CHECK Option #1 or Option #2. I do not want services from the BCSE at this time. I understand that even though I have not requested services at this time, I can request services at any time by applying at the BCSE office in the county in which I live.

**I CERTIFY that I have read and understand all statements on this application, and that all information I have provided is TRUE and ACCURATE to the best of my knowledge.**

Melissa Perkins
Signature

5/30/24
Date

☐ **Check this box if YOU WOULD FEAR FOR YOUR SAFETY, or THE SAFETY OF YOUR CHILDREN if your address and telephone number are disclosed.**

**IN THE FAMILY COURT OF** Harrison **COUNTY, WEST VIRGINIA**

**IN RE:**
**The Marriage / Children Of:**

**Civil Action No.** _____
*(Completed by Circuit Clerk's Office.)*

Melissa Beth Perkins, and Matthew Allen Perkins.
Petitioner (First/Middle/Last) Respondent (First/Middle/Last)

## PETITION FOR DIVORCE

I, Melissa Beth Perkins, the Petitioner, upon oath, state that the following facts and allegations are true to the best of my personal knowledge and belief; and if I have provided information given to me by others, I believe that information to be true.

*Check the boxes and fill in the blanks for all items that apply to your case.*

☐ YES ☑ NO Are you currently a party to a domestic violence proceeding?

1. ☑ Petitioner has been a resident of West Virginia for more than one year prior to filing this divorce case.
   ☑ Respondent has been a resident of West Virginia for more than one year prior to the filing of this divorce case.
   ☑ Petitioner and Respondent were married in West Virginia, and at least one of them resides in West Virginia at this time.

2. This action is being brought in Harrison County, West Virginia because:
   ☑ This is the county where the Petitioner and Respondent last lived together as spouses.
   ☑ This is the county where the Respondent now resides.
   ☐ This is the county where the Petitioner now resides, and the Respondent is not a resident of West Virginia.
   ☐ Other reasons: *(Explain)*

_____
_____
_____
_____
_____
_____
_____

3. Petitioner currently resides in Harrison County, West Virginia.

4. Respondent currently resides: *(Check only one of the following three items.)*

☑ In Harrison County, West Virginia.

☐ At an address unknown to the Petitioner.

☐ Out of state, where the last known address was

_____

_____.

5. Petitioner and Respondent were married in Harrison County, in the state of West Virginia, on the 27th day of December, 2008.

6. Petitioner and Respondent last lived together as spouses in Harrison County, in the state of West Virginia at the address of 574 Mountain View Drive, Mount Clare, WV 26408 Petitioner and Respondent separated on the 17th day of November, 2023, and that separation has been continuous and uninterrupted since that date.

7. ☐ YES ☑ NO a. Is either party to this case under the age of eighteen?

☐ YES ☑ NO b. Is either party to this case currently serving on active duty with the military services of the United States?

☐ YES ☑ NO c. Is either party to this case legally incompetent?

☐ YES ☑ NO d. Is either party to this case currently incarcerated?

8. Petitioner and Respondent are the parents of:

☐ No children were born during this marriage, and no children are expected.

☐ The children whose names and dates of birth are:

| Name | Date of Birth | Name | Date of Birth |
|---|---|---|---|
| William J. Perkins | 06 / 24 / 2011 | | / / |
| Bryanna M. Perkins | 04 / 27 / 2015 | | / / |
| | / / | | / / |
| | / / | | / / |

*In the rest of this Petition, "the children" always means the children whose names you just listed.*

☐ A child is currently expected, and the estimated date of delivery is / / .

9. The children currently live with: ☑ Petitioner ☑ Respondent. *

☐ Another person, or persons, whose name(s) and address(es) are:

* Children are splitting time with parents 50/50.

10. During the last five years, if any of the children have lived at addresses other than their current address, use the following space to list where they lived, and for how long. *If there is not enough room in the following space, use an additional sheet of paper.*

I have attached _____ additional sheet(s).

| Child's Name | Address | Date of Residence |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

11. Who provides health insurance for the children?

☐ Petitioner ☑ Respondent ☐ Medicaid ☐ WV CHIP

☐ Another person, whose name and address is

☐ The children DO NOT have health insurance coverage.

**The West Virginia Children's Health Insurance Program (WV CHIP) can help parents obtain free or low cost health care for their children. For more information, call 1-877-982-2447, or ask the Family Court staff about WV CHIP.**

12. Answer all of the following questions.

☐ YES ☑ NO a. Has the Petitioner been a party or witness in any other proceeding, in any state, concerning the allocation of custodial responsibility for the children?

☐ YES ☑ NO b. Is the Petitioner aware of any other proceeding, past or present, in any state, concerning allocation of custodial responsibility for the children?

☐ YES ☑ NO c. Is the Petitioner aware of any person other than the parties to this case who has physical custody of or claims any custodial right concerning the children?

13. Check all of the following items that apply.

- [x] The children have resided in West Virginia for at least 6 months immediately preceding the filing of this case, or from birth if less than six months old.
- [x] The Petitioner believes it is in the best interest of the children for a West Virginia court to assume jurisdiction of this case, because one or both parents have a significant connection to West Virginia, and West Virginia is the location of a substantial number of witnesses and/or other sources of evidence relating to the children's care and upbringing.
- [ ] The children are now present in West Virginia, and have been abandoned here.
- [ ] The children are now present in West Virginia, and the Petitioner believes it is necessary for a West Virginia court to assume jurisdiction of this case on an emergency basis to protect the children, because the children have been subjected to or threatened with mistreatment or abuse, or have otherwise been neglected, or are depending on persons other than their parents.
- [x] The Petitioner believes no other state has jurisdiction over this case, and it would be in the children's best interest for a West Virginia court to assume jurisdiction.
- [ ] Another state has declined to assume jurisdiction over this case on the ground West Virginia is the best place to decide matters relating to the allocation of custodial responsibility for the children, and for this reason, the Petitioner believes it would be in the children's best interest for a West Virginia court to assume jurisdiction.

14. Check all of the following items that apply to your case.

- [x] Prior to the separation, both parents performed a reasonable share of the caretaking and parenting functions for the children. For this reason, the Petitioner believes it is appropriate for the parents to continue to share the authority for making significant decisions relating to the children's care and upbringing. The Petitioner also believes custodial responsibility for the children should be allocated in proportion to the time each parent spent in caretaking and parenting functions before the separation.
- [ ] Prior to the separation, the Petitioner performed most, if not all of the caretaking and parenting functions for the children. For this reason, the Petitioner believes it is appropriate for the Petitioner to have sole authority for making significant decisions relating to the children's care and upbringing. The Petitioner also believes custodial responsibility for the children should be allocated between the parties in proportion to the time each parent spent performing caretaking duties prior to the parties' separation.

15. Check all of the following items that apply to your case.

The Respondent has:

- [ ] Abused, neglected, or abandoned one or more of the children.
- [ ] Sexually assaulted or abused one or more of the children.
- [ ] Engaged in acts of domestic violence.
- [ ] Repeatedly interfered with Petitioner's access to or contact with the children.
- [ ] Repeatedly made false reports or accusations of domestic violence or child abuse.

15. (continued) Check all of the following items that apply to your case.

For these reasons, the Petitioner believes:

☐ It is in the children's best interest that the authority for making significant decisions relating to the children's care and upbringing be allocated to the Petitioner alone.

☐ The court should impose limits on the Respondent's custodial responsibility for, and contact with, the children.

☐ The Respondent should not be allocated any custodial responsibility, or permitted any contact with the children unless the court specifically finds such custodial responsibility or contact will not endanger the children, or the Petitioner.

16. ☐ Petitioner is in need of spousal support.

17. ☑ Petitioner is in need of support for the minor children.

18. ☑ Over the course of the marriage, the Petitioner and Respondent have accumulated marital property and/or debts which the Court will have to divide.

19. ☐ Petitioner wishes to resume using the name _____.

20. Irreconcilable differences have arisen between the parties.

21. ☐ The parties have lived separate and apart without cohabitation for one year or more.

22. ☐ The Respondent has inflicted cruel and inhuman treatment upon the Petitioner which has destroyed or tended to destroy the mental or physical well-being of the Petitioner, and which renders continued cohabitation with the Respondent unsafe and unendurable.

23. ☐ Other grounds for divorce:

_____

_____.

*(Consult the Code of West Virginia for information regarding the grounds for divorce.)*

THEREFORE, the Petitioner asks the Court to grant a divorce, and to grant such other relief as the Court considers proper, including the matters specifically stated below:

☑ Approve the Proposed Parenting Plan filed by the Petitioner.

☑ Order the Respondent to pay support for the minor children.

☑ Order the Respondent to maintain health insurance coverage on the children, if reasonably available, and to assist with reasonable health care expenses not covered by insurance or by a government medical card.

☐ Order the Respondent to pay spousal support.

☑ Make a fair and equitable division of marital property.

☐ Award the ☐ Petitioner / ☐ Respondent the exclusive use and possession of the marital home located at _____.

☐ Award the ☑ Petitioner/ ☐ Respondent the exclusive use and possession of the following motor vehicles: 2022 Ford Explorer.

☐ Award the ☐ Petitioner/ ☐ Respondent the exclusive use and possession of the furniture, furnishings and appliances located in the marital home.

☐ Award the Petitioner the exclusive use, possession, and ownership of the following marital property:

| Description of Property | Estimated Value |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

☐ Order that the Petitioner be held solely responsible for the following debts:

| Description of Debt | Amount Owed |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

☐ Order that the Respondent be held solely responsible for the following debts:

| Description of Debt | Amount Owed |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

☐ Prohibit the Respondent from conveying or otherwise disposing of any marital property prior to the time the Court divides the property.

☐ Grant Petitioner the right to resume using the name _____.

☐ Prohibit the Respondent from annoying, abusing, threatening, or interfering with the personal liberty and safety of the Petitioner.

☐ Grant this other relief:

_____

_____

_____

_____

_____

Melissa B. Perkins
Petitioner's Signature

5/30/24
Date

**You must sign the following Verification before a Notary Public or Deputy Circuit Clerk.**

## VERIFICATION

I, Melissa B. Perkins, after making an oath or affirmation to tell the truth, say that the facts I have stated in this Petition are true to the best of my personal knowledge and belief; and if I have provided information given to me by others, I believe that information to be true.

Melissa B. Perkins
Signature

5/30/24
Date

This Verification was sworn to or affirmed before me on the 30th day of MAY 2024.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
CHARLES J. ALASTANOS
248 East Main Street
Clarksburg, WV 26301
My Commission Expires June 15, 2025

Edgar
Notary Public / Other Official

My commission expires: JUNE 15, 2025.

IN THE FAMILY COURT OF Harrison COUNTY, WEST VIRGINIA

IN RE:
The Marriage / Children Of:

Civil Action No. _____

Melissa Beth Perkins, and Matthew Allen Perkins.
Petitioner *(First/Middle/Last)* Respondent *(First/Middle/Last)*

## FINANCIAL STATEMENT

**This form MUST be completed in ALL DIVORCE, CHILD SUPPORT, AND PATERNITY CASES.**

**The Petitioner and the Respondent must each complete one of these forms.**

**The completed form MUST be filed in the Circuit Clerk's Office at the time of filing the Petition for Divorce and/or the Answer to Divorce Petition, and a copy must be served on the opposing party. If the Bureau For Child Support Enforcement is a party, a copy of the completed form must also be served on their local office.**

**If your case involves minor children, or either party requests spousal support, you MUST file the following information WITH your completed Financial Statement.**

1. A copy of your most recent wage or salary stub showing gross pay, deductions for taxes and other items, and net pay for a normal pay period, and for the year-to-date;
2. Copies of your and your spouse's complete income tax returns for the two years immediately preceding the date the petition was filed, together with copies of the federal Form W-2 for those years; and a copy of the Form W-2 for the most recent year for which that form is available, even if a tax return has not yet been filed for that year;
3. For self-employed persons and business owners, a copy of a current financial statement showing gross income, expenses, and net income;
4. Copies of any invoices or receipts showing the cost of any extraordinary medical expenses for the party or the children, of any child care expenses, and of any expenses necessitated by the special needs of the children.

**If the information you provide in this form changes, or any information you file along with this form changes, you MUST immediately provide the new information. Any updates or changes to the financial statement must be filed in the Circuit Clerks office, and a copy served on the opposing party, pursuant to the scheduling order of the Court. If you do not have a scheduling order, then the information must be filed at least 5 days prior to any hearing.**

**The information you provide on this form is ONLY for use in the judicial system, and is required by law and court rule to be kept CONFIDENTIAL.**

☐ **Check this box if you have filed the Affidavit for Withholding Identifying Information.**

**If this box is checked you do not have to provide your home or employment address or telephone.**

**Read each question carefully. Provide all requested information. Write or print clearly. After you have completed the form, you MUST sign the Verification on the last page before a Notary Public.**

Full Name: Melissa Beth Perkins Date of Birth: 12/16/1987

Address: 574 Mountain View Dr. Mount Clare, WV 26408

Phone Number: (304) 657-7659 Age: 36

Any Physical or Mental Disability: No

Education:

☐ Less than High School ☐ High School or Equivalent ☐ Vocational ☑ College ☐ Postgraduate

Employer: The Rodeheaver Group PC Type of Work: Accounting

Employer Address: 248 E. Main St. Clarksburg, WV 26301

Phone Number: (304) 624-9400 Date Employed: 11/07/2016

Gross Pay Per Pay Period: $ ≈$2,000.00

Paid: ☐ Weekly ☐ Every Two Weeks ☑ Twice a Month ☐ Monthly

☐ Yes ☑ No: Do you receive TANF benefits? If "Yes," list monthly amount: $ _____.

**YOUR INCOME:** You MUST attach written documentation for all income. For wage earning employees who work fluctuating hours and/or overtime, provide wage history of at least six months, or length of most recent employment, whichever is less. Wage/salary history MUST be documented by W-2 forms, and/or year-to-date figures on the most recent pay stubs. For self-employed individuals, income MUST be verified by documents which show gross income and expenses.

| INCOME SOURCE | MONTHLY AMOUNT | INCOME SOURCE | MONTHLY AMOUNT |
|---|---|---|---|
| 1. Salary | $ | 6. Payments from a Pension Plan | $ |
| 2. Wages | $ 3,760 | 7. Social Security, SSI | $ |
| 3. Commissions | $ | 8. Severance Pay, Unemployment | $ |
| 4. Bonuses | $ | 9. Worker's Compensation | $ |
| 5. Tips | $ | 10. Other *(explain below)* | $ ≈500 |

Other Income *(from No. 10)*: Photography Business - income varies

## PROPERTY

List ALL property in which you, and /or your spouse have an interest. In the "Who owns?" column, check "M" for marital property; "P" if separate property of Petitioner; "R" if separate property of Respondent.

| PROPERTY DESCRIPTION | MARKET VALUE | AMOUNT OWED | WHO OWNS |
|---|---|---|---|
| Marital Home | $ ≈ 395,000 | $ ≈ 235,000 | ☑ M ☐ P ☐ R |
| Other Real Estate | $ | $ | ☐ M ☐ P ☐ R |
| Mobile Home | $ | $ | ☐ M ☐ P ☐ R |
| Motor Vehicles 2022 Toyota Tundra | $ | $ 45,000 | ☐ M ☐ P ☑ R |
| 2022 Ford Explorer | $ | $ 41,700 | ☐ M ☑ P ☐ R |
| | $ | $ | ☐ M ☐ P ☐ R |
| Household Goods | $ | $ | ☐ M ☐ P ☐ R |
| Checking Accounts | $ | $ | ☐ M ☐ P ☐ R |
| Saving Accounts / CDs | $ | $ | ☐ M ☐ P ☐ R |
| Money Market Certificates | $ | $ | ☐ M ☐ P ☐ R |
| Stocks | $ | $ | ☐ M ☐ P ☐ R |
| Credit Union Accounts | $ | $ | ☐ M ☐ P ☐ R |
| Profit Sharing Plans | $ | $ | ☐ M ☐ P ☐ R |
| Trusts | $ | $ | ☐ M ☐ P ☐ R |
| Stocks / Mutual Funds | $ | $ | ☐ M ☐ P ☐ R |
| Bonds | $ | $ | ☐ M ☐ P ☐ R |
| Pension Plans | $ | $ | ☐ M ☐ P ☐ R |
| IRA / SEP Accounts | $ | $ | ☐ M ☐ P ☐ R |
| Whole Life Insurance | $ | $ | ☐ M ☐ P ☐ R |
| Annuities | $ | $ | ☐ M ☐ P ☐ R |
| Guns | $ | $ | ☐ M ☐ P ☐ R |
| Tools | $ | $ | ☐ M ☐ P ☐ R |
| Jewelry | $ | $ | ☐ M ☐ P ☐ R |
| Personal Property Not Located In Marital Home | $ | $ | ☐ M ☐ P ☐ R |
| *Other Tahoe 215 Boat | $ 15,000 | $ 0 | ☑ M ☐ P ☐ R |
| Jet Ski | $ 5,000 | $ 0 | ☑ M ☐ P ☐ R |

already seperate

Set Marital Settlement Agreement

*Other includes, but is not limited to: coin collections; art; state and federal tax refunds; money owed to you or your spouse; business interests; money expected from a lawsuit or settlement; education benefits; patents; copyrights; royalties; contents of safe deposit boxes; and anything else of value.

## PROPERTY CONVEYED TO OTHERS

List all real or personal property with a value of $500.00 or more that was sold, given away, or otherwise transferred by you and/or your spouse within the last 5 years. Describe each such item; list market value when transferred; list type of transfer; provide name of the person to whom property was transferred; list amount received.

N/A

## DEBTS

List all debts owed by you, and/or your spouse. In the "Whose debt?" column, check "M" for marital debt; "P" if separate debt of Petitioner; "R" if separate debt of Respondent.

| OWED TO WHOM? | AMOUNT OWED | FOR WHAT? | SECURED BY? | WHOSE DEBT? |
|---|---|---|---|---|
| Northpointe Bank | $ 188,000 | House | House | ☐ M ☐ P ☑ R |
| Harrison Co. Bank | $ 45,000 | House | House | ☑ M ☐ P ☐ R |
| Hope Fed. Credit Union | $ 45,000 | Tundra | Tundra | ☐ M ☐ P ☑ R |
| Hope Fed. Credit Union | $ 41,700 | Explorer | Explorer | ☐ M ☑ P ☐ R |
| | $ | | | ☐ M ☐ P ☐ R |
| | $ | | | ☐ M ☐ P ☐ R |
| | $ | | | ☐ M ☐ P ☐ R |
| | $ | | | ☐ M ☐ P ☐ R |
| | $ | | | ☐ M ☐ P ☐ R |
| **TOTAL OWED: $** | | **TOTAL OF ALL MONTHLY PAYMENTS: $** | | |

## CHILDREN

List the names; ages; birth dates; and social security numbers of all minor children involved in this case. Then, answer the list of questions below about the children.

| NAME | AGE | DATE OF BIRTH | SOCIAL SECURITY NO. |
|---|---|---|---|
| William J. Perkins | 12 | 06 / 24 / 2011 | 184 - 45 - 5273 |
| Bryanna M. Perkins | 9 | 04 / 27 / 2015 | 773 - 13 - 7920 |
| | | / / | - - |
| | | / / | - - |
| | | / / | - - |
| | | / / | - - |
| | | / / | - - |

☐ Yes ☑ No: Do your children receive social security benefits?

If "Yes," list amount per month: $_____.

☐ Yes ☑ No: Do your children receive income or wages?

If "Yes," list amount per month: $_____.

☐ Yes ☑ No: Do your children have any special needs that result in extraordinary expenses that should be taken into account when the court sets the amount of child support?

If "Yes," explain: _____

_____.

☑ Yes ☐ No: Are child care expenses currently being paid so that the parent who takes care of the children can work or seek work?

If "Yes," how much per month: $ 200. You MUST attach receipts.

☐ Yes ☑ No: Are you the parent of minor children OTHER than the minor children involved in this case?

☐ Yes ☑ No: Do you provide support for any disabled adult children?

If "Yes," list these children's names, ages, the nature of their disability, and the amount of support you provide each month. You must attach receipts or other documentation for the support you provide.

| NAME | AGE | AMOUNT PER MONTH | NATURE OF DISABILITY |
|---|---|---|---|
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |

## SPOUSAL SUPPORT

If **you** are requesting spousal support, you MUST complete the following list of monthly expenses. These are the amounts you now pay if you are living separate from your spouse. If you have not yet separated, list the amounts you estimate you will have to pay when you do separate.

## MONTHLY EXPENSES

| ITEM | MONTHLY AMOUNT | ITEM | MONTHLY AMOUNT |
|---|---|---|---|
| Credit Card Payments/Other Payments on Unsecured Debts: | $ | Rent or Mortgage: | $ |
| Car Payments: | $ | Home Repair / Maintenance: | $ |
| Car Repairs: | $ | Electric: | $ |
| Car Insurance: | $ | Water / Sewer: | $ |
| Gasoline: | $ | Gas: | $ |
| Food: | $ | Trash: | $ |
| Clothing: | $ | TV / Cable: | $ |
| Child Care: | $ | Telephone: | $ |
| Health Insurance: | $ | Entertainment / Recreation: | $ |
| Other Insurance: | $ | Explain: | |
| Medical / Health Not Covered By Insurance: | $ | Explain: | |
| Other: | $ | Explain: | |
| | | **TOTAL MONTHLY EXPENSES: $** | |

**IF EITHER YOU OR YOUR SPOUSE IS REQUESTING SPOUSAL SUPPORT, YOU MUST COMPLETE THE REST OF THIS FORM.**

## PETITIONER INFORMATION

### PETITIONER'S EDUCATION

☐ Yes ☐ No: Graduate from high school?

If "Yes," what year? _____

☐ Yes ☐ No: Receive a GED?

If "Yes," what year? _____

☐ Yes ☐ No: Graduate from technical or trade school?

If "Yes," list type of training or degree and year received.

_____

☐ Yes ☐ No: Graduate from college?

If "Yes," list degree and year received.

_____

☐ Yes ☐ No: Receive a post-graduate degree?

If "Yes," list degree and year received.

_____

### PETITIONER'S EMPLOYMENT HISTORY

List last four jobs. List employer; position held; dates employment began and ended; and monthly salary.

| EMPLOYER | POSITION | BEGIN DATE | END DATE | MONTHLY GROSS INCOME |
|---|---|---|---|---|
| | | / / | / / | $ |
| | | / / | / / | $ |
| | | / / | / / | $ |
| | | / / | / / | $ |

### PETITIONER'S HEALTH

Petitioner's Age: _____

Petitioner's physical health is: ☐ Excellent ☐ Good ☐ Poor. If "Poor," explain:

_____

_____

Petitioner's mental and emotional health is: ☐ Excellent ☐ Good ☐ Poor. If "Poor," explain:

_____

_____

## RESPONDENT INFORMATION

### RESPONDENT'S EDUCATION

☐ Yes ☐ No Graduate from high school?

If "Yes," what year? _____

☐ Yes ☐ No Receive a GED?

If "Yes," what year? _____

☐ Yes ☐ No: Graduate from technical or trade school?

If "Yes," list type of training or degree and year received.

_____

☐ Yes ☐ No Graduate from college?

If "Yes," list degree and year received.

_____

☐ Yes ☐ No Receive a post-graduate degree?

If "Yes," list degree and year received.

_____

### RESPONDENT'S EMPLOYMENT HISTORY

List last four jobs. List employer; position held; dates employment began and ended; and monthly salary.

| EMPLOYER | POSITION | BEGIN DATE | END DATE | MONTHLY GROSS INCOME |
|---|---|---|---|---|
| | | / / | / / | $ |
| | | / / | / / | $ |
| | | / / | / / | $ |
| | | / / | / / | $ |

### RESPONDENT'S HEALTH

Respondent's Age: _____

Respondent's physical health is: ☐ Excellent ☐ Good ☐ Poor. If "Poor," explain:

_____

_____

Respondent's mental and emotional health is: ☐ Excellent ☐ Good ☐ Poor. If "Poor," explain:

_____

_____

## OBTAINING ADDITIONAL EDUCATION OR TRAINING

☐ Yes ☐ No: Would additional training and/or education help the party seeking spousal support to increase earning ability within a reasonable time?

If "Yes," explain what type of training or education; the estimated yearly cost of such training or education; and the length of time it would take to complete this training or education:

_____

_____

## ADDITIONAL INFORMATION

Explain why you think spousal support should be awarded, or denied:

_____

_____

## VERIFICATION

I, Melissa Beth Perkins, after making an oath of affirmation to tell the truth, say that the facts I have stated in this Financial Statement are true to the best of my personal knowledge and belief; and if I provided information from others, I believe that information to be true.

**I understand that deliberately failing to provide complete disclosure, and knowingly providing incorrect information constitute the crime of false swearing.**

Melissa B. Perkins
Signature

This Verification was sworn to or affirmed before me on the 30 day of May, 2024.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Danielle N. Moore
Harrison County Circuit Clerk's Office
Courthouse, 301 West Main Street
Clarksburg, WV 26301
My Commission Expires December 26, 2024

Danielle N. Moore
Notary Public / Other Official

My commission expires: 12/26/2024.

## CERTIFICATE OF SERVICE

State of West Virginia

County of _____

I, _____, the person completing this Financial Statement, mailed copies of the Financial Statement and all attached documents, by first class mail, postage paid, to:

_____, at the address of _____

_____, at the address of _____

on the _____ day of _____, 20____.

_____ _____
Signature Date

## HEALTH INSURANCE

☑ Yes ☐ No: Is health insurance available to you through your employment?

If you answered "No," you MUST provide written verification from your employer that health insurance is not available to you. If you have health insurance from ANY source, you MUST complete the following table.

| INSURANCE COMPANY NAME | | ADDRESS | |
|---|---|---|---|
| | | | |
| **POLICY NUMBER** | **GROUP NUMBER** | **OTHER ID NO.** | **RESTRICTIONS** |
| | | | |
| **PERSONS COVERED** | | **DEDUCTIBLES** | **CHILDREN'S PORTION OF PREMIUM (AMT)** |
| | | $ | $ |

☐ Yes ☑ No: Do you have recurring, out-of-pocket health expenses for yourself or your children that are not covered by insurance?

If "Yes," you MUST attach documents that verify these expenses.

## CHILD SUPPORT PAYMENTS

☐ Yes ☑ No: Do you currently pay court-ordered child support payments for any children OTHER than the children involved in this case?

If "Yes," you MUST attach a copy of the Support Order, and records showing your payment history; and you must list the following information for each child: full name; birth date; social security number; monthly payment for that child.

| FULL NAME | DATE OF BIRTH | SOCIAL SECURITY NO. | MONTHLY PAYMENT |
|---|---|---|---|
| | / / | - - | $ |
| | / / | - - | $ |
| | / / | - - | $ |
| | / / | - - | $ |
| | / / | - - | $ |
| | / / | - - | $ |
| | / / | - - | $ |

**FAMILY COURT**
**In the County of Harrison, State of West Virginia**

**DISSOLUTION OF MARRIAGE**

CASE NO. _____

Petitioner: Melissa Beth Perkins
Mailing Address: 15 Fairway Drive, Mount Clare, WV 26408
Telephone: (304) 657-7659
v.
Respondent: Matthew Allen Perkins
Mailing Address: 159 Hickory Drive, Jane Lew, WV 26378
Telephone: (304) 657-0141

# MARITAL SETTLEMENT AGREEMENT

I. **THE PARTIES**. This Marital Settlement Agreement ("Agreement") made this, May 30, 2024 is an agreement to dissolve the marriage between:

**HUSBAND**: Matthew Allen Perkins with a mailing address of 159 Hickory Drive, Jane Lew, WV 26378 ("Husband"), AND
**WIFE**: Melissa Beth Perkins with a mailing address of 15 Fairway Drive, Mount Clare, WV 26408 ("Wife").

The terms "Husband" and "Wife" have no correlation to the person's gender and are solely used to identify the individual to the local court. When mentioned in a singular version, "Husband" and "Wife," shall be known as a "Spouse," and when mentioned together, the Husband and Wife shall be known as the "Couple."

**II. MARRIAGE**. The Couple was married on December 27, 2008, in Clarksburg, WV.

**III. ARMED FORCES**. None of the Spouses are current members of the Armed Forces.

**IV. DATE OF SEPARATION**. The date of separation of the Couple was on November 17, 2023.

**V. GROUNDS FOR DIVORCE**. Irreconcilable differences have led to the irremediable breakdown of the marriage with no possibility of reconciliation.

**VI. MINOR CHILDREN OF THE MARRIAGE**. There are minor children of the Couple. The details related to Child Support, custody, and any other terms related to the Minor Children are found on page 5.

**VII. FINANCIAL DISCLOSURE**. The Couple have already exchanged with one another their financial disclosures in accordance with State law and separated finances and debts equally.

**VIII. SPOUSAL SUPPORT (ALIMONY)**. There shall not be Spousal Support as part of this dissolution of marriage or part of this Agreement. Neither Spouse shall be obligated to pay, provide for, or support one another after the marriage is dissolved ("Spousal Support").

**IX. CHANGE OF CIRCUMSTANCES**. The Couple agrees that Spousal Support CANNOT Change. No court shall have jurisdiction to change the Spousal Support payment or non-payment by Husband or Wife to the other Spouse at any time. This shall be regardless of any change of circumstances that may arise.

**X. HEALTH INSURANCE**. The Couple agrees that each Spouse is responsible for THEIR OWN health insurance. Respondent (Husband) will continue to carry the minor children on his insurance.

II.

**XI. MARITAL HOME**. At the time of writing this Agreement, the Couple owns a home, jointly, at the property address of 574 Mountain View Drive, Mount Clare, WV 26408 ("Marital Home").

**a.) Ownership**. The Marital Home is owned by Both Spouses.

**b.) Resident(s)**. Currently, the marital home is for sale.
**c.) Future**. Upon selling, the profit shall be divided equally between Spouses.

**XII. HUSBAND'S PROPERTY**. It is declared by the Couple that, under this Agreement, the Husband shall be the owner of the following: 2022 Toyota Tundra (loan to be paid in full by respondent/husband, including taxes, insurance, registration renewal and maintenance to be paid by respondent), 2006 Tahoe 215 Deck Boat, 2012 Yamaha VX 1200 Jet Ski, Club Car Precedent Golf Cart, Voya 401K Plan (100% to defendant), and the checking and savings account at Truist Bank (100% to defendant).

**XIII. WIFE'S PROPERTY**. It is declared by the Couple that, under this Agreement, the Wife shall be the owner of the following: 2022 Ford Explorer (loan to be paid in full by petitioner/wife, including taxes, insurance, registration renewal and maintenance to be paid by petitioner), Empower Retirement Plan (100% to petitioner), and checking accounts at Harrison County Bank and Chase Bank (100% to petitioner).

**XIV. PAYMENT TO BALANCE DIVISION**. There shall be a payment of $12,000.00 (from proceeds upon sale of marital home) from Respondent/Husband to Petitioner/Wife to achieve an equal division of the personal property. The Couple agrees their division of the assets and property is fair and divided in good faith.

**XV. HUSBAND'S LIABILITIES**. It is declared by the Couple that, under this Agreement, the Husband shall accept liability for the following: 2022 Toyota Tundra, 2006 Tahoe 215 Deck Boat, 2012 Yamaha VX 1200 Jet Ski, Club Car Precedent Golf Cart, and any personal credit cards and student loans in his name.

**XVI. WIFE'S LIABILITIES**. It is declared by the Couple that, under this Agreement, the Wife shall accept liability for the following: 2022 Ford Explorer and any personal credit cards and student loans in her name.

**XVII. RETIREMENT BENEFITS**. Following the divorce of dissolution, each Spouse shall retain their retirement benefits, whether in the form of employment accounts, 401(k), trust accounts, stocks and bonds, or any other investments that were made before or during the marriage.

**XVIII. LEGAL NAME CHANGE**. During or after the dissolution of marriage, there shall be no legal name change request by either of the Spouses.

**XIX. OTHER PROPERTY PROVISIONS**. All income, earnings, assets, or other property acquired by either Spouse after the date of separation shall be the separate property of the Spouse acquiring them, and each Spouse disclaims and waives any and all rights and interest in each asset acquired by the other after that date.

**XX. FULL DISCLOSURE OF ASSETS**. Each Spouse warrants to the other that they do not have any knowledge of any community assets other than those disclosed and listed in this Agreement. If either Spouse has any knowledge of any community asset other than those disclosed and listed in this Agreement, that warrantor shall transfer or pay to the warrantee, at the warrantee's election, one of the following:

**a.)** If the asset is reasonably susceptible to division, a portion of the asset equal to the warrantee's interest in it;
**b.)** The fair market value of the warrantee's interest in the asset on the effective date of this Agreement, plus interest at the maximum rate under State law or ten percent (10%) per annum, whichever is greater, from the effective date to the date of payment; or
**c.)** The fair market value of the warrantee's interest in the asset on the date on which the warrantee discovers the existence of the asset, plus interest at the maximum rate under State law or ten percent (10%) per annum, whichever is greater, from the discovery date to the date of payment.
This provision shall not be deemed to impair the availability, in a court of competent jurisdiction, of any other remedy arising from nondisclosure of community assets.

**XXI. FULL DISCLOSURE OF LIABILITIES**. Each Spouse warrants to the other that he or she has not incurred nor shall incur, on or before the effective date of this Agreement, any liability not disclosed and listed in this Agreement for which the other is or may become personally liable or that could be enforced at any time against an asset held or to be received under this Agreement by the other Spouse.

If either Spouse has incurred or does incur, on or before the effective date of this Agreement, any liability not disclosed and listed in this Agreement for which the other is or may become personally liable or that could be enforced at any time against an asset held or to be received under this Agreement by the other Spouse, that warrantor shall fully indemnify the other with respect to the obligation, including, but not limited to, any and all liability on the obligation, attorney fees, and related costs. This provision shall not be deemed to impair the availability, in a court of competent jurisdiction, of any other remedy arising from nondisclosure of such liabilities.

**XXII. FUTURE LIABILITIES.** Each Spouse warrants to the other that they shall not incur, after the effective date of this Agreement, any liability for which the other shall be or may become personally liable or that could be enforced against an asset held by the other Spouse.

**a.)** If either Spouse incurs, after the effective date of this Agreement, any liability for which the other shall be or may become personally liable or that could be enforced against an asset held by the other Spouse, that warrantor shall indemnify the other for any liability on the obligation, attorney fees, and related costs.

**XXIII. RELEASE OF LIABILITIES AND CLAIMS.** Except as otherwise provided in this Agreement, each Spouse hereby releases the other from all interspousal obligations, whether incurred before or after the effective date, and all claims to the property of the other. This release extends to all claims based on rights that have accrued before the marriage, including, but not limited to, property and support claims. The Couple have considered such claims in this Agreement.

**XXIV. STATUS OF TEMPORARY ORDERS.** All temporary orders previously rendered by the court in the pending dissolution action of the Couple shall be deemed fully satisfied as to those acts whose performance was required on or before the effective date of this Agreement and shall be deemed superseded by this Agreement as to those acts whose performance was not required.

**XXV. WAIVER OF RIGHTS ON DEATH OF OTHER SPOUSE.** Except for any Child Support statements made in the Child Support Attachment, each Spouse hereby waives the right to receive any property or rights whatsoever on the death of the other, unless such right is created or affirmed by the other under a will or other written document executed after the effective date of this Agreement. Each Spouse believes that he or she has received a fair and reasonable disclosure of the property and financial obligations of the other Spouse.
Except for rights listed in this Agreement, the rights waived include, but are not limited to, rights to any of the following:
**a.)** Property that would pass from the decedent by intestate succession;
**b.)** Property that would pass from the decedent by testamentary disposition;
**c.)** A probate homestead;
**d.)** The setting aside of exempt property;
**e.)** A family allowance;
**f.)** The setting aside of an estate;
**g.)** An election to take community or quasi-community property against the decedent's will;
**h.)** The statutory share of an omitted Spouse;
**i.)** An appointment as executor or administrator of the decedent's estate, except as the nominee of a third Spouse legally entitled to make such a nomination;
**j.)** Property that would pass from the decedent by non-probate transfer, such as the survivorship interest under a joint tenancy, a Totten trust account, or a payable-on-death account; and
**k.)** Proceeds as a beneficiary of any type of insurance policy.

**XXVI. RECONCILIATION.** If the Couple reconcile, this Agreement shall nevertheless remain in full effect unless and until it is modified or revoked in writing and signed by the Couple.

**XXVII. MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the Couple only by an instrument in writing signed by both of them, an oral agreement to the extent that the Couple executes it, or an in-court oral agreement made into an order by a court of competent jurisdiction.

**XXVIII. COOPERATION IN IMPLEMENTATION.** On demand of the other Spouse and without undue delay or expense, each Spouse shall execute, acknowledge, or deliver any instrument, furnish any information, or perform any other acts reasonably necessary to carry out the provisions of this Agreement. If a Spouse fails to execute any document as required by this provision, the court may appoint the court clerk or his or her authorized designee to execute the document on that Spouse's behalf.

**XXIX. EFFECTIVE DATE.** The effective date of this Agreement shall be the date of its execution by the second of the Couple to do so.

**XXX. COURT ACTION.** If a judgment of dissolution of marriage is obtained by either Spouse, the original of this Agreement shall be attached to the judgment. The court shall be requested to do the following:

a.) Approve the entire Agreement as fair and equitable;
b.) Order the Couple to comply with all of its executory provisions;
c.) Merge the provisions relating to child custody and visitation, Child Support, spousal support, future acts with respect to property division, attorney fees and costs, and income tax, and only those provisions, into the judgment; and
d.) Incorporate the remainder of the Agreement in the judgment for the sole purpose of identification.

**XXXI. ACKNOWLEDGMENTS.** Each Spouse acknowledges that he or she respectively (1) is fully informed as to the facts relating to the subject matter of this Agreement, and as to the rights and liabilities of the Couple; (2) enters into this Agreement voluntarily, free from fraud, undue influence, coercion, or duress of any kind; (3) is representing themselves in an "in pro per" status and is therefore not represented by legal counsel; (4) prior to executing this Agreement, either Spouse may have this Agreement reviewed by an attorney; and (5) has read, considered, and understands each provision of this Agreement.

**XXXII. SEVERABILITY.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**XXXIII. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the Couple on these matters, superseding any previous agreement between them.

**XXXIV. SIGNATURES AND DATES.** The foregoing is agreed to by the Husband and Wife with their acknowledged signatures below.

**Husband's Signature:** _____ Date: 5/30/24
Print Name: Matthew Allen Perkins

**Wife's Signature:** Melissa B. Perkins Date: 5/30/24
Print Name: Melissa Beth Perkins

# CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of West Virginia,

County of Harrison

On MAY 30, 20 24, before me, CHARLES J. ALASTANOS a Notary Public in and for the State of West Virginia personally appeared Matthew Allen Perkins and Melissa Beth Perkins who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of West Virginia that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

My commission expires: JUNE 15, 2025

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
CHARLES J. ALASTANOS
248 East Main Street
Clarksburg, WV 26301
My Commission Expires June 15, 2025

# CHILD SUPPORT ATTACHMENT

**I. MINOR CHILDREN.** There are 2 minor children of the marriage of the Couple. The minor children are as follows:
Name: **William Jennings Perkins** Date of Birth: 06/24/2011
Name: **Bryanna Marie Perkins** Date of Birth: 04/27/2015
**II. FUTURE CHILDREN.** The Couple is not expecting a child in the future.
Section I and Section II of this Child Support Attachment shall hereinafter be known as the "Minor Children."
**III. PHYSICAL CUSTODY.** The Couple chooses to enter into the following custody schedule: 50/50 time with each parent: Each Sunday at 4pm until the following Sunday at 4pm. Holidays and Birthdays to be split equally.
**IV. NOTICE OF CHANGE OF RESIDENCE.** The Couple agrees that both Spouses must obtain the consent of the other Spouse before moving out of county or more than one county away. All out of county moves shall be governed by WV code.
**V. PREVIOUS COURT ACTIONS.** The Couple has not had custody and visitation rights administered by a court.
**VI. CHILD SUPPORT.** Under this Agreement, there shall be child support paid by the Respondent to the Petitioner in the agreed upon amount of $1,200.00 per month for the everyday care of the Minor Children. Respondent will also continue to provide health, dental and vision insurance coverage for the Minor Children.
**VII. DEPENDENTS.** Both Spouses shall be allowed to claim the Minor Children as dependents for tax purposes as follows:
Husband's Dependents: William Jennings Perkins, until he is 17, then alternate with respondent starting in 2028.
Wife's Dependents: Bryanna Marie Perkins, until William turns 17, then alternate with petitioner thereafter.
**VIII. CHILD SUPPORT ACKNOWLEDGMENTS.** The Couple declares the following with regard to their agreement regarding Child Support:
**a.)** The Couple are fully informed of their rights concerning Child Support, including the right to have Child Support awarded in accordance with legislatively determined guidelines;
**b.)** This order is being agreed to without coercion or duress;
**c.)** The agreement is in the best interests of the child(ren) involved;
**IX. SIGNATURES AND DATES.** Any and all Attachments are agreed to by the Husband and Wife with their acknowledged signatures below.

**Husband's Signature:** _____ Date: 5/30/24
Print Name: Matthew Allen Perkins

**Wife's Signature:** Melissa B. Perkins Date: 5/30/24
Print Name: Melissa Beth Perkins

## CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of West Virginia
County of Harrison

On MAY 30, 2024, before me, CHARLES J. ALASTANOS a Notary Public in and for the State of West Virginia, personally appeared Matthew Allen Perkins and Melissa Beth Perkins who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of West Virginia that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

My commission expires: JUNE 15, 2025

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
CHARLES J. ALASTANOS
248 East Main Street
Clarksburg, WV 26301
My Commission Expires June 15, 2025

7.

**FORM OF REQUISITION**
**FOR PAYMENT FROM SERIES A**
**ADMINISTRATIVE EXPENSE FUND**

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

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

**REQUISITION FOR PAYMENT NO. (01/21/26)**

THE COUNTY COMMISSION OF HARRISON COUNTY (the "Issuer"), by its duly Authorized Representatives, hereby certifies, in connection with this Requisition for Payment from Series A Administrative Expense Fund (the "Requisition") under a Development Agreement for the above captioned bonds (the "Series 2008 A Bonds"), dated March 5, 2008 (the "Development Agreement") between the Issuer and the Developer, that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Development Agreement or the Indenture of Trust for the Series 2008 A Bonds, dated March 5, 2008 as supplemented and amended (the "Series 2008 A Trust Indenture") between the Issuer and UMB Bank as substitute trustee under the Series 2008 A Trust Indenture.

2. The amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund is necessary to pay Administrative Expenses incurred during the preceding six month period.

3. The amount requested to be disbursed from the Series A Administrative Expense Fund by this Requisition: (a) is a portion of the Administrative Expenses authorized for funding under the Series 2008 A Trust Indenture and Development Agreement, and (b) is an authorized expenditure under the Project Plan and the Act.

4. The total amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund pursuant to this Requisition is **$10,110.83**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$10,110.83.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$10,110.83** is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this **21st 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 #1236087 | Date: 01/12/2026 | $ 7,269.75 |
| MuniCap, Inc. | Invoice #122025-102 | Date: 12/29/2025 | $ 668.75 |
| UMB Bank | Invoice #1033931 | Date: 12/18/2025 | $ 2,172.33 |
| | | **Total** | **$10,110.83** |

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

January 12, 2026

**Via E-mail - lpysz@harrisoncountywv.gov**

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

Re: Charles Pointe TIF District Administrative Matters

Dear Laura:

Enclosed is our statement for services and expenses incurred through December 31, 2025, in connection with the above referenced matter. This invoice is an administrative expense of the Charles Pointe TIF District payable from the property tax revenues of such District. Please include in the next Requisition to Bond Trustee UMB Bank, Inc.

Please let me know if you have any questions.

Best regards.

Very truly yours,

Thomas L. Aman, Jr.

TLA/pjg
cc: mtonkin@harrisoncountywv.com
Enclosure
384480.00029

27022569.4

2026 # 13

STEPTOE & JOHNSON
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: | January 12, 2026 |
| Invoice Number: | 1236087 |
| Matter Number: | 384480.00029 |

**FOR PROFESSIONAL SERVICES THROUGH JANUARY 3, 2026**

**Client:** Harrison County Commission

**Matter:** Charles Pointe TIF District Administrative Matters

| | | |
|---|---|---|
| Total Current Fees | $ | 7,233.75 |
| Total Current Costs | | 36.00 |
| **Total Current Due** | **$** | **7,269.75** |

***Online Payments (eCheck/Credit Card):***
www.steptoe-johnson.com/payments

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

***Electronic Payment Instructions:***
The Hunt[illegible] [illegible]lumbus, OH)
[illegible]
[illegible]
[illegible]
***(Please Reference Invoice Number)***

Attorney-Client Communication - Privileged and Confidential

## TIME DETAIL

| Date | Initials | Description | Hours | Amount |
|---|---|---|---|---|
| 12/01/25 | LNS | Draft Resolution, Certification to County Commission, Notice of Lien, Certification to Sheriff and Letters to Landowners regarding Amended Eighteenth Revised Special Assessment Roll | 2.00 | 570.00 |
| 12/02/25 | TLA | Work on documents necessary for CED Board to correct Assessment error at direction of MuniCap | 4.50 | 1,777.50 |
| 12/03/25 | TLA | Finalize drafts of documents for correction of CED Assessment error for consideration of adoption by CED Board | 2.50 | 987.50 |
| 12/04/25 | TLA | Review MuniCap Memorandum explaining adjustments to Assessment Roll and provide comments | 1.00 | 395.00 |
| 12/04/25 | TLA | Confer with MuniCap on prepared revised assessment roll to be used for rebilling | 0.25 | 98.75 |
| 12/04/25 | LNS | Correspond with Board members to sign Board meeting documents | 0.50 | 142.50 |
| 12/05/25 | TLA | Attend to finalizing documents for CED Board meeting; respond to Trustee attorney questions regarding the changes being made to assessments | 0.50 | 197.50 |
| 12/05/25 | TLA | Participate in semi-annual CED Board meeting | 0.50 | 197.50 |
| 12/05/25 | LNS | Meet with Denielle Hansberry to sign documents for upcoming Board meeting | 1.25 | 356.25 |
| 12/08/25 | LNS | Draft Resolution regarding amendments to CED Assessments | 0.25 | 71.25 |
| 12/09/25 | LNS | Prepare documents for meeting with John Walker; correspondence with John Walker to schedule meeting | 0.50 | 142.50 |
| 12/10/25 | TLA | Work on finalizing CED documents prior to execution by CED Board Chair | 0.50 | 197.50 |
| 12/10/25 | LNS | Meet with John Walker to sign documents regarding Resolution approving Amendments to Eighteenth Revised Special Assessment Roll | 0.50 | 142.50 |

| Date | Initials | Description | Hours | Amount |
|---|---|---|---|---|
| 12/15/25 | TLA | Finalize letter to Sheriff providing notice of revised CED Assessments | 0.50 | 197.50 |
| 12/15/25 | LNS | Prepare Letter to Landowners, Certification of CED Assessments to County Commission, and Certification of CED Assessments to Sheriff | 1.75 | 498.75 |
| 12/16/25 | LNS | Prepare Letter to Landowners, Certification of CED Assessments to County Commission, and Certification of CED Assessments to Sheriff | 0.50 | 142.50 |
| 12/17/25 | TLA | Attend to finalizing documents for amendment of CED Assessments to correct error discovered by MuniCap; attend to distribution and filing of such documents | 1.50 | 592.50 |
| 12/18/25 | TLA | Attend to filings necessary to complete amendment of CED Assessments | 0.25 | 98.75 |
| 12/18/25 | LNS | Prepare Letter to Landowners, Certification of CED Assessments to County Commission, and Certification of CED Assessments to Sheriff | 1.50 | 427.50 |
| | | **Total** | | **$ 7,233.75** |

## TIMEKEEPER SUMMARY

| Name | Title | Rate | Hours | Amount |
|---|---|---|---|---|
| Lacy N. Smith | Associate | $285.00 | 8.75 | 2,493.75 |
| Thomas L. Aman, Jr. | Member | $395.00 | 12.00 | 4,740.00 |
| | | **Total** | **20.75** | **$ 7,233.75** |

## COST DETAIL

| Date | Description | Amount |
|---|---|---|
| 12/18/25 | Recording Fee: Harrison County Clerk – Recording of Notice of Lien CED (LNS/pjg) | 36.00 |
| | **Total** | **$ 36.00** |

## OUTSTANDING INVOICES

| Invoice Date | Invoice Number | Invoice Total | Payments | Total Balance |
|---|---|---|---|---|
| 10/22/25 | 1220571 | 1,341.00 | 0.00 | 1,341.00 |
| 12/15/25 | 1233535 | 1,996.25 | 0.00 | 1,996.25 |
| | | **Total** | | **$ 3,337.25** |

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: | January 12, 2026 |
| Invoice Number: | 1236087 |
| Matter Number: | 384480.00029 |

**FOR PROFESSIONAL SERVICES THROUGH JANUARY 3, 2026**

## REMITTANCE PAGE

**Client:** Harrison County Commission

**Matter:** Charles Pointe TIF District Administrative Matters

| | | |
|---|---|---|
| **Total Due This Invoice** | **$** | **7,269.75** |
| Balances From Previous Invoices | | 3,337.25 |
| **Total Amount Due** | **$** | **10,607.00** |
| **Amount of Payment** | **$** | |

***Online Payments (eCheck/Credit Card):***
www.steptoe-johnson.com/payments

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

***Electronic Payment Instructions:***
The Huntington National Bank (Columbus, OH)

Inte
***(Please reference Invoice Number)***

# INVOICE

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

| Invoice Date | Invoice # |
|---|---|
| 12/29/2025 | 122025-102 |

Balance Due $668.75

Remit check to: or Wire & ACH Instructions:

MuniCap, Inc.
PO Box #119
Simpsonville, MD 21150

*...ing info has changed:*

Bill To:

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

| Project | Charles Pointe Series 2008 | 1394 |
|---|---|---|

**PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT**

| Invoice Date | Invoice # |
|---|---|
| 12/29/2025 | 122025-102 |

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

| Terms | Client # |
|---|---|
| Net 30 | 1394 |

Project Charles Pointe Series 2008

| Item | DATE | Description | Hrs | Amount |
|---|---|---|---|---|
| Manager (SAM) | 11/5/2025 | File revenue source received. | 0.25 | 56.25 |
| Vice Pres (PSK) | 11/10/2025 | Review correspondence related to audit. | 0.25 | 62.50 |
| Sr Assoc (MS) | 11/12/2025 | Prepare account statements for updating account reconciliation. | 0.25 | 50.00 |
| Manager (SAM) | 11/14/2025 | Correspond related to developer's quarterly report, review, and remit to be posted. | 1 | 225.00 |
| Director (JLA) | 11/14/2025 | Post quarterly statement to EMMA. | 0.25 | 56.25 |
| Sr Assoc (MMM) | 11/14/2025 | Verify EMMA posting. | 0.25 | 50.00 |
| Director (JLA) | 11/25/2025 | Assist with identification and provision of material information related to on-going compliance. | 0.5 | 112.50 |
| Manager (SAM) | 11/25/2025 | Correspond related to upcoming meetings and provide status to vice president. | 0.25 | 56.25 |
| | | Subtotal Fees: | | 668.75 |

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

**Total** **$668.75**

PK **Billing Inquiries? Call (443) 539-4104** E

208

UMB

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

**Invoice 1033931**

| | |
|---|---|
| **Invoice Date:** | **December 18, 2025** |
| **Account Number:** | **141961.1** |
| **Administrator:** | **Teri Donofrio** |
| **Phone Number:** | **(612) 337-7005** |
| **Email:** | **Teresa.Donofrio@umb.com** |

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

**Billing Period:** **November 1, 2025 through November 30, 2025**

| | |
|---|---|
| Prior Balance: | $7,576.99 |
| Payments Received as of December 5, 2025 | $ 0.00 |
| Adjustments | $ 0.00 |
| Outstanding Balance: | $7,576.99 |
| **Current Billing Period:** | |
| Current Period Fees | $2,172.33 |
| **Total Fees Due** | $9,749.32 |

Remittance Stub
Billing Period 11/01/2025 - 11/30/2025

| | |
|---|---|
| Account Number: | 141961.1 |
| Invoice Number: | 1033931 |
| Remit Balance | $9,749.32 |

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

2008

UMB

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

Invoice 1033931

## Account Detail
## Charles Pointe Project 2008AB

## Account Number: 141961.1

### Administrative Fees

| | |
|---|---|
| Administration Fee | $458.33 |
| Extraordinary Administration Fees | 1,714.00 |
| **Administrative Fees Total** | **$2,172.33** |
| **Account Total** | **$2,172.33** |

UMB

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

**Invoice** **1033931**

# Statement of Receivables

**Reflects Only Those Payments Received And Applied As of December 5, 2025**

| Invoice Number | Invoice Date | Bill Period | Amount Receivable | Aged |
|---|---|---|---|---|
| 1024666 | September 19, 2025 | August 1, 2025 to August 31, 2025 | 2,500.33 | 77 days |
| 1027268 | October 17, 2025 | September 1, 2025 to September 30, 2025 | 2,500.33 | 49 days |
| 1030306 | November 20, 2025 | October 1, 2025 to October 31, 2025 | 2,576.33 | 15 days |
| | **Total Balance Due** | | **7,576.99** | |

8.

**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. 114 (01/21/26)**

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 **$9,350.00** 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) **$9,350.00.** 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 **21ST 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 #1236089 | Date: 01/12/2026 | $ 5,583.75 |
| UMB Bank | Invoice #1034132 | Date: 12/19/2025 | $ 1,810.00 |
| MuniCap, Inc. | Invoice #122025-339 | Date: 12/29/2025 | $ 1,956.25 |
| | | **Total** | **$ 9,350.00** |

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

January 12, 2026

**Via E-mail - lpysz@harrisoncountywv.gov**

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

Re: Charles Pointe EODD Administrative Matters

Dear Laura:

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

Please let me know if you have any questions.

Best regards.

Very truly yours,

Thomas L. Aman, Jr.

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

27022584.3

2017

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: | January 12, 2026 |
| Invoice Number: | 1236089 |
| Matter Number: | 384480.00030 |

**FOR PROFESSIONAL SERVICES THROUGH JANUARY 3, 2026**

**Client:** Harrison County Commission

**Matter:** Charles Pointe EODD Administrative Matters

| | | |
|---|---|---|
| Total Current Fees | $ | 5,583.75 |
| **Total Current Due** | **$** | **5,583.75** |

***Online Payments (eCheck/Credit Card):***
www.steptoe-johnson.com/payments

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

***Electronic Payment Instructions:***
The Huntington N[illegible] (Columbus, OH)
A[illegible]
Ro[illegible]

Internati
***(Please Reference Invoice Number)***

## TIME DETAIL

| Date | Initials | Description | Hours | Amount |
|---|---|---|---|---|
| 12/01/25 | LNS | Draft Notice and Agenda for special meeting on December 11, 2025 | 1.25 | 331.25 |
| 12/02/25 | TLA | Attend to finalizing meeting notice and agenda for Dec 11 EODD Board meeting | 0.25 | 98.75 |
| 12/03/25 | TLA | Review revised draft of statutory annual report circulated by MuniCap and provide final feedback | 1.50 | 592.50 |
| 12/03/25 | LNS | Draft Notice and Agenda Items regarding upcoming Board meeting; distribute Notice and Agenda and other documents regarding upcoming Board Meeting | 2.00 | 530.00 |
| 12/04/25 | TLA | Attend to Jeanie McNabb oath of office | 0.25 | 98.75 |
| 12/04/25 | TLA | Review annual financial statements prepared by MuniCap for EODD Board approval and attend to finalizing EODD Board packets for meeting | 0.75 | 296.25 |
| 12/04/25 | LNS | Prepare Board meeting packet for upcoming Board meeting | 1.00 | 265.00 |
| 12/11/25 | TLA | Participate in EODD Board meeting for consideration of approval of annual financial statements; statutory annual report; reappointment of Board members and discussion of restructure proposals | 3.00 | 1,185.00 |
| 12/11/25 | LNS | Attend EODD Board meeting on zoom | 3.25 | 861.25 |
| 12/12/25 | LNS | Submit Annual Statutory Report to Harrison County Commission and West Virginia Division of Economic Development | 0.50 | 132.50 |
| 12/30/25 | LNS | Draft Minutes from December 11, 2025 Board meeting | 1.00 | 265.00 |
| 12/31/25 | LNS | Draft Minutes from December 11, 2025 Board meeting | 3.50 | 927.50 |
| | | **Total** | | **$ 5,583.75** |

## TIMEKEEPER SUMMARY

| Name | Title | Rate | Hours | Amount |
|---|---|---|---|---|
| Lacy N. Smith | Associate | $265.00 | 12.50 | 3,312.50 |
| Thomas L. Aman, Jr. | Member | $395.00 | 5.75 | 2,271.25 |
| | | **Total** | **18.25** | **$ 5,583.75** |

## OUTSTANDING INVOICES

| Invoice Date | Invoice Number | Invoice Total | Payments | Total Balance |
|---|---|---|---|---|
| 12/15/25 | 1233537 | 6,190.00 | 0.00 | 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: | January 12, 2026 |
| Invoice Number: | 1236089 |
| Matter Number: | 384480.00030 |

**FOR PROFESSIONAL SERVICES THROUGH JANUARY 3, 2026**

## REMITTANCE PAGE

**Client:** Harrison County Commission

**Matter:** Charles Pointe EODD Administrative Matters

| | | |
|---|---|---|
| **Total Due This Invoice** | **$** | **5,583.75** |
| Balances From Previous Invoices | | 6,190.00 |
| **Total Amount Due** | **$** | **11,773.75** |
| **Amount of Payment** | **$** | |

***Online Payments (eCheck/Credit Card):***
www.steptoe-johnson.com/payments

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

***Electronic Payment Instructions:***
The [illegible] National Bank (Columbus, OH)
A.
Rout
International SWIFT $33
***(Please Reference Invoice Number)***

UMB

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

**Invoice 1034132**

| | |
|---|---|
| **Invoice Date:** | **December 19, 2025** |
| **Account Number:** | **158735.1** |
| **Administrator:** | **Teri Donofrio** |
| **Phone Number:** | **(612) 337-7005** |
| **Email:** | **Teresa.Donofrio@umb.com** |

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

**Billing Period:** **November 1, 2025 through November 30, 2025**

| | |
|---|---|
| Prior Balance: | $8,175.00 |
| Payments Received as of December 5, 2025 | $ 0.00 |
| Adjustments | $ 0.00 |
| Outstanding Balance: | $8,175.00 |
| | |
| **Current Billing Period:** | |
| Current Period Fees | $1,810.00 |
| **Total Fees Due** | $9,985.00 |

Remittance Stub
Billing Period 11/01/2025 - 11/30/2025

| | |
|---|---|
| Account Number: | 158735.1 |
| Invoice Number: | 1034132 |
| Remit Balance | $9,985.00 |

Payment Due Upon Receipt

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

☐ Check Enclosed $_____

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

2019

UMB

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

**Invoice** 1034132

## Account Detail — Account Number: 158735.1
## Charles Pointe EODD 2019ABC

### Administrative Fees

| | |
|---|---|
| Administration Fee | $625.00 |
| Extraordinary Administration Fees | 1,185.00 |
| **Administrative Fees Total** | **$1,810.00** |
| **Account Total** | **$1,810.00** |

UMB

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

**Invoice** **1034132**

# Statement of Receivables

**Reflects Only Those Payments Received And Applied As of December 5, 2025**

| Invoice Number | Invoice Date | Bill Period | Amount Receivable | Aged |
|---|---|---|---|---|
| 1027535 | October 20, 2025 | September 1, 2025 to September 30, 2025 | 3,378.00 | 46 days |
| 1030337 | November 20, 2025 | October 1, 2025 to October 31, 2025 | 4,797.00 | 15 days |
| | **Total Balance Due** | | **8,175.00** | |

# INVOICE

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

| Invoice Date | Invoice # |
|---|---|
| 12/29/2025 | 122025-339 |

Balance Due $1,956.25

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

**MuniCap, Inc.**
**PO Box #119**
**Simpsonville, MD 21150**

Bill To:

Gina Jones
Director of Grants and Special Proj.
Harrison County Commission
229 South 3rd Street
Clarksburg, WV 26301

Project: Charles Pointe 2019 2024

**PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT**

**Invoice Date** 12/29/2025

**Invoice #** 122025-339

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

Terms: Net 30 | Client #: 2024

Project: Charles Pointe 2019

| Item | DATE | Description | Hrs | Amount |
|---|---|---|---|---|
| Manager (SAM) | 11/3/2025 | Update statutory report with comments from vice president and remit to legal for review. | 0.75 | 168.75 |
| Proj Mgr (VVJ) | 11/5/2025 | Review September journal entries and support. | 0.25 | 53.75 |
| Manager (SAM) | 11/5/2025 | File revenue source received. | 0.25 | 56.25 |
| Proj Mgr (VVJ) | 11/7/2025 | Revise FY25 draft audit report per counsel's comments and provide additional documentation in order to respond to the questions. | 1.5 | 322.50 |
| Proj Mgr (VVJ) | 11/10/2025 | Confirm September QuickBooks balances and approve journal entries. | 0.25 | 53.75 |
| Manager (SAM) | 11/10/2025 | Review annual statutory report comments from legal and begin updates. | 2.5 | 562.50 |
| Assoc (JJD) | 11/10/2025 | Complete excise tax database for October. | 0.5 | 87.50 |
| Manager (SAM) | 11/11/2025 | Review prior semiannual reports and prior correspondence related to developer information within the statutory annual report and follow up with the developer for additional information. | 1 | 225.00 |
| Proj Mgr (VVJ) | 11/12/2025 | Prepare September financial reports and email to the Board and Counsel. | 0.5 | 107.50 |
| Sr Assoc (MS) | 11/19/2025 | Prepare account statements for updating account reconciliation. | 0.25 | 50.00 |
| Sr Assoc (OO) | 11/24/2025 | Prepare October journal entries. | 0.5 | 100.00 |
| Director (JLA) | 11/25/2025 | Assist with identification and provision of material information related to on-going compliance. | 0.5 | 112.50 |
| Manager (SAM) | 11/25/2025 | Correspond related to upcoming meetings and provide status to vice president. | 0.25 | 56.25 |
| | | Subtotal Fees: | | 1,956.25 |

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

**Total** **$1,956.25**

PK

**Billing Inquiries? Call (443) 539-4104**

E

2019

**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. 56**

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 **$98.75.** 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) **$98.75** 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 **21st 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 #1236085 | Date: 01/12/2026 | $ | 98.75 |
| | | **Total** | **$** | **98.75** |

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

January 12, 2026

**Via E-mail - lpysz@harrisoncountywv.gov**

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

Re: White Oaks Business Park TIF District Administrative Matters

Dear Ms. Pysz:

Enclosed is our statement for services and expenses incurred through December 31, 2025, in connection with the above referenced matter. This invoice is an administrative expense of the White Oaks Business Park TIF District (District No. 3) payable from the Administrative Expense Fund established for such District. Please include this invoice in the next Requisition which the County Commission submits to the 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
cc: mtonkin@harrisoncountywv.com
384480.00033

2671

27413207.4

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: | January 12, 2026 |
| Invoice Number: | 1236085 |
| Matter Number: | 384480.00033 |

**FOR PROFESSIONAL SERVICES THROUGH JANUARY 3, 2026**

**Client:** Harrison County Commission

**Matter:** White Oaks TIF Administrative Matters

| | | |
|---|---|---|
| Total Current Fees | $ | 98.75 |
| **Total Current Due** | **$** | **98.75** |

***Online Payments (eCheck/Credit Card):***
www.steptoe-johnson.com/payments

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

***Electronic Payment Instructions:***
The Hun [illegible] Bank (Columbus, OH)
A [illegible]
R [illegible]
Int [illegible]
***(Please Reference Invoice Number)***

Attorney-Client Communication - Privileged and Confidential

## TIME DETAIL

| Date | Initials | Description | Hours | Amount |
|---|---|---|---|---|
| 12/08/25 | TLA | Confer with Trustee regarding treatment of requisitions | 0.25 | 98.75 |
| | | **Total** | | **$ 98.75** |

## TIMEKEEPER SUMMARY

| Name | Title | Rate | Hours | Amount |
|---|---|---|---|---|
| Thomas L. Aman, Jr. | Member | $395.00 | 0.25 | 98.75 |
| | | **Total** | **0.25** | **$ 98.75** |

## OUTSTANDING INVOICES

| Invoice Date | Invoice Number | Invoice Total | Payments | Total Balance |
|---|---|---|---|---|
| 12/15/25 | 1233533 | 296.25 | 0.00 | 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: | January 12, 2026 |
| Invoice Number: | 1236085 |
| Matter Number: | 384480.00033 |

**FOR PROFESSIONAL SERVICES THROUGH JANUARY 3, 2026**

## REMITTANCE PAGE

**Client:** Harrison County Commission

**Matter:** White Oaks TIF Administrative Matters

| | | |
|---|---|---|
| **Total Due This Invoice** | **$** | **98.75** |
| Balances From Previous Invoices | | 296.25 |
| **Total Amount Due** | **$** | **395.00** |
| **Amount of Payment** | **$** | |

***Online Payments (eCheck/Credit Card):***
www.steptoe-johnson.com/payments

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

***Electronic Payment Instructions:***
The Huntington [illegible] ous, OH)
A

***(Please Reference Invoice Number)***

10-A.

**EMERGENCY ABSENTEE VOTING POLICY**

**HARRISON COUNTY, WEST VIRGINIA**

**2026 PRIMARY AND GENERAL ELECTIONS**

**WHEREAS,** West Virginia Code 3-3-5c (a) authorizes county commissions in West Virginia to adopt a policy extending emergency absentee voting procedures in their county: and

**WHEREAS,** it is the opinion of this Commission that the adoption of such a policy would benefit the citizens of Harrison County:

**THE FOLLOWING POLICY IS HEREBY ADOPTED BY THIS COMMISSION:**

A person qualified to vote an absentee voter's ballot as defined by West Virginia Code 3-3-1 and who is confined or expects to be confined on the day of the election in:

**UNITED HOSPITAL CENTER**

Such qualified person or immediate family must make proper request for voting an emergency absentee ballot no earlier than the seventh day proceeding the election and no later than noon on Election Day as set forth in 3-3-5c(d).

Accordingly, the above emergency absentee voting policy is adopted by the undersigned commissioners this ____ day of January 2026.

14.

January 21st, 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 Dola Dairy Mart at 2978 Wallace Pike, Lumberport, West Virginia, 26386. This was discussed and approved at the January 21st, 2026 Harrison County Commission Meeting. Please let us know if any further information is needed.

Sincerely,

_____
Susan J. Thomas, President
Harrison County Commission

**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 front portion of the form.**

**To: Municipal Clerk or Recorder**

Under the requirements set forth in W.Va. Code § 11-16-8(a)(5), a person intending to apply for a license to operate a WVABCA licensed Class B establishment 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 WVABCA. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Class B licensed establishment issued pursuant to the provisions of § Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: WVHotSpot.net, LLC.

DBA (Doing Business As): Dola Dairy Mart

Address of Establishment: 2978 Wallace Pike (Street/Route) | Lumberport (City) | WV (State) | 26386 (Zip Code)

Applicant's Name(s): Hinton (Last) | Thomas (First) | E (Middle)

_____ (Last) | _____ (First) | _____ (Middle)

_____ (Last) | _____ (First) | _____ (Middle)

_____ (Last) | _____ (First) | _____ (Middle)

_____ (Last) | _____ (First) | _____ (Middle)

General Description of Premises: Convenience Store & Gas Station

**This Notice has been filed with the Clerk or Recorder of the City/Town of** Lumberport **on this** January **day of** 8th, 2026.

Applicant's Signature(s): Thomas E Hinton III Date: 1/8/26

_____ Date: _____

_____ Date: _____

_____ Date: _____

(Municipality to fill out reverse side of form) ABCA-Lic.Z.2

16.

**A RESOLUTION AUTHORIZING THE APPLICATION FOR THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE FOR THE WV SPAY/NEUTER ASSISTANCE PROGRAM, ADOPTING ALL SPECIAL CONDITIONS AND ASSURANCES CONTAINED IN SAID GRANT; APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID GRANT**

**WHEREAS,** the Harrison County Commission wishes to participate by applying for the WV Spay Neuter Assistance Program grant through the West Virginia Department of Agriculture, on behalf of the Harrison County Animal Control, and

**WHEREAS,** if awarded, the Harrison County Animal Control, through an application process, will have the ability to provide assistance to successful applicants to spay/neuter their animals, while controlling the pet overpopulation, and

**WHEREAS,** by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing and directing the participation in the West Virginia Department of Agriculture Spay and Neuter Assistance Program, and

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

The Harrison County Commission authorizes the application for the WV Spay Neuter Assistance Program grant through the West Virginia Department of Agriculture, for the Harrison County Animal Control for an amount between Ten Thousand Dollars, ($10,000) and not more than Twenty-Five Thousand ($25,000) and commits to the match if required.

**PASSED** by the Harrison County Commission on this the 21st day of January 2026.

_____

**Susan Thomas, President**
**Harrison County Commission**

**ATTEST:**

_____

**John Spires, County Clerk**

23-A.

# Harrison County Commission

## Request to Attend Meeting

Name: Paul Bump

Department: E911

Destination: MECCA 911 911 Responders Drive, Morgantown, WV 26501

Travel Dates: January 28, 2026

Reason: WV SIRN - Regional Interoperability Committee Meeting

**Total Estimated Cost** $ 0.00

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

Employee Signature: _____ Date: 12/12/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

23-B.

# Harrison County Commission

## Request to Attend Meeting

Name: Travis Miller

Department: E911

Destination: MECCA 911 911 Responders Drive, Morgantown, WV 26501

Travel Dates: January 28, 2026

Reason: WV SIRN - Regional Interoperability Committee Meeting

**Total Estimated Cost** $ 0.00

Transportation $ $0.00

Air $ _____

Private Vehicle:

Mileage _____ X .70 $ 0.00

Rental Car $ _____

Lodging $ _____

Registration $ _____

Meals (Estimated) $ _____

Incidentals $ _____

Employee Signature: _____ Date: 12/12/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

24-A.

# Harrison County Commission

## Request to Attend Meeting

| | |
|---|---|
| Name | Theresa Hawkins |
| Department | 911 |
| Destination | Valley Park Conference Center, Hurricane |
| Travel Dates | February 25, 2026 |
| Reason | NENA Enhanced Police Dispatching |

| | | | | |
|---|---|---|---|---|
| **Total Estimated Cost** | | | | $ 432.00 |
| Transportation | | | | $ $0.00 |
| Air | | | $ 0.00 | |
| Private Vehicle: | | | | |
| Mileage | 0 | X .70 | $ 0.00 | |
| Rental Car | | | $ 0.00 | |
| Lodging | | | | $ 110.00 |
| Registration | | | | $ 220.00 |
| Meals | (Estimated) | | | $ 102.00 |
| Incidentals | | | | $ 0.00 |

Employee Signature: Thresa Hawkins Date: 12-3-25

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

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

Date: _____

A8 Form Revised: May 1, 2014

24-B.

# Harrison County Commission

## Request to Attend Meeting

Name: Tabitha Robey

Department: 911

Destination: Valley Park Conference Center, Hurricane

Travel Dates: February 25, 2026

Reason: NENA Enhanced Police Dispatching

| | | | |
|---|---|---|---|
| **Total Estimated Cost** | | | $ 432.00 |
| Transportation | | | $ $0.00 |
| Air | | $ 0.00 | |
| Private Vehicle: | | | |
| Mileage | 0 X .70 | $ 0.00 | |
| Rental Car | | $ 0.00 | |
| Lodging | | | $ 110.00 |
| Registration | | | $ 220.00 |
| Meals (Estimated) | | | $ 102.00 |
| Incidentals | | | $ 0.00 |

Employee Signature: Tabitha D Robey Date: 12/8/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

25-A.

# Harrison County Commission

## Request to Attend Meeting

Name: Lorenda McConnell

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: Lorenda McConnell Date: 12/22/2025

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

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

Date: _____

A8 Form Revised: May 1, 2014

25-B.

# Harrison County Commission

## Request to Attend Meeting

Name: Nina Loar

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: _____ Date: 11-28-25

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

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

Date: _____

A8 Form Revised: May 1, 2014

25-C.

# Harrison County Commission

## Request to Attend Meeting

Name: Natasha McDaniel

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: Natasha N McDaniel Date: 12/22/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

25-D.

# Harrison County Commission

## Request to Attend Meeting

Name: Corey Hagan

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: Corey Hagan Date: 12/22/2025

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

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

Date: _____

A8 Form Revised: May 1, 2014

25-E.

# Harrison County Commission

## Request to Attend Meeting

Name: Tyara Martin

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: _____ Date: 12/29/25

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

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

25-F.

# Harrison County Commission

## Request to Attend Meeting

Name: Rebecca Ayers

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: [signature] Date: 12-22

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

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

25-G.

# Harrison County Commission

## Request to Attend Meeting

Name: Theresa Hawkins

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: Thera Hawkins Date: 12/22/25

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

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

Date: _____

A8 Form Revised: May 1, 2014

25-H.

# Harrison County Commission

## Request to Attend Meeting

Name: Tabitha Robey

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: _____ Date: 12-22-25

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

County Commission Action ( ) Approve ( ) Disapprove

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

Date: _____

A8 Form Revised: May 1, 2014

25-I.

# Harrison County Commission

## Request to Attend Meeting

Name: Brandon Delaney

Department: 911

Destination: Monongalia County 9-1-1, Morgantown

Travel Dates: March 3, 2026

Reason: Crisis Intervention Team (CIT) Dispatcher Certification

**Total Estimated Cost** $ 0.00

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

Employee Signature: B Delaney Date: 12/22/2025

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

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

Date: _____

A8 Form Revised: May 1, 2014

26-A.

# Harrison County Commission

## Request to Attend Meeting

Name: Jade Haggerty

Department: 911

Destination: Four Points by Sheraton - Charleston, WV

Travel Dates: March 22-26

Reason: WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision course (Pre-conference class)

**Total Estimated Cost** $ ~~000~~ 962.00

| | | | |
|---|---|---|---|
| Transportation | | | $ $0.00 |
| Air | | $ | |
| Private Vehicle: | | | |
| Mileage | X .70 | $ 0.00 | |
| Rental Car | | $ | |
| Lodging | | | $ 500.00 |
| Registration | | | $ 250.00 |
| Meals (Estimated) | | | $ 212.00 |
| Incidentals | | | $ |

Employee Signature: Jade Haggerty Date: 1/12/26

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

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

Date: _____

A8 Form Revised: May 1, 2014

26-B.

# Harrison County Commission

## Request to Attend Meeting

| | |
|---|---|
| Name | Megan Rowand |
| Department | 911 |
| Destination | Four Points by Sheraton - Charleston, WV |
| Travel Dates | March 22-26 |
| Reason | WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision course (Pre-conference class) |

**Total Estimated Cost** $ ~~000~~ 962.00

| | | | |
|---|---|---|---|
| Transportation | | | $ $0.00 |
| Air | | $ | |
| Private Vehicle: | | | |
| Mileage | X .70 | $ 0.00 | |
| Rental Car | | $ | |
| Lodging | | | $ 500.00 |
| Registration | | | $ 250.00 |
| Meals | (Estimated) | | $ 212.00 |
| Incidentals | | | $ |

Employee Signature: Megan D. Rowand Date: 1/9/26

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

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

A8 Form Revised: May 1, 2014

26-C.

# Harrison County Commission

## Request to Attend Meeting

Name: Gary Keith II

Department: 911

Destination: Four Points by Sheraton - Charleston, WV

Travel Dates: March 22-26

Reason: WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision course (Pre-conference class)

**Total Estimated Cost** $ ~~0.00~~ 962.00

| | | | |
|---|---|---|---|
| Transportation | | | $ $0.00 |
| Air | | $ | |
| Private Vehicle: | | | |
| Mileage | X .70 | $ 0.00 | |
| Rental Car | | $ | |
| Lodging | | | $ 500.00 |
| Registration | | | $ 250.00 |
| Meals (Estimated) | | | $ 212.00 |
| Incidentals | | | $ |

Employee Signature: [signature] Date: 1-10-25

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

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

Date: _____

A8 Form Revised: May 1, 2014

26-D.

# Harrison County Commission

## Request to Attend Meeting

Name: Michael Coffey

Department: 911

Destination: Four Points by Sheraton - Charleston, WV

Travel Dates: March 22-26

Reason: WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision course (Pre-conference class)

**Total Estimated Cost** $ 962.00

| | | | |
|---|---|---|---|
| Transportation | | | $ $0.00 |
| Air | | $ | |
| Private Vehicle: | | | |
| Mileage | X .70 | $ 0.00 | |
| Rental Car | | $ | |
| Lodging | | | $ 500.00 |
| Registration | | | $ 250.00 |
| Meals (Estimated) | | | $ 212.00 |
| Incidentals | | | $ |

Employee Signature: _____ Date: 1-10-26

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

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

Date: _____

A8 Form Revised: May 1, 2014

26-E.

# Harrison County Commission

## Request to Attend Meeting

Name: Natasha McDaniel

Department: 911

Destination: Four Points by Sheraton - Charleston, WV

Travel Dates: March 22-26

Reason: WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision course (Pre-conference class)

**Total Estimated Cost** $ ~~[illegible]~~ 962.00

| | | | |
|---|---|---|---|
| Transportation | | | $ $0.00 |
| Air | | $ | |
| Private Vehicle: | | | |
| Mileage | X .70 | $ 0.00 | |
| Rental Car | | $ | |
| Lodging | | | $ 500.00 |
| Registration | | | $ 250.00 |
| Meals (Estimated) | | | $ 212.00 |
| Incidentals | | | $ |

Employee Signature: Natasha J. McDaniel Date: 1/10/26

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

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

A8 Form Revised: May 1, 2014

A-1.

**United States of America**

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

# Clerk's Fiduciary Report

**Estate from Wednesday, December 24, 2025, through Tuesday, January 6, 2026**

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, Monday, December 29, 2025, the following matters were disposed of in the presence of the Clerk:**

---

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

---

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

**KENCEL WADE MATHENY**, who was named in the last will and testament of **AUDRA JUNE MATHENY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

**On, Tuesday, December 30, 2025, the following matters were disposed of in the presence of the Clerk:**

---

A duly exemplified copy of the last will and testament of **MARY E PATTERSON**, deceased, late a resident of FAYETTE, KENTUCKY, was admitted to record.

---

A duly exemplified copy of the last will and testament of **CHARLES H KENNEDY**, deceased, late a resident of NIAGARA, NEW YORK, was admitted to record.

---

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

**DEBORA L NICHOLSON**, who was named in the last will and testament of **JAMES CALVIN MARKS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Monday, January 5, 2026, the following matters were disposed of in the presence of the Clerk:**

---

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

**RODNEY ALLEN BATES**, who was named in the last will and testament of **JANET LEE BATES**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

---

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

**SUSAN DIANNE DYE**, who was named in the last will and testament of **MARY ELIZABETH GUMP**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

John R Spires
Clerk of the Harrison County Commission

Wednesday, January 21, 2026

Confirmed

A-2.

**United States of America**

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

# Clerk's Fiduciary Report

## Estate from Wednesday, January 7, 2026, through Tuesday, January 13, 2026

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, January 7, 2026, the following matters were disposed of in the presence of the Clerk:**

---

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

**RHONDA CURREY**, who was named in the last will and testament of **ORETTA RUTH HURST**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

---

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

**MICKEY GENE PETITTO**, who was named in the last will and testament of **TONY ROGER PETITTO**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

---

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

**NANCY KAE BICE**, who was named in the last will and testament of **EVAN STUMP BICE**, 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, **JESSE LAFON** was appointed and qualified as ADMINISTRATOR of the estate of **MARY EVELYN LAFON**, deceased. Bond was 140,000.00.

**On, Thursday, January 8, 2026, the following matters were disposed of in the presence of the Clerk:**

---

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

---

A duly exemplified copy of the last will and testament of **PAULINE V KOON**, deceased, late a resident of JEFFERSON, OHIO, was admitted to record.

---

A duly exemplified copy of the last will and testament of **HARLEY KOON SR**, deceased, late a resident of JEFFERSON, OHIO, was admitted to record.

---

A duly exemplified copy of the last will and testament of **MABEL G DAVIS**, deceased, late a resident of MARICOPA, ARIZONA, was admitted to record.

**On, Friday, January 9, 2026, 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, **PATRICIA KATHLEEN WAGNER** was appointed and qualified as ADMINISTRATOR of the estate of **DAVID LEE EVERITT**, deceased. Bond was 10,000.00.

---

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

**PATRICIA MARIE ZSELTVAY**, who was named in the last will and testament of **FLORA JOSEPHINE WOODBURN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Monday, January 12, 2026, 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, **MARY CATHERINE KNAPP** was appointed and qualified as ADMINISTRATRIX of the estate of **SALVATORE JOSEPH BARNES**, deceased. Bond was 1,000.00.

---

A duly certified copy of the last will and testament of **MARK ALAN HENDERSON**, deceased, late a resident of TAYLOR, WEST VIRGINIA, was admitted to record.

**On, Tuesday, January 13, 2026, the following matters were disposed of in the presence of the Clerk:**

---

A duly certified copy of the last will and testament of **ROBERT T KOON SR**, deceased, late a resident of HANCOCK, WEST VIRGINIA, was admitted to record.

---

A duly certified copy of the last will and testament of **BETTY L BICKERSTAFF**, deceased, late a resident of HANCOCK, WEST VIRGINIA, was admitted to record.

---

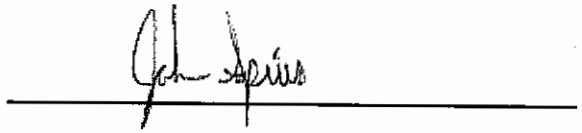
The last will and testament of **ELIZABETH JANE WADDELL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**DEBORAH JANE CARTER**, who was named in the last will and testament of **ELIZABETH JANE WADDELL**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

---

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

**TRACY M COLTON**, who was named in the last will and testament of **MARIE COLTON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.



John R Spires
Clerk of the Harrison County Commission

Wednesday, January 21, 2026

Confirmed

C-1.

**Enlarged Hepzibah Public Service District**
**Regular Board Meeting**

# Monday
# January 12, 2026
# 4:30 PM

## AGENDA

1. Call meeting to order

2. Elect Officers

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

4. Manager's Report

5. Old Business

6. New Business
   A. Discuss Employees' available vacation & personal time at end of calendar year 2024 (if any over 40 hours)

7. Public Comments

8. Adjournment

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

C-2.

# Sun Valley Public Service District

## Regular Board Meeting

**Tuesday, November 11, 2025**

**With due notice published and a quorum present, Chairman Dale called the meeting to order: ROLL CALL**

| Present | Employees | Also Present |
|---|---|---|
| Richard "Gregg" Dale | Kevin Short | Cody Turner |
| Connor Thompson | | Zack Dobbins |
| Sandra Patterson | | Doug Mazer |
| | | Shawn Mazer |
| | | Charles Mazer |
| | | Richard Sinclair |

1. **Approval of Minutes**
   **Sandra Patterson a motion to approve the minutes from the Regular Board meeting on Tuesday October 14, 2025, as read. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

**A.** Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water Revenue to Water working Capital Reserve Savings Account for FY 2025-2026 and discussed. After discussion, **Connor Thompson made a motion to approve the CWCR (Current Cash Working Capital Reserve, Water Revenue to Water working Capital Reserve Savings Account for FY 2025-2026. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

**B.** Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer Revenue to Sewer working Capital Reserve Savings Account for FY 2025-2026 and discussed. After discussion, **Connor Thompson made a motion to approve the CWCR (Current Cash Working Capital Reserve, Sewer Revenue to Sewer working Capital Reserve Savings Account for FY 2025-2026. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

2. **Signing of Checks**
   **Sandra Patterson made a motion to approve the Check Signed Document dated 10/14/25 through 11/11/25. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

3. **Phase IIIB Sewer Project**
   Zack informed the Board that he had the 10th Payment Request for the Phase IIIB Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #10 for the Phase IIIB Sewer Project, with $3,300.00 going to JD Utility Services, LLC; with $33,368.80 going to Thrasher Engineering; and $277,138.30 going to Pro Contracting Inc., for a grand total of $313,807.10 to be submitted to WVDEP (SRF) and the WV WDA EEG. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

4. **Thrasher Engineering Progress Report**

Cody Turner gave the Board a progress report on the construction.

**Phase IIIB** – Cody informed the Board that they are approximately 3 weeks behind schedule. The Contractor is about 61% complete. They have about 1000 feet left for the gravity sewer line in Fletcher Heights and approximately 300 Linear feet of gravity sewer and MH to set to complete the line at Liberty Pump Station. They plan to lay the gravity sewer line within 10 feet of the tie-in point at Liberty Pump Station as they cannot tie-in until all lines and manholes have been tested. When the line is complete to Liberty Pump Station, that crew will go to the Armory Lift Station and work on replacing rails and upgrades. The other crew will continue will continue in Fletcher Heights until it is complete. Cody said both E-one grinder units have been set. There is one remaining bore that needs to be completed on Old Davisson Run Road (8"bore). Cody and the Board continued discussion on Phase IIIB.

**Indian Run** – Kevin informed the guests from Indian Run that he received a letter from IJDC (Infrastructure Jobs Development Council), dated November 5, 2025. The letter was in reference to Water Critical Needs Line Extension Project No. 2024W-2634, IJDC Binding Commitment. Kevin said that they have all of the rights of ways and we have most of the permits back. Cody said the Health Department is completed and the Cultural District Clearance has been obtained. Cody said we are still waiting on MPDES Storm water, but it was submitted in early November and we are waiting to hear back from them. Cody said the main one we are waiting on is the DOH permit and he is going to give them a couple more days before they let Clay Riley handle this. Kevin said he is in hopes that we will have spring construction. Kevin and the Board and guests continued much discussion on the Indian Run Project. After discussion was finished, **Connor Thompson made a motion to accept the Binding Commitment from IJDC for the Indian Run Project. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

5. **Manager's Report**

**A.** Kevin provided the Board with copies of the Delinquency report that includes Lake Floyd PSD and Sun Valley PSD sewer showing the total amounts still past due before charges were created on October 28, 2025 and discussed.

**B.** Kevin provided the Board with copies of the Water and Sewer Bond Payment Schedule and advised the Board that all of the Bond payments are paid to date.

**C.** Kevin provided the Board with a copy of the Water Loss Report for July 2025 through June 2026. Kevin informed the Board that we had a Water Loss of 23.77% for the month of October, 2025. He said that we have a 20.35% adjusted Water Loss for FY 2025-2026. Kevin and the Board discussed this in detail.

**D.** Kevin provided the Board with a copy of the Water and Sewer spreadsheets that show the total amount billed compared to the total amount purchased for the month of October, 2025 and discussed.

**E.** Kevin provided the Board with a copy of the Vendor Invoice Report dated 10/31/25, for Sun Valley PSD Water & Sewer and discussed.

**F.** Kevin provided the Board with a copy of what Sewer owes Water as of 10/31/25 and discussed.

**G.** Kevin provided the Board with a copy of invoices that were paid for Lake Floyd PSD on 10/1/25 from Huntington Bank. Kevin and the Board discussed.

**H.** Kevin informed the Board that Stuart Frazier will be here Wednesday and Thursday to train Rhonda Beezel on ASI. Kevin and the Board discussed the merger of Sun Valley PSD and Hepzibah PSD in detail.

**I.** Kevin informed the Board that the PSC will be here the week of November 17th to do the audit

for Sun Valley PSD and Hepzibah PSD's 19A Water rate increases.

**J.** Kevin informed the Board that we got the signage on for the new dump truck, plus we got the tool box and steps on it.

**K.** Kevin informed the Board that we got two and a half new fire hydrants installed. We actually have three, but the reason he is saying two and a half is because the hydrant at Liberty Addition Alley is five and a half feet deep, so he had to order a two foot extension. Kevin and the Board discussed in detail.

**L.** Kevin informed the Board that he and the servicemen got the new water line installed at the office and out of the parking lot. Kevin said he spoke with Asphalt King and they are going to try and get here next week to finish the driveway and get it sealed. Kevin and the Board discussed this further.

**M.** Kevin informed the Board that we are going to have to redo BFS 2" meter pit because all of those big trucks pulling in and out of there has crushed the meter pit. Kevin said he has already bought all of the supplies and hopefully, weather permitting, we can get it done next Monday.

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

**6. <u>Next Board Meeting</u>**

Sandra Patterson announced that the next Board meeting would be December 2, 2025. Since Kevin is going to be on vacation the week of the next scheduled Board meeting (December 9, 2025), they decided to move it to December 2, 2025.

**7. <u>Adjournment</u>**

There being no further business, **Connor Thompson made a motion to adjourn the meeting. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

Chairman

Treasurer

Secretary

aja

C-3.

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

** OPEN INVOICES ** DUE DATE: 11/30/25 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 11/30/25 **

** PAY-TO VENDOR **

ALL FUNDS

| | ACCOUNT # | TITLE | QUAN | AMOUNTS | QUAN | BALANCES |
|---|---|---|---|---|---|---|
| B | 80 651 100 00 | MAINTENANCE OF MAINS | 3 | 4,200.83 | 3 | 4,200.83 |
| B | 80 651 200 00 | MAINTENANCE OF MAINS-HYDRANTS | 2 | 13,600.00 | 2 | 13,600.00 |
| B | 80 923 400 00 | OUTSIDE SERVICES-ACCOUNTING | 2 | 7,508.30 | 2 | 7,508.30 |
| B | 80 933 000 00 | TRANSPORTATION | 1 | 133.00 | 1 | 133.00 |
| | FUND# 80 | WATER FUND | 8 | 25,442.13 | 8 | 25,442.13 |
| B | 81 398 001 00 | CONSTRUCT IN PROGRESS PHASE 3A | 1 | 168.07 | 1 | 168.07 |
| B | 81 703 000 00 | SUPPLIES & EXPENSES | 1 | 567.00 | 1 | 567.00 |
| B | 81 725 000 00 | PUMPING MAINTENANCE | 2 | 4,206.91 | 2 | 4,206.91 |
| B | 81 795 100 00 | OUTSIDE SERVICES-ACCOUNTING | 24 | 32,644.99 | 24 | 32,644.99 |
| B | 81 811 000 00 | TRANSPORTATION EXPENSE | 1 | 57.00 | 1 | 57.00 |
| | FUND# 81 | SEWER FUND | 29 | 37,643.97 | 29 | 37,643.97 |
| | | ALL FUNDS | 37 | 63,086.10 | 37 | 63,086.10 |

C-4.

# Sun Valley Public Service District

## Regular Board Meeting

**Tuesday, December 2, 2025**

**With due notice published and a quorum present, Chairman Dale called the meeting to order: ROLL CALL**

| Present | Employees | Also Present |
|---|---|---|
| Richard "Gregg" Dale | Kevin Short | Zack Dobbins |
| Connor Thompson | | |
| Sandra Patterson | | |

1. **Approval of Minutes**
   **Sandra Patterson a motion to approve the minutes from the Regular Board meeting on Tuesday November 11, 2025, as read. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

2. **CWCR**
   Kevin provided the Board with the CWCR (Cash Working Capital Reserve) Document showing any deposits &/or disbursements for water and sewer through today and discussed. After discussion, **Sandra Patterson made a motion to approve the current CWCR Document as provided. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

3. **Signing of Checks**
   **Sandra Patterson made a motion to approve the Check Signed Document dated 11/12/25 through 12/02/25. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

4. **Phase IIIB Sewer Project**
   Zack informed the Board that he had the 11th Payment Request for the Phase IIIB Sewer Collection System Upgrades Project. After discussion, **Sandra Patterson made a motion to approve Resolution #11 for the Phase IIIB Sewer Project, with $3,300.00 going to JD Utility Services, LLC; with $39,168.80 going to Thrasher Engineering; and $280,462.93 going to Pro Contracting Inc., for a grand total of $322,931.73 to be submitted to WVDEP (SRF) and the WV WDA EEG. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

5. **Thrasher Engineering Progress Report**
   Kevin said that Cody could not be here this evening as he had to be in Summersville, but they had their construction meeting yesterday.
   **Phase IIIB** – Kevin said there is 357 days in Contract Time elapsed; Substantial completion is still February 21, 2026; with Final Completion to be March 23, 2026. They are 73% complete; and 71% work completed as of 11/14/25 and the Inspection Budget is 76%, so Kevin said they are pretty much on tract on where they need to be.
   Kevin said the last three things they need to do is 1.) They went to do the lift station at Clarksburg and the rails and the base is not working out, so they had to order new bases and

different connections and will get that ordered next week. 2.) On Old Davisson Run Road that have a bore for one customer that is 500 feet that has to be done. 3.) They also need to do testing at Fletcher Heights. Kevin says that the Contractor feels confident they will have final completion by March 23, 2026. Kevin said after they get all of the above done, they will then decommission the Lift Station at Liberty, cut and plug the force mains at the bottom of the hill and at the school. Kevin said the rest of the stuff will be on the punch lists items and the blacktop will not be done until spring. Kevin said they only had one change order and that was due to the weather.

**Indian Run** – Kevin said that he just got an email that the DOH permit has been approved for Indian Run. Kevin said he sent a copy to Clay Riley and Cody. The last thing we are waiting on is the NPDES permit. Once this is received Zack said he would send it to Charleston and they will let us know when we can advertise for bid. Kevin and Zack and the Board discussed this further.

6. **Manager's Report**

**A.** Kevin provided the Board with copies of the Delinquency report that includes Lake Floyd PSD and Sun Valley PSD sewer showing the total amounts still past due before charges were created on November24, 2025 and discussed.

**B.** Kevin provided the Board with copies of the Water and Sewer Bond Payment Schedule and advised the Board that all of the Bond payments are paid to date.

**C.** Kevin provided the Board with a copy of our Liability Insurance with Hayes Insurance and discussed.

**D.** Kevin provided the Board with a copy of the Water and Sewer spreadsheets that show the total amount billed compared to the total amount purchased for the month of November, 2025 and discussed.

**E.** Kevin provided the Board with a copy of the Vendor Invoice Report dated 11/30/25, for Sun Valley PSD Water & Sewer and discussed.

**F.** Kevin informed the Board that he is in the process of getting an address change for Hepzibah PSD. Kevin said he has Rhonda ordering some things to get this done.

**G.** Kevin provided the Board with a copy of the agreement regarding the WVDEP General Permit WV0115924. The agreement was made on December 2, 2025 between Sun Valley PSD and Lake Floyd PSD where Lake Floyd PSD agrees to retake WVDEP General Permit WV0115924 from Sun Valley PSD and Sun Valley PSD agrees to relinquish said Permit to Lake Floyd PSD. After discussion, **Connor Thompson made a motion to accept the agreement regarding the WVDEP General Permit WV0115924 between Sun Valley PSD and Lake Floyd PSD, dated December 2, 2025. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

**H.** Kevin provided the Board with a copy of a Copier Proposal from Hart Office Solutions. Kevin said we have been having trouble with our Toshiba copier and was told we could no longer get any parts for it. After discussion, **Connor Thompson made a motion to accept the proposal from Hart Office Solutions for the lease agreement purchase of a new Toshiba Copier for $197.50 per month and for 63 months with a buy out of $1.00. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

7. **Employee's**

**Sandra Patterson made a motion to go into Executive Session to discuss employee's. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.** Gregg Dale announced that the meeting was back in session.

After discussion, **Sandra Patterson made a motion to give yearly enhancements of $500.00 each to the following; Rodney Miller, Cathy Sparks, Joyce Amos, Zach Barnett, Zach Hayes, Harrison Miller and Bo Pratt. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

**Sandra Patterson made a motion to give a yearly enhancement of $2,000.00 to Kevin Short. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

8. **Next Board Meeting**
   Sandra Patterson announced that the next Board meeting would be January 13, 2025.

9. **Adjournment**
   There being no further business, **Connor Thompson made a motion to adjourn the meeting. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

Chairman

Treasurer

Secretary

aja

C-5.

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

** OPEN INVOICES ** DUE DATE: 12/31/25 ** BANK:ALL **

** BEGINNING DATE: 1/01/62 - ENDING DATE: 12/31/25 **

** PAY-TO VENDOR **

ALL FUNDS

| | ACCOUNT # | TITLE | QUAN | AMOUNTS | QUAN | BALANCES |
|---|---|---|---|---|---|---|
| B | 80 641 000 00 | OPERATION SUPPLIES & EXPENSE | 1 | 68.06 | 1 | 68.06 |
| B | 80 651 100 00 | MAINTENANCE OF MAINS | 2 | 4,604.17 | 2 | 4,604.17 |
| B | 80 651 200 00 | MAINTENANCE OF MAINS-HYDRANTS | 1 | 1,411.89 | 1 | 1,411.89 |
| B | 80 923 000 00 | OUTSIDE SERVICES - COMPUTER | 1 | 2,991.45 | 1 | 2,991.45 |
| B | 80 923 400 00 | OUTSIDE SERVICES-ACCOUNTING | 2 | 7,508.30 | 2 | 7,508.30 |
| B | 80 924 000 00 | PROPERTY INS & BLANKET BONDS | 1 | 9,358.82 | 1 | 9,358.82 |
| | FUND# 80 | WATER FUND | 8 | 25,942.69 | 8 | 25,942.69 |
| B | 81 703 000 00 | SUPPLIES & EXPENSES | 1 | 3.46 | 1 | 3.46 |
| B | 81 725 000 00 | PUMPING MAINTENANCE | 1 | 4,194.00 | 1 | 4,194.00 |
| B | 81 795 100 00 | OUTSIDE SERVICES-ACCOUNTING | 24 | 32,644.99 | 24 | 32,644.99 |
| B | 81 795 150 00 | OUTSIDE SERVICES - COMPUTER | 1 | 1,282.05 | 1 | 1,282.05 |
| B | 81 798 000 00 | PROPERTY INSURANCE & BONDS | 1 | 4,010.93 | 1 | 4,010.93 |
| | FUND# 81 | SEWER FUND | 28 | 42,135.43 | 28 | 42,135.43 |
| | | ALL FUNDS | 36 | 68,078.12 | 36 | 68,078.12 |

C-6.

**Sun Valley Public Service District**
**Regular Board Meeting**

**Tuesday**
**January 13, 2026**
3:30 PM

**AGENDA**

1. Call meeting to order

2. Elect Officers

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

4. Manager's Report

5. Old Business
   A. Review & Approve 15th Payment Request for Phase III-A Sewer Collection System Upgrades Project from ARPA Funds.
   B. Review & Approve 12th Payment Request for Phase III-B Sewer Collection System Upgrades Project
   C. Review & Discuss Revised Agreement Regarding Lake Floyd's DEP Permit
   D. Discuss Employees' available vacation & personal time at end of calendar year 2024 (if any over 40 hours)

6. New Business

7. Public Comments

8. Adjournment

C-7.

# RULES OF PROCEDURE

# SUN VALLEY PUBLIC SERVICE DISTRICT

## ARTICLE I

## NAMES AND PLACES OF BUSINESS

Section 1. Name: SUN VALLEY PUBLIC SERVICE DISTRICT

Section 2. The principal office of this Public Service District will be located at Post Office Box 95, 18 Sable Circle, Reynoldsville, West Virginia.

Section 3. The Common Seal of the District shall consist of 2 concentric circles between which circles shall be inscribed Sun Valley Public Service District, and in the center "seal" as follows: SEAL

Section 4. The fiscal year of the District shall begin the 1st day of July in each year and shall end the following June 30th.

## ARTICLE II

## PURPOSE

This District is organized exclusively for the purposes set forth in Chapter 16, Article 13A of the Code of West Virginia of 1931, as amended (the "Act").

## ARTICLE III

## MEMBERSHIP

Section 1. The members of the Public Service Board of this District shall be those persons appointed by The County Commission of Harrison County , West Virginia (the "County Commission"), or otherwise appointed pursuant to the Act, who shall serve for such terms as may be specified in the order of the County Commission or otherwise.

Section 2. Should any member of the Public Service Board resign or otherwise become legally disqualified to serve as a member of the Public Service Board, the Secretary shall immediately notify the County Commission or other entity provided under the Act and request the appointment of a qualified person to fill such vacancy. Prior to the end of the term of any member of the Public Service Board, the Secretary shall notify the County Commission of other entity provided under the Act of the pending termination and request the County Commission or other entity provided under the Act to enter an order of appointment or re-appointment to maintain a fully qualified membership of the Public service Board.

## ARTICLE IV

## MEETINGS OF THE PUBLIC SERVICE BOARD

Section 1. The members of the Public Service Board of this District shall hold a regularly monthly meeting on the 2nd Monday of each month at 2:30 PM at the Sun Valley Public Service District's office, unless otherwise stated in notices for meetings. If the day stated shall fall on a legal holiday, the meeting shall be moved to a date that the Public Service Board approves. Special meetings of the Public Service Board may be called at any time by the Chairman or by a quorum of the Board.

Section 2. At any meeting of the Public Service Board of the District, 2 members shall constitute a quorum. Each member of the Public Service Board shall have one vote at any membership meeting and if a quorum is not present, those present may adjourn the meeting to a later date.

Section 3. Unless otherwise waived, notice to members by letter or telephone shall be required for regular meetings. Unless otherwise waived, notice to members by letter or telephone shall be required for special meetings at lease three days before the date fixed for such meeting. The notice of any special meeting shall state briefly the purpose of such meeting and the nature of business to be transacted thereat.

## PUBLIC NOTICE OF MEETINGS

Section 4. Pursuant to Section 3, Article 9A, Chapter 6 of the West Virginia Code of 1931, as amended, notice of the time and place of all regularly scheduled sessions of such Public Service Board, and the time, place and purpose of all special sessions of such Public Service Board, shall be made available, in advance, to the public and news media as follows:

A. A notice shall be posted by the Secretary of the Public Service Board of the Public Service District on the Notice Board near the front door of the Harrison County Courthouse and on the Notice Board near the front door of the of the place fixed for the regular meetings of the Public Service Board (The Public Service District's office) of the time and place fixed and entered of record by the Public Service Board for holding of regularly scheduled sessions. If a particular regularly scheduled session is cancelled or postponed, a notice of such cancellation or postponement shall be posted on the Notice Board near the front door of the Courthouse and the meeting place as soon as feasible after such cancellation or postponement has been determined upon.

B. A notice shall be posted by the Secretary of the Public Service Board on the notice Board near the front door of the Harrison County Courthouse and on the Notice Board near the front door of the place fixed for the special meeting of the Public Service Board at least 48 hours before a special session is to be held, stating the time, place and purpose for which such special session shall be held. If the special session is cancelled, a notice

of such cancellation shall be posted on the Notice Board near the front door of the Courthouse and the meeting place as soon as feasible after such cancellation has been determined upon.

C. The form of notice for posting as to a special session may be generally as follows:

SUN VALLEY PUBLIC SERVICE DISTIRCT

NOTICE OF SPECIAL SESSION

The Public Service Board of Sun Valley Public Service District will meet in special session on _____, at _____ .m. prevailing time at _____, West Virginia, for the following purposes:

1. To consider and act upon

_____
General Manager

Date: _____

## ARTICLE V

## OFFICERS

Section 1. The officers of the Public Service Board shall be a Chairman, Secretary and Treasurer. The Chairman shall be elected from the members of the Public Service Board. The Secretary and Treasurer need not be members of the Public Service Board, and may be the same person.

Section 2. The officers of the Public Service Board shall be elected each year by the members at the first meeting held in the month of January of such year. The officers so elected shall serve until the next annual election by the membership and until their successors are duly elected and qualified. Any vacancy occurring among the officers shall be filled by the members of the Public Service Board at a regular or special meeting. Persons elected to fill vacancies shall serve until the following January meeting of the Board when their successors shall be elected hereinabove provided.

## ARTICLE VI

## DUTIES OF OFFICERS

Section 1. When present, the Chairman shall preside as Chairman at all meetings of the Public Service Board. He shall, together with the Secretary, sign the minutes of all meetings at which he shall preside. He shall attend generally to the executive business of the Board and exercise such powers as may be conferred upon him by the board, by these Rules of Procedure, or prescribed by law. He shall execute, and if necessary, acknowledge for record, any deeds, deeds of trust, contracts, notes, bonds, agreements or other papers necessary, requisite, proper or convenient to be executed by or on behalf of the Board when and if directed by the members of the Board.

Section 2. If the Chairman is absent from any meeting, the remaining members of the Board shall select a temporary chairman.

Section 3. The Secretary shall keep a record of all proceedings of the Board which shall be available for inspection as other public records. He shall, together with the Chairman, sign the minutes of the meetings at which he is present. The Secretary shall have charge of the minute book, be the custodian of deeds and other writings and papers of the Board. He shall also perform such other duties as he may have under law by virtue of his office or as may be conferred upon him from time to time by the members of the Board.

Section 4. The Treasurer shall be the lawful custodian of all funds of the District and shall pay same out on orders authorized or approved by the Board. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and proper receipts and vouchers for all disbursements made by or through him and shall prepare and submit such reports and statements of the financial condition of the Board as the members may from time to time prescribe. He shall perform such other duties as may be required of him by law or as may be conferred upon him by the members of the Board.

## ARTICLE VII

## AMENDMENTS TO RULES OF PROCEDURE

These Rules of Procedure may be altered, changed, amended or added to at any regular or special meeting of the Board by a majority vote of the entire Board, or at any regular or special meeting of the members when a quorum is present in person and a majority of those present vote for the amendment; but no such change, alteration, amendment or addition shall be made at any special meeting unless notice of the intention to propose such change, alteration, amendment or addition and a clear statement of the substance thereof be included in the written notice calling such meeting.

Adopted: 1/13/2026

Chairman

Secretary

Treasurer

C-8.

# *GREATER HARRISON COUNTY P.S.D.*

**"Meeting held in Town of West Milford Council Chambers"**

**Agenda**
**January 15, 2026**
**9:00 am**

**Appointments**
9:00 am – Call to order

**ACTION ITEMS**

1. Approve/Edit Previous Minutes
2. Public Comment Period
3. P&B Services, LLC
   - 3.1 Package Plant Report
4. Bennett and Dobbins, PLLC
   - 4.1 Drawdowns – Review, discuss and act.
5. Ruth Ann Messenger – Treasurer – Review, discuss and act
   - 5.1 Sewer Check Register and debit card transactions
   - 5.2 Water Check Register
6. The Thrasher Group, Inc.
   - 6.1 Sewer
     - 6.1.a. Quiet Dell – Review, discuss and act
       - Construction Update
     - 6.1.b. Woodstock Heights Sanitary Sewer Extension Project- Review, discuss and act
       - Updates
     - 6.1.c. River Crossings – Review, discuss and act
       - Project Update
     - 6.1.d. 10-year Plan – Review, discuss and act
       - 2026 Review as necessary
   - 6.2 Water
     - 6.2.a. Overall Water Project – Review, discuss and act
       - Construction Update
       - Contract #2 – Quantity Adjustment Change Order
     - 6.2.b. Buffalo Lake Road Water Line Extension
       - Planning Update
     - 6.2.c. 10-year Plan – Review, discuss and act
       - 2026 Review as necessary
7. Bill Hoover – General Manager
   - 7.1 Water
     - 7.1.a. Water Loss Report
     - 7.1.b. Water Leak Report
     - 7.1.c. General Updates
   - 7.2 Sewer

7.2.a. General Updates

7.3 Good of the District

7.3.a. General Update

8. Sam Harrold – Mountain State Law

8.1 Available for general consult

9. Executive Session

**Adjournment of meeting**

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

**GHCPSD - WATER DIVISION**
**INCOME STATEMENT**
**FOR THE PERIOD**
**12/01/2025 - 12/31/2025**

| | ACTUAL | BUDGET | VARIANCE | % OF TOTAL |
|---|---|---|---|---|
| **INCOME** | | | | |
| DOMESTIC SERVICE/LATE CHGS | 262,512.13 | 238,544.25 | 23,967.88 | 96.00% |
| COONS RUN O&M AGREEMENT | 4,094.44 | 3,455.83 | 638.61 | 1.50% |
| FACILITIES CHARGE | - | - | - | 0.00% |
| INTEREST INCOME | 6,851.78 | 1,333.33 | 5,518.45 | 2.51% |
| 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** | 273,458.35 | 245,324.25 | 28,134.10 | |
| **EXPENSES** | | | | |
| ACCT, BILLING, & COLLECTING | 6,303.51 | 6,490.00 | (186.49) | 2.88% |
| 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 | 11.24% |
| DIRECTORS FEES | 418.50 | 483.75 | (65.25) | 0.19% |
| EMP. BEN./GROUP INSURANCE/PENSION COSTS | 12,311.50 | 11,551.67 | 759.83 | 5.62% |
| LAB SERVICE | 483.00 | 915.83 | (432.83) | 0.22% |
| LABOR | 36,577.24 | 36,732.50 | (155.26) | 16.71% |
| MAINTENANCE | 2,075.34 | 19,305.00 | (17,229.66) | 0.95% |
| MISCELLANEOUS EXPENSE | - | - | - | 0.00% |
| OFFICE SUPPLIES & EXPENSE | - | 100.00 | (100.00) | 0.00% |
| OUTSIDE SERVICES/CONTRACT LABOR | 9,374.05 | 4,231.67 | 5,142.38 | 4.28% |
| POWER PURCHASED | 4,312.21 | 3,598.33 | 713.88 | 1.97% |
| PROPERTY/LIABILITY & INJURIES INSURANCE | 6,556.41 | 2,424.17 | 4,132.24 | 2.99% |
| REGULATORY COMMISSION | - | 1,186.67 | (1,186.67) | 0.00% |
| RENEWAL & REPLACEMENT | 500.00 | 15,000.00 | (14,500.00) | 0.23% |
| RENT EXPENSE | 2,500.00 | 2,500.00 | - | 1.14% |
| TAXES | 3,014.48 | 2,859.17 | 155.31 | 1.38% |
| TRANSPORTATION | 1,303.43 | 2,536.67 | (1,233.24) | 0.60% |
| UTILITIES | 1,392.88 | 822.50 | 570.38 | 0.64% |
| WATER PURCHASED | 107,196.88 | 93,545.00 | 13,651.88 | 48.96% |
| **TOTAL EXPENSES** | 218,930.28 | 229,069.75 | (10,139.47) | |
| **NET SURPLUS (DEFICIT)** | 54,528.07 | 16,254.50 | 38,273.57 | |

**GHCPSD - SEWER DIVISION**
**INCOME STATEMENT**
**FOR THE PERIOD**
**12/01/2025 - 12/31/2025**

| | ACTUAL | BUDGET | VARIANCE | % OF TOTAL |
|---|---|---|---|---|
| **INCOME** | | | | |
| DOMESTIC SERVICE/LATE CHGS | 248,217.95 | 263,062.50 | (14,844.55) | 88.92% |
| COONS RUN O&M AGREEMENT | - | - | - | 0.00% |
| FACILITIES CHARGE | 2,500.00 | 2,500.00 | - | 0.90% |
| INTEREST INCOME | 16,634.48 | 4,166.67 | 12,467.81 | 5.96% |
| MISCELLANEOUS/RECONNECT FEES | 477.75 | 88.33 | 389.42 | 0.17% |
| QUIET DELL LEASE | - | - | - | 0.00% |
| TAP FEES | 850.00 | 166.67 | 683.33 | 0.30% |
| UNUSUAL CHARGE | 10,452.60 | 9,141.67 | 1,310.93 | 3.74% |
| **TOTAL INCOME** | 279,132.78 | 279,125.83 | 6.95 | |
| **EXPENSES** | | | | |
| ACCT, BILLING, & COLLECTING | 2,101.56 | 1,958.33 | 143.23 | 0.82% |
| BRIDGEPORT SANITARY BOARD | 6,320.39 | 9,567.50 | (3,247.11) | 2.46% |
| TOWN OF WORTHINGTON | 3,385.59 | 3,247.50 | 138.09 | 1.32% |
| CHEMICALS | - | - | - | 0.00% |
| CLARKSBURG SANITARY BOARD | 2,738.12 | 2,818.33 | (80.21) | 1.07% |
| DEBT SERVICE | 112,379.86 | 113,707.50 | (1,327.64) | 43.72% |
| DIRECTORS FEES | 381.50 | 484.17 | (102.67) | 0.15% |
| EMP. BEN./GROUP INSURANCE/PENSION COSTS | 11,590.89 | 8,714.17 | 2,876.72 | 4.51% |
| LAB SERVICE | 1,023.30 | 1,050.00 | (26.70) | 0.40% |
| LABOR | 47,493.17 | 27,710.00 | 19,783.17 | 18.47% |
| MAINTENANCE | 12,934.79 | 24,733.33 | (11,798.54) | 5.03% |
| MISCELLANEOUS EXPENSE | - | - | - | 0.00% |
| OFFICE SUPPLIES & EXPENSE | 2,101.56 | 1,641.67 | 459.89 | 0.82% |
| OUTSIDE SERVICES/CONTRACT LABOR | 16,924.98 | 15,066.67 | 1,858.31 | 6.58% |
| POWER PURCHASED | 17,964.03 | 15,491.67 | 2,472.36 | 6.99% |
| PROPERTY/LIABILITY & INJURIES INSURANCE | 5,976.84 | 3,483.33 | 2,493.51 | 2.32% |
| REGULATORY COMMISSION | 200.00 | 1,150.00 | (950.00) | 0.08% |
| RENEWAL & REPLACEMENT | 6,217.00 | 19,425.00 | (13,208.00) | 2.42% |
| RENT EXPENSE | - | - | - | 0.00% |
| TAXES | 3,367.78 | 2,156.67 | 1,211.11 | 1.31% |
| TRANSPORTATION | 1,188.19 | 2,791.67 | (1,603.48) | 0.46% |
| UTILITIES | 2,783.93 | 2,241.67 | 542.26 | 1.08% |
| WATER PURCHASED | - | - | - | 0.00% |
| **TOTAL EXPENSES** | 257,073.48 | 257,439.17 | (365.69) | |
| **NET SURPLUS (DEFICIT)** | 22,059.30 | 21,686.67 | 372.63 | |

**GHCPSD - COMBINED**
**INCOME STATEMENT**
**FOR THE PERIOD**
**12/01/2025 - 12/31/2025**

| | ACTUAL | BUDGET | VARIANCE | % OF TOTAL |
|---|---|---|---|---|
| **INCOME** | | | | |
| DOMESTIC SERVICE/LATE CHGS | 510,730.08 | 501,606.75 | 9,123.33 | 92.42% |
| COONS RUN O&M AGREEMENT | 4,094.44 | 3,455.83 | 638.61 | 0.74% |
| FACILITIES CHARGE | 2,500.00 | 2,500.00 | - | 0.45% |
| INTEREST INCOME | 23,486.26 | 5,500.00 | 17,986.26 | 4.25% |
| MISCELLANEOUS/RECONNECT FEES | 477.75 | 912.50 | (434.75) | 0.09% |
| QUIET DELL LEASE | - | 500.00 | (500.00) | 0.00% |
| TAP FEES | 850.00 | 833.33 | 16.67 | 0.15% |
| UNUSUAL CHARGE | 10,452.60 | 9,141.67 | 1,310.93 | 1.89% |
| **TOTAL INCOME** | 552,591.13 | 524,450.08 | 28,141.05 | |
| **EXPENSES** | | | | |
| ACCT, BILLING, & COLLECTING | 8,405.07 | 8,448.33 | (43.26) | 1.77% |
| BRIDGEPORT SANITARY BOARD | 6,320.39 | 9,567.50 | (3,247.11) | 1.33% |
| TOWN OF WORTHINGTON | 3,385.59 | 3,247.50 | 138.09 | 0.71% |
| CHEMICALS | - | 190.83 | (190.83) | 0.00% |
| CLARKSBURG SANITARY BOARD | 2,738.12 | 2,818.33 | (80.21) | 0.58% |
| DEBT SERVICE | 136,990.71 | 138,303.50 | (1,312.79) | 28.78% |
| DIRECTORS FEES | 800.00 | 967.92 | (167.92) | 0.17% |
| EMP. BEN./GROUP INSURANCE/PENSION COSTS | 23,902.39 | 20,265.83 | 3,636.56 | 5.02% |
| LAB SERVICE | 1,506.30 | 1,965.83 | (459.53) | 0.32% |
| LABOR | 84,070.41 | 64,442.50 | 19,627.91 | 17.66% |
| MAINTENANCE | 15,010.13 | 44,038.33 | (29,028.20) | 3.15% |
| MISCELLANEOUS EXPENSE | - | - | - | 0.00% |
| OFFICE SUPPLIES & EXPENSE | 2,101.56 | 1,741.67 | 359.89 | 0.44% |
| OUTSIDE SERVICES/CONTRACT LABOR | 26,299.03 | 19,298.33 | 7,000.70 | 5.52% |
| POWER PURCHASED | 22,276.24 | 19,090.00 | 3,186.24 | 4.68% |
| PROPERTY/LIABILITY & INJURIES INSURANCE | 12,533.25 | 5,907.50 | 6,625.75 | 2.63% |
| REGULATORY COMMISSION | 200.00 | 2,336.67 | (2,136.67) | 0.04% |
| RENEWAL & REPLACEMENT | 6,717.00 | 34,425.00 | (27,708.00) | 1.41% |
| RENT EXPENSE | 2,500.00 | 2,500.00 | - | 0.53% |
| TAXES | 6,382.26 | 5,015.83 | 1,366.43 | 1.34% |
| TRANSPORTATION | 2,491.62 | 5,328.33 | (2,836.71) | 0.52% |
| UTILITIES | 4,176.81 | 3,064.17 | 1,112.64 | 0.88% |
| WATER PURCHASED | 107,196.88 | 93,545.00 | 13,651.88 | 22.52% |
| **TOTAL EXPENSES** | 476,003.76 | 486,508.92 | (10,505.16) | |
| **NET SURPLUS (DEFICIT)** | 76,587.37 | 37,941.17 | 38,646.20 | |

**GHCPSD - WATER DIVISION**
**INCOME STATEMENT**
**FOR THE PERIOD**
**07/01/2025-12/31/2025**

| | ACTUAL | BUDGET | VARIANCE | % OF TOTAL |
|---|---|---|---|---|
| **INCOME** | | | | |
| DOMESTIC SERVICE/LATE CHGS | 1,551,379.07 | 1,431,265.50 | 120,113.57 | 97.02% |
| COONS RUN O&M AGREEMENT | 28,258.29 | 20,735.00 | 7,523.29 | 1.77% |
| FACILITIES CHARGE | - | - | - | 0.00% |
| INTEREST INCOME | 10,488.39 | 8,000.00 | 2,488.39 | 0.66% |
| MISCELLANEOUS/RECONNECT FEES | 4,426.84 | 4,945.00 | (518.16) | 0.28% |
| QUIET DELL LEASE | 1,500.00 | 3,000.00 | (1,500.00) | 0.09% |
| TAP FEES | 3,000.00 | 4,000.00 | (1,000.00) | 0.19% |
| UNUSUAL CHARGE | - | - | - | 0.00% |
| **TOTAL INCOME** | 1,599,052.59 | 1,471,945.50 | 127,107.09 | 100.00% |
| **EXPENSES** | | | | |
| ACCT, BILLING, & COLLECTING | 36,285.80 | 38,940.00 | (2,654.20) | 2.62% |
| BRIDGEPORT SANITARY BOARD | - | - | - | 0.00% |
| TOWN OF WORTHINGTON | - | - | - | 0.00% |
| CHEMICALS | 2,850.00 | 1,145.00 | 1,705.00 | 0.21% |
| CLARKSBURG SANITARY BOARD | - | - | - | 0.00% |
| DEBT SERVICE | 147,665.10 | 147,576.00 | 89.10 | 10.68% |
| DIRECTORS FEES | 2,826.54 | 2,902.50 | (75.96) | 0.20% |
| EMP. BEN./GROUP INSURANCE/PENSION COSTS | 75,336.69 | 69,310.00 | 6,026.69 | 5.45% |
| LAB SERVICE | 8,297.10 | 5,495.00 | 2,802.10 | 0.60% |
| LABOR | 230,803.34 | 220,395.00 | 10,408.34 | 16.69% |
| MAINTENANCE | 100,878.69 | 115,830.00 | (14,951.31) | 7.29% |
| MISCELLANEOUS EXPENSE | - | - | - | 0.00% |
| OFFICE SUPPLIES & EXPENSE | 1,022.76 | 600.00 | 422.76 | 0.07% |
| OUTSIDE SERVICES/CONTRACT LABOR | 36,409.10 | 25,390.00 | 11,019.10 | 2.63% |
| POWER PURCHASED | 22,870.97 | 21,590.00 | 1,280.97 | 1.65% |
| PROPERTY/LIABILITY & INJURIES INSURANCE | 21,622.85 | 14,545.00 | 7,077.85 | 1.56% |
| REGULATORY COMMISSION | 8,930.12 | 7,120.00 | 1,810.12 | 0.65% |
| RENEWAL & REPLACEMENT | 70,484.09 | 90,000.00 | (19,515.91) | 5.10% |
| RENT EXPENSE | 15,000.00 | 15,000.00 | - | 1.08% |
| TAXES | 19,272.50 | 17,155.00 | 2,117.50 | 1.39% |
| TRANSPORTATION | 16,275.58 | 15,220.00 | 1,055.58 | 1.18% |
| UTILITIES | 5,557.60 | 4,935.00 | 622.60 | 0.40% |
| WATER PURCHASED | 560,851.97 | 561,270.00 | (418.03) | 40.55% |
| **TOTAL EXPENSES** | 1,383,240.80 | 1,374,418.50 | 8,822.30 | 100.00% |
| **NET SURPLUS (DEFICIT)** | 215,811.79 | 97,527.00 | 118,284.79 | |

**GHCPSD - SEWER DIVISION**
**INCOME STATEMENT**
**FOR THE PERIOD**
**07/01/2025-12/31/2025**

| | ACTUAL | BUDGET | VARIANCE | % OF TOTAL |
|---|---|---|---|---|
| **INCOME** | | | | |
| DOMESTIC SERVICE/LATE CHGS | 1,460,266.76 | 1,578,375.00 | (118,108.24) | 93.27% |
| COONS RUN O&M AGREEMENT | - | - | - | 0.00% |
| FACILITIES CHARGE | 15,000.00 | 15,000.00 | - | 0.96% |
| INTEREST INCOME | 38,098.71 | 25,000.00 | 13,098.71 | 2.43% |
| MISCELLANEOUS/RECONNECT FEES | 477.75 | 530.00 | (52.25) | 0.03% |
| QUIET DELL LEASE | - | - | - | 0.00% |
| TAP FEES | 1,600.00 | 1,000.00 | 600.00 | 0.10% |
| UNUSUAL CHARGE | 50,164.24 | 54,850.00 | (4,685.76) | 3.20% |
| **TOTAL INCOME** | 1,565,607.46 | 1,674,755.00 | (109,147.54) | 100.00% |
| **EXPENSES** | | | | |
| ACCT, BILLING, & COLLECTING | 11,821.10 | 11,750.00 | 71.10 | 0.77% |
| BRIDGEPORT SANITARY BOARD | 39,176.18 | 57,405.00 | (18,228.82) | 2.56% |
| TOWN OF WORTHINGTON | 20,080.39 | 19,485.00 | 595.39 | 1.31% |
| CHEMICALS | - | - | - | 0.00% |
| CLARKSBURG SANITARY BOARD | 15,631.00 | 16,910.00 | (1,279.00) | 1.02% |
| DEBT SERVICE | 674,279.16 | 682,245.00 | (7,965.84) | 44.14% |
| DIRECTORS FEES | 2,573.46 | 2,905.00 | (331.54) | 0.17% |
| EMP. BEN./GROUP INSURANCE/PENSION COSTS | 59,522.95 | 52,285.00 | 7,237.95 | 3.90% |
| LAB SERVICE | 6,070.20 | 6,300.00 | (229.80) | 0.40% |
| LABOR | 181,935.17 | 166,260.00 | 15,675.17 | 11.91% |
| MAINTENANCE | 194,638.53 | 148,400.00 | 46,238.53 | 12.74% |
| MISCELLANEOUS EXPENSE | - | - | - | 0.00% |
| OFFICE SUPPLIES & EXPENSE | 10,318.75 | 9,850.00 | 468.75 | 0.68% |
| OUTSIDE SERVICES/CONTRACT LABOR | 87,069.88 | 90,400.00 | (3,330.12) | 5.70% |
| POWER PURCHASED | 88,361.07 | 92,950.00 | (4,588.93) | 5.78% |
| PROPERTY/LIABILITY & INJURIES INSURANCE | 19,942.90 | 20,900.00 | (957.10) | 1.31% |
| REGULATORY COMMISSION | 9,899.17 | 6,900.00 | 2,999.17 | 0.65% |
| RENEWAL & REPLACEMENT | 67,793.72 | 116,550.00 | (48,756.28) | 4.44% |
| RENT EXPENSE | - | - | - | 0.00% |
| TAXES | 12,228.72 | 12,940.00 | (711.28) | 0.80% |
| TRANSPORTATION | 14,828.49 | 16,750.00 | (1,921.51) | 0.97% |
| UTILITIES | 11,259.10 | 13,450.00 | (2,190.90) | 0.74% |
| WATER PURCHASED | - | - | - | 0.00% |
| **TOTAL EXPENSES** | 1,527,429.94 | 1,544,635.00 | (17,205.06) | 100.00% |
| **NET SURPLUS (DEFICIT)** | 38,177.52 | 130,120.00 | (91,942.48) | |

**GHCPSD - COMBINED**
**INCOME STATEMENT**
**FOR THE PERIOD**
**07/01/2025 -12/31/2025**

| | ACTUAL | BUDGET | VARIANCE | % OF TOTAL |
|---|---|---|---|---|
| **INCOME** | | | | |
| DOMESTIC SERVICE/LATE CHGS | 3,011,645.83 | 3,009,640.50 | 2,005.33 | 95.16% |
| COONS RUN O&M AGREEMENT | 28,258.29 | 20,735.00 | 7,523.29 | 0.89% |
| FACILITIES CHARGE | 15,000.00 | 15,000.00 | - | 0.47% |
| INTEREST INCOME | 48,587.10 | 33,000.00 | 15,587.10 | 1.54% |
| MISCELLANEOUS/RECONNECT FEES | 4,904.59 | 5,475.00 | (570.41) | 0.15% |
| QUIET DELL LEASE | 1,500.00 | 3,000.00 | (1,500.00) | 0.05% |
| TAP FEES | 4,600.00 | 5,000.00 | (400.00) | 0.15% |
| UNUSUAL CHARGE | 50,164.24 | 54,850.00 | (4,685.76) | 1.59% |
| **TOTAL INCOME** | 3,164,660.05 | 3,146,700.50 | 17,959.55 | 100.00% |
| **EXPENSES** | | | | |
| ACCT, BILLING, & COLLECTING | 48,106.90 | 50,690.00 | (2,583.10) | 1.65% |
| BRIDGEPORT SANITARY BOARD | 39,176.18 | 57,405.00 | (18,228.82) | 1.35% |
| TOWN OF WORTHINGTON | 20,080.39 | 19,485.00 | 595.39 | 0.69% |
| CHEMICALS | 2,850.00 | 1,145.00 | 1,705.00 | 0.10% |
| CLARKSBURG SANITARY BOARD | 15,631.00 | 16,910.00 | (1,279.00) | 0.54% |
| DEBT SERVICE | 821,944.26 | 829,821.00 | (7,876.74) | 28.24% |
| DIRECTORS FEES | 5,400.00 | 5,807.50 | (407.50) | 0.19% |
| EMP. BEN./GROUP INSURANCE/PENSION COSTS | 134,859.64 | 121,595.00 | 13,264.64 | 4.63% |
| LAB SERVICE | 14,367.30 | 11,795.00 | 2,572.30 | 0.49% |
| LABOR | 412,738.51 | 386,655.00 | 26,083.51 | 14.18% |
| MAINTENANCE | 295,517.22 | 264,230.00 | 31,287.22 | 10.15% |
| MISCELLANEOUS EXPENSE | - | - | - | 0.00% |
| OFFICE SUPPLIES & EXPENSE | 11,341.51 | 10,450.00 | 891.51 | 0.39% |
| OUTSIDE SERVICES/CONTRACT LABOR | 123,478.98 | 115,790.00 | 7,688.98 | 4.24% |
| POWER PURCHASED | 111,232.04 | 114,540.00 | (3,307.96) | 3.82% |
| PROPERTY/LIABILITY & INJURIES INSURANCE | 41,565.75 | 35,445.00 | 6,120.75 | 1.43% |
| REGULATORY COMMISSION | 18,829.29 | 14,020.00 | 4,809.29 | 0.65% |
| RENEWAL & REPLACEMENT | 138,277.81 | 206,550.00 | (68,272.19) | 4.75% |
| RENT EXPENSE | 15,000.00 | 15,000.00 | - | 0.52% |
| TAXES | 31,501.22 | 30,095.00 | 1,406.22 | 1.08% |
| TRANSPORTATION | 31,104.07 | 31,970.00 | (865.93) | 1.07% |
| UTILITIES | 16,816.70 | 18,385.00 | (1,568.30) | 0.58% |
| WATER PURCHASED | 560,851.97 | 561,270.00 | (418.03) | 19.27% |
| **TOTAL EXPENSES** | 2,910,670.74 | 2,919,053.50 | (8,382.76) | 100.00% |
| **NET SURPLUS (DEFICIT)** | 253,989.31 | 227,647.00 | 26,342.31 | |

# GREATER HARRISON COUNTY PSD - WATER
# Statement of Cash Flows
# December 2025

| | | |
|---|---|---|
| **OPERATING ACTIVITIES** | | |
| **Net Income (Loss)** | $ | 54,528.07 |
| **Adjustments to reconcile Net Income to net cash provided by operations:** | | |
| **Accounts Receivable** | $ | 4,755.44 |
| **Accounts Payable** | $ | 7,015.36 |
| **Customer Deposits** | $ | 856.23 |
| **Due (From) To Sewer Fund** | $ | (17,719.19) |
| **Net cash provided by Operating Activities** | $ | 49,435.91 |
| **INVESTING ACTIVITIES** | | |
| **Fixed Assets Projects** | $ | (492,897.44) |
| **Interest Income** | $ | - |
| **Net cash provided by Investing Activities** | $ | (492,897.44) |
| **FINANCING ACTIVITIES** | | |
| **5.5 Agreement** | $ | - |
| **Grants/Loans** | $ | 492,897.44 |
| **Net cash provided by Financing Activities** | $ | 492,897.44 |
| **Net cash increase (decrease)for period** | $ | 49,435.91 |
| **Cash at beginning of period** | $ | 1,459,981.37 |
| **Cash at end of period** | **$** | **1,509,417.28** |
| | | |
| **Unrestricted Cash** | $ | 664,568.84 |
| | | |
| **Restricted Cash** | | |
| Depreciation Reserve | $ | 169,843.66 |
| Bond Commission Sweep | $ | 26,503.00 |
| Construction | $ | 233.26 |
| ARPA | $ | 100.00 |
| SB 234 | $ | 39,300.00 |
| Customer Deposits | $ | 25,102.19 |
| CD-Customer Deposits | $ | 67,660.74 |
| CD-Depreciation Reserve | $ | 281,567.55 |
| CD-SB 234 | $ | 234,538.04 |
| **Total Restricted Cash** | $ | 844,848.44 |
| | | |
| **Total Unrestricted & Restricted Cash** | **$** | **1,509,417.28** |
| | | |
| | $ | - |

# GREATER HARRISON COUNTY PSD - SEWER
## Statement of Cash Flows
### December 2025

| | | |
|---|---|---|
| **OPERATING ACTIVITIES** | | |
| **Net Income (Loss)** | $ | 22,059.30 |
| **Adjustments to reconcile Net Income to net cash provided by operations:** | | |
| **Accounts Payable** | $ | 14,916.29 |
| **Customer Deposits** | $ | 2,223.53 |
| **Payroll Liabilities** | $ | 5,983.56 |
| **Due (From) To Water Fund** | $ | 17,719.19 |
| **Net cash provided by Operating Activities** | $ | 62,901.87 |
| **INVESTING ACTIVITIES** | | |
| **Interest Income** | $ | - |
| **Fixed Assets** | $ | (930,290.04) |
| **Net cash provided by Investing Activities** | $ | (930,290.04) |
| **FINANCING ACTIVITIES** | | |
| **5.5 Agreements** | $ | 7,537.71 |
| **Loan Payment** | $ | (848.89) |
| **Draw on Bond & Grants** | $ | 937,827.75 |
| **Net cash provided by Financing Activities** | $ | 944,516.57 |
| **Net cash increase (decrease) for period** | $ | 77,128.40 |
| **Cash at beginning of period** | $ | 2,684,183.22 |
| **Cash at end of period** | **$** | **2,761,311.62** |
| | | |
| **Unrestricted Cash** | $ | 778,141.65 |
| | | |
| **Restricted Cash** | | |
| Construction Account | $ | 1,851.60 |
| Depreciation Reserve | $ | 670,714.50 |
| Rural Development Reserve | $ | - |
| Bond Commission Sweep | $ | 74,358.42 |
| ARPA | $ | 100.00 |
| SB 234 | $ | 51,000.00 |
| Customer Deposits | $ | 134,422.97 |
| CD-Customer Deposits | $ | 112,653.17 |
| CD-Depreciation Reserve | $ | 674,884.05 |
| CD-Rural Development Reserve | $ | 28,663.86 |
| CD-SB 234 | $ | 234,521.40 |
| **Total Restricted Cash** | $ | 1,983,169.97 |
| | | |
| **Total Unrestricted & Restricted Cash** | **$** | **2,761,311.62** |
| | | |
| | $ | - |