AMENDED AGENDA

Harrison County Commission Meeting

Wednesday, July 1, 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 – Zachary Bliss – 9 Patterson Road, Shinnston

10:10 A.M. --- Special Funding Request from the City of Salem Events Committee requesting $1,500 to celebrate America's 250 Anniversary

10:15 A.M. --- Special Funding Request from the City Parks of Clarksburg requesting $2,000 for their annual fireworks display on July 2, 2026

10:20 A.M. --- Special Funding Request from the Harrison County Sheriff's Office requesting $1,500 for their National Night Out Event

10:25 A.M. --- Special Funding Request from the City of Clarksburg Police Department requesting for their National Night Out Event

10:30 A.M. --- Special Funding Request from the City of Bridgeport Police Department requesting for their National Night Out Event

10:35 A.M. --- Special Funding Request from Shinnston Little League requesting funds go to the WV State Baseball Tournament in Barboursville, WV on July 17th through July 24th

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Robert Swanson – Courthouse Security – New Hire – Effective July 2, 2026
   - **B.** Chad McIntyre – Courthouse Security – New Hire – Effective July 2, 2026
   - **C.** Cameron Kiddy – Parks – Resignation – Effective June 25, 2026
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** None
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA – Greater Harrison PSD - $310,479.05
   - **B.** Quotes
   - **C.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:** (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) (NONE)

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. 3,535.00
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). (NONE)
10. **Review—Discuss—Consider** Budget Revisions for the following:
    A. General County
    B. Vital Services
11. **Review—Discuss—Consider** Approval of an Engagement Letter for Legal Services to be provided by Steptoe and Johnson relation to the modification of the Project Plan and extension of the TIF District for Development District No. 4 – white Oak Industrial Park and approval for the President of the Commission to execute and deliver such engagement letter
12. **Review—Discuss—Consider** Update on Rail Trail (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
13. **Review—Discuss—Consider** Renewal of McKinley Architecture & Engineering Contract to provide services to Harrison County. Original agreement end June 30, 2026 with option to renew for one year periods upon mutual agreement of both parties
14. **Review—Discuss—Consider** the Approval and Adoption on Harrison County AI Use Policy
15. **Review—Discuss—Consider** Budget Revisions from the Sheriff

700 – Law Enforcement

FROM	Line item	TO	Line item	Amount
Salary	001-700-103-00	Overtime	001-700-108-00	$29,000.00
Salary	001-700-103-00	Court Overtime	001-700-108-06	$2,500.00

701 – Process

FROM	Line item	TO	Line item	Amount
Supplies	001-701-341-00	Overtime	001-701-219-00	$1,300.00

703 – Staging

FROM	Line item	TO	Line item	Amount
Extra Help	001-703-109-00	Overtime	001-703-108-00	$500.00
Extra Help	001-703-109-00	Salaries- Wages	001-703-103-00	$1,200.00

16. **Review—Discuss—Consider** Resolution Authorizing the Application for 2026 Abandoned Mine Land Economic Revitalization Program for Phase 1 of the Master Plan of the Route 19 Property
17. **Administrator's Report**
18. **Commissioner Comments – Questions**

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

A. Weekly Fiduciary Report from the County Clerk
    1. None
B. Monthly Fiduciary Commission Settlements:
    1. Paul Ashworth
    2. William Audia
    3. Dolores Jean Booth

4. Mary Lola Hardman Ryan
5. William A. Spears, JR
6. Robert Horner
7. James Ray Eddy

C. **Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service**
   1. Greater Harrison PSD Regular Meeting Minutes for May 21, 2026

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)
2. Special Funding Request from Take me Home Transportation requesting $2,500 to help cover Insurance cost for their organization that provides rides home to individuals leaving alcohol serving establishments
3. **Review—Discuss—Consider** Awarding bid for Land for New Animal Control Facility (potential executive session 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)
4. **Review—Discuss—Consider** Bringing in an AS400 expert/consultant to train staff and demonstrate software abilities not currently being utilized
5. **Review—Discuss—Consider** Supporting West Milford's Float the Fork event that will take place on May 30, 2026

229 S 3rd Street
Clarksburg, WV 26301

The H
Planni
304-624-8690

10:05

Initial Notice of Violation

Zachary Bliss

74 Madison Drive
Lost Creek, WV 26385

Code Enforcement Cases: Case

Number: #CASE-26-0011
Valid From: 2-06-2026

Address: 9 PATTERSON ROAD, SHINNSTON

District/Map/Parcel: 05/919/37

Original Date of Notice: February 6, 2026
Compliance Due Date: March 6, 2026
Code Officer Notes: Weeds must be pulled off the structure
Date of Next Inspection: March 9, 2026

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: Noxious Weeds

Complaint Details: Weeds on building

Print Name: Robert Leonard, Code Official

Date: 2/06/26

Signature:

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 # 207570
Process # CIV26-00945
Docket # 26-0011
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }

HARRISON COUNTY PLANNING COMMISSION }
Plaintiff, }
- vs - }
ZACHARY BLISS }
Defendant }

IN PERSON

I hereby certify that on the **6th day of February, 2026**, **an INITIAL NOTICE OF VIOLATION; IMAGES; CLEAN UP FLYER**, in the above entitled action, came into my hand for service. That on the **10th day of February, 2026** at **12:02 PM**, in said county, **I did serve the documents on ZACHARY BLISS**.
Served the within **an INITIAL NOTICE OF VIOLATION; IMAGES; CLEAN UP FLYER** on the within named **ZACHARY BLISS** by delivering a copy of the within **an INITIAL NOTICE OF VIOLATION; IMAGES; CLEAN UP FLYER** to him/her in person at **WASHINGTON AVE, CLARKSBURG, WV 26301** in Harrison County, West Virginia, on the**10th day of February, 2026** at **12:02 PM**.

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

Invoice # IN202600945
HARRISON COUNTY PLANNING COMMISSION
229 S 3RD ST, CLARKSBURG, WV 26301

Comments
IN PERSON

Date Returned 2/10/26

Signed _____ **Date** 2/10/26

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







CERTIFIED MAIL®

HARRISON COUNTY PLANNING COMMISSION
COURTHOUSE
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

7018 1830 0001 3940 5378

US POSTAGE $010.44

RC

219
14
24

Zachary Bliss
74 Madison Drive
Lost Creek, WV

UNC

NIXIE 152 DC 1 0004/17/26

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

UNC BC: 26301297599 *0596-02229-17-26
26301>2975



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For delivery information, visit our website at www.usps.com®.
OFFICIAL USE
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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
2/6/2024
Sent To Zachary Bliss
Street and Apt. No., or PO Box No. 74 Madison Drive
City, State, ZIP+4® Lost Creek, WV 26385
PS Form 3800, April 2015 PSN 7530-02-000-0047 See Reverse for Instructions
7018 1830 0001 3940 5378

11:12

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 # 210425
Process # CIV26-03366
Docket # 26-0012
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARFRISON COUNTY PLANNING COMMISSION }
Plaintiff, } IN PERSON
- vs - }
ZACHARY BLISS }
Defendant }

I hereby certify that on the **18th day of May, 2026**, a **NOTICE OF HEARING**, in the above entitled action, came into my hand for service. That on the **9th day of June, 2026** at **9:10 AM**, in said county, **I did serve the documents on ZACHARY BLISS.**
Served the within **a NOTICE OF HEARING** on the within named **ZACHARY BLISS** by delivering a copy of the within **a NOTICE OF HEARING** to him/her in person at **306 WASHINGTON AVE, CLARKSBURG, WV 26301** in Harrison County, West Virginia, on the**9th day of June, 2026** at **9:10 AM**.

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

Invoice # IN202603371
HARRISON COUNTY PLANNING COMMISSION
229 S 3RD ST, CLARKSBURG, WV 26301

Comments
SERVED IN PROCESS OFFICE

Date Returned 6/9/26

Signed Brittney Stark **Date** 6-9-26

Robert Mather II
Harrison County Sheriff
By: Brittney Stark
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945

HARRISON COUNTY PLANNING DEPARTMENT
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

PHONE (304) 624-8690
FAX (304) 626-1070

Zachary Bliss
74 Madison Drive
Lost Creek, WV 26385
District 05 Map 919 Parcel 37
Case # 26-0011 and Case # 26-0012
9 Patterson Road, Shinnston and
21 Patterson Drive, Shinnston

May 14, 2026

NOTICE OF HEARING

You are hereby notified that the Harrison County Commission has scheduled a hearing on July 1, 2026 at 10:15 am 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
Harrison County Planning Director

RECEIVED
MAY 18 2026
HARRISON COUNTY
PROCESS DIVISION

5/27 - LDT
6/5 @ 1010 - LDT

03266

229 S 3rd Street
Clarksburg, WV 26301

The Harrison County
Planning Department
304-624-8690

Initial Notice of Violation

Zachary Bliss

74 Madison Drive
Lost Creek, WV 26385

Code Enforcement Cases: Case

Number: #CASE-26-0012

Address: 21 PATTERSON ROAD, SHINNSTON

Valid From: 2-06-2026

District/Map/Parcel: 05/919/36

Original Date of Notice: February 6, 2026

Compliance Due Date: March 6, 2026

Code Officer Notes:

Date of Next Inspection: March 9, 2026

Trailer must be cleaned up and removed. House must be repaired or demolished

Codes in Violation

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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: Dilapidated Building

Complaint Details:
Trailer and house on the property are in a state of dilapidation

Print Name: Robert Leonard, Code Official

Date: 2/06/26

Signature:

11:12

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 # 210425
Process # CIV26-03366
Docket # 26-0012
Reference #

STATE OF WEST VIRGINIA }
COUNTY OF HARRISON }
}
}
HARFRISON COUNTY PLANNING } IN PERSON
COMMISSION
Plaintiff, }
- vs - }
ZACHARY BLISS }
Defendant }

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		Remaining	**$0.00**

Invoice # IN202603371
HARRISON COUNTY PLANNING COMMISSION
229 S 3RD ST, CLARKSBURG, WV 26301

Comments
SERVED IN PROCESS OFFICE

Date Returned 6/9/26

Signed Brittney Stark **Date** 6-9-26

Robert Mathey II
Harrison County Sheriff
By: Brittney Stark
609 W MAIN ST
CLARKSBURG, WV 26301
Phone: (304) 423-7700
Fax: (304) 423-7945

HARRISON COUNTY PLANNING DEPARTMENT
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

PHONE (304) 624-8690
FAX (304) 626-1070

Zachary Bliss
74 Madison Drive
Lost Creek, WV 26385
District 05 Map 919 Parcel 37
Case # 26-0011 and Case # 26-0012
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21 Patterson Drive, Shinnston

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Charlotte Shaffer
Harrison County Planning Director

RECEIVED
MAY 18 2026
HARRISON COUNTY
PROCESS DIVISION

5/27 - LDT
6/5 @ 1010 - LDT

03266

9589 0710 5270 0834 2663 96

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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

May 15, 2024 17

Sent To
Zachary Bliss
Street and Apt. No., or PO Box No.
74 Madison Drive
City, State, ZIP+4®
Post Creek

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

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:

Zachary Bliss
74 Madison Drive
Post Creek, WV
26385

9590 9402 8323 3094 0495 51

2. Article Number *(Transfer from service label)*
9589 0710 5270 0834 2663 96

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

B. Received by *(Printed Name)*

C. Date of Delivery

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

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

:Mail
Mail Restricted Delivery
:00)

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





10:10

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: May 19, 2026

Organization Name: City of Salem Events Committee

Name and Title of Requester: Aimeé J Comer, City Manager

Mailing Address of Organization and Responsible Person:
229 West Main Street, Salem, WV 26426
If approved, this is where the check will be sent

Telephone: 304.838.3635 Fax: _____ E-mail: acomer@salemwestvirginia.com

FEIN# 55-6000248 Is your organization an IRS 501(c) 3 not-for-profit? Y X N
If yes, attach IRS Status Letter
If no, please explain: _____

TOTAL Cost of Project/Activity: $ 10,000

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

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

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

Purpose of request (one sentence): To celebrate America's 250 Anniversary

If for a fair/festival/event, give dates and location: Date: July 3, 2026 Location: Downtown Salem

Describe the proposed activities with dollar amounts to be funded by this request:
We are requesting funding for the America 250 Celebration in Downtown Salem. We have several community activities planned such as live entertainment, a kids zone with inflatables and games. We would also like to decorate our beautiful town in Red, White and Blue starting June 1st thru the rest of the summer

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

Do you plan to recognize the Harrison County Commission 's contribution? Y N
If Yes, how? We will absolutely place the Commission on our list of sponsors

(Name of Applicant) City of Salem Events Committee agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) City of Salem Events Committee, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) City of Salem Events Committee shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) City of Salem Events Committee agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant Aimee J Comer, BS, MSM **Date** 5/25/2026
City Manager

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant _____

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ _____

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

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

NAME OF PROJECT/EVENT: _____

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

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

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

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

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

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

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

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

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

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

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

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

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

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

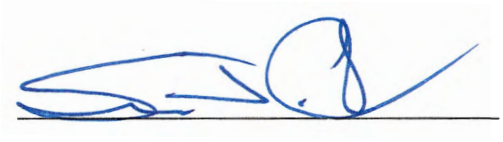
1. Apple Butter Festival - City of Salem
2. Fort New Salem Holiday - Christmas Activity
3. Frontier Days - City of Shinnston ,
4. Glen Elk Village Wine Musical & Art? Festival

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

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

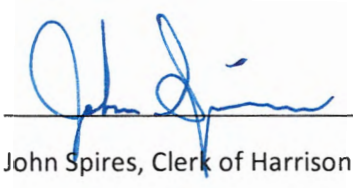
Now, therefore be it further resolved, the Harrison County Commission does hereby direct the administrative staff with the Office of the County Commission to take the necessary steps to communicate and provide this Order to the entities and agencies that have received funding during the past four fiscal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

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



Susan J Thomas, President

Attest:



John Spires, Clerk of Harrison County

AIMEÉ J. COMER, BS, MSM

City Manager | City of Salem, West Virginia
229 West Main Street, Salem, WV 26426
304.838.3635 | acomer@salemwestvirginia.com

May 25, 2026

Harrison County Commission
301 West Main Street
Clarksburg, WV 26301

RE: Special Funding Request — America 250 Celebration, Downtown Salem, June 1 thru July 3, 2026

Dear Members of the Harrison County Commission:

On behalf of the City of Salem Events Committee, I am pleased to submit this formal request for special funding in the amount of **$2,500** to support the City of Salem's America 250 Celebration, starting June 1 through the main celebration on **July 3, 2026**, in Downtown Salem, West Virginia.

The America 250 Celebration is a community-wide event honoring the 250th Anniversary of the United States of America. The City of Salem is proud to be a part of this historic national commemoration, and we are committed to delivering a memorable and inclusive event for our residents, visitors, and the greater Harrison County community.

Planned activities for the event include:

- Live musical entertainment in Downtown Salem
- A Kids Zone featuring inflatables, games, and family-friendly activities
- Community-wide Red, White, and Blue decorations throughout the city beginning June 1st and continuing through the summer
- Civic programming celebrating American heritage and local history

The total estimated cost of the America 250 Celebration is $10,000. Funding from the Harrison County Commission in the amount of $2,500 would represent a meaningful investment in a signature community event that will draw residents and visitors into Downtown Salem, support local businesses, and reflect well on all of Harrison County.

The City of Salem Events Committee is fully committed to recognizing the Harrison County Commission's generous contribution. The Commission will be prominently featured as a sponsor across all event signage, promotional materials, social media, and press releases associated with the America 250 Celebration.

As required, the City of Salem Events Committee will submit a complete Final Report of the Special Funding Request within 15 days of the conclusion of the event, including itemized revenues and expenditures.

We are grateful for the Harrison County Commission's continued investment in the communities and celebrations that make Harrison County such a vibrant and special place to live, work, and visit. I look forward to your favorable consideration of this request and welcome any questions you may have.

Respectfully submitted,

Aimeé J. Comer, BS, MSM
City Manager
229 West Main Street, Salem, WV 26426
304.838.3635 | acomer@salemwestvirginia.com

10:15

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

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

Date of Request: 6/15/2025

Organization Name: City Parks of Clarksburg

Name and Title of Requester: Doug Comer Superintendent

Mailing Address of Organization and Responsible Person: 1 Clarksburg Park Way Clarksburg (Nutter Fort) WV 26301

If approved, this is where the check will be sent

Telephone: 304 624-1655 Fax: 624-1684 E-mail: dcomer@cityofclarksburg.com

FEIN# 55-6000164 Is your organization an IRS 501(c) 3 not-for-profit? Y (N)

If yes, attach IRS Status Letter

If no, please explain:

TOTAL Cost of Project/Activity: $

Dollar Amount REQUESTED - Grant: $ Loan: $

Was project funded previously by HCC? (Y) N If so, when 7/25 ; how much: $ 2,000

Have you previously received funds from the Harrison County Commisson: (Y) N

If Yes, how much? If funded multi years - list by fiscal year?

When: 1/25 ; how much: $ 8,000

When: ; how much: $

When: ; how much: $

Purpose of request (one sentence): Fireworks purchase for July 2 uniting symphony

If for a fair/festival/event, give dates and location: Date: 7/3/2025 Location: C-burg Amp

ONE-Night Free Concert

Describe the proposed activities with dollar amounts to be funded by this request: $9000 Fireworks

Split w/ Cultural foundation, City of Clarksburg & Parks

Are your financial statements audited by an outside accounting firm? (Y) N

If Yes, by whom: WV State

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N

If Yes, how? Promotions on press release

(Name of Applicant) City Parks of Clarksburg agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) City Parks of Clarksburg, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) City Parks of Clarksburg shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) City Parks of Clarksburg agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant _____ **Date** 6/15/2020

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant City Parks of Clarksburg

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

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

NAME OF PROJECT/EVENT: 4th July Fireworks + Symphony @ the AMP

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

INCOME SOURCE:	City Parks of Clarksburg	$ 4.500
	[illegible]	$
	Cultural Foundation	$ 2.500
	TOTAL	$ 9,000
EXPENSE ITEM:	Fire works - Admin Exp	$
		$
		$
	TOTAL	$ 9000

LIST ALL CONTRIBUTORS TO THIS PROJECT/EVENT: (ATTACH EXTRA SHEETS IS NECESSARY)	
SEE INCOME SOURCE ABOVE	$
	$
	$
	$
TOTAL	$

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

Doug Comer — Applicant

6-15-25 — Date

(Revised 8/19/14)

10:20

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 6-24-2026

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

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

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

Telephone: 304-423-7705 Fax: 304-624-8734 E-mail: rgmatheny2@harrisoncountywv.gov

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

TOTAL Cost of Project/Activity: $ _____

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

Was project funded previously by HCC? (Y) N If so, when July 2024 & 2025; how much: $ 1500.00 each year

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

Purpose of request (one sentence): National Night Out

If for a fair/festival/event, give dates and location: Date: 8/4/2026 Location: The Bridge 400 Forrester Blvd Bridgeport, WV

Describe the proposed activities with dollar amounts to be funded by this request:
Staff from the Sheriffs office will have tables set up to pass out backpacks with an assortment of items in the bags will also have Candy to pass out

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

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

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) Robert G. Matheny II, Sheriff agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) Robert G. Matheny II, Sheriff, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Robert G. Matheny II shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) Robert G. Matheny II Sheriff agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant Robert G. Matheny II, Sheriff **Date** 06/24/26

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

10:25

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 4/14/26

Organization Name: Clarksburg Police Dept. / City of Clarksburg

Name and Title of Requester: Mark A. Kiddy Chief of Police

Mailing Address of Organization and Responsible Person:
222 W. Main St, Clarksburg WV 26301
If approved, this is where the check will be sent

Telephone: 304 624-1623 Fax: 304 624-1614 E-mail: mkiddy@cityofclarksburgwv.com

FEIN# 556000164 Is your organization an IRS 501(c) 3 not-for-profit? (Y) N
If yes, attach IRS Status Letter
If no, please explain:

TOTAL Cost of Project/Activity: $ 16,428.63

Dollar Amount REQUESTED - Grant: $ 1500.00 Loan: $

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

Have you previously received funds from the Harrison County Commisson: (Y) N
If Yes, how much? If funded multi years - list by fiscal year?
When: 2025 ; how much: $ 0 I don't believe we submitted a request
When: 2024 ; how much: $ 1500.00
When: ____ ; how much: $

Purpose of request (one sentence): Event to strengthen relationship b/w law enforcement & community.
If for a fair/festival/event, give dates and location: Date: Aug. 4, 2026 Location: V.A. Park Clarksburg, WV

Describe the proposed activities with dollar amounts to be funded by this request: We provide bouncy houses, face painters, food from local restaurants, and prizes for the 18 and under children that attend.

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

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

HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) The Clarksburg Police Dept. agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) The Clarksburg Police Dept., the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) The Clarksburg Police Dept. shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) The Clarksburg Police Dept. agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant Mel G. Kirby Chief of Police **Date** 4/15/26

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

WEST VIRGINIA CONSUMERS SALES AND SERVICE TAX AND USE TAX

EXEMPTION CERTIFICATE

WV/CST-280
(Rev. 905)

CANNOT BE USED TO PURCHASE GASOLINE OR SPECIAL FUEL

All sales of tangible personal property or taxable services are presumed to be subject to tax unless a properly completed Exemption Certificate or a Direct Pay Permit number is provided. Read instructions on reverse side before completing this certificate.

NAME OF VENDOR	DATE	CHECK APPLICABLE BOX:	
CITY OF CLARKSBURG		☐ SINGLE PURCHASE CERTIFICATE	☑ BLANKET CERTIFICATE

STREET ADDRESS	CITY	STATE	ZIP CODE
222 WEST MAIN STREET	CLARKSBURG	WV	26301

TO BE COMPLETED BY PURCHASER: I, the undersigned, hereby certify that I am making an exempt purchase and hold a valid Business Registration Certificate:

Enter Tax Identification Number 5 5 6 0 0 0 1 6 4

My principle business activity is MUNICIPAL GOVERNMENT

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

PURCHASE FOR RESALE

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

PURCHASE BY AN EXEMPT COMMERCIAL AGRICULTURAL PRODUCER

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

☐ B. Purchase of propane for use in poultry houses for heating purposes. WV Code § 11-15-9(a)(18)

TAX EXEMPT ORGANIZATIONS

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

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

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

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

PURCHASES OF CERTAIN SPECIFIC SERVICES AND TANGIBLE PERSONAL PROPERTY

☐ A. Purchases of electronic data processing services and related software but **not** data processing equipment, materials and supplies. WV Code § 11-15-9(a)(21)

☐ B. Purchases of services by one corporation, partnership or limited liability company from another corporation, partnership or limited liability company **but only** when the entities are members of the same controlled group or related taxpayers as defined in Section 267 of the Internal Revenue Code. WV Code § 11-15-9(a)(23)

☐ C. Purchases of computer hardware and software directly incorporated into manufactured products; certain leases; electronic data processing service; computer hardware and software directly used in communication; educational software; internet advertising; high technology business services directly used in fulfillment of a government contract. WV Code § 11-15-9h

☐ D. Purchases of motion picture films, coin-operated video arcade machines and other video arcade games for any use upon which there will be a charge subject to sales tax. WV Code § 11-15-9(a)(32)

☐ E. Purchases by a licensed carrier of persons or property, or by a government entity, of aircraft repair, remodeling and maintenance services for an aircraft, engine or other component part of an aircraft, or purchases of tangible personal property that is permanently affixed as a component part of an aircraft as part of the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts, and purchases by a licensed carrier of persons or property, or by a government entity, of machinery, tools or equipment, directly used or consumed exclusively in the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts. WV Code § 11-15-9(a)(33)

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

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

NAME OF PURCHASER	STREET ADDRESS	
CITY OF CLARKSBURG, KIMBERLY KARAKIOZIS	222 WEST MAIN STREET	
SIGNATURE OF OWNER, PARTNER, OFFICER OF CORPORATION, ETC. Kimi Karakiozis	CITY CLARKSBURG	
TITLE DIRECTOR OF FINANCE	STATE WV	ZIP CODE 26301

GENERAL INSTRUCTIONS

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

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

INSTRUCTIONS FOR PURCHASER

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR VENDOR

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

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

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

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

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

INSTRUCTIONS FOR VENDOR AND PURCHASER

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

Please begin using this Certificate immediately.

10:35

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

Thank you for the opportunity to support your project. Please complete this application and return it to the Harrison County Commission, 301 West Main Street, Clarksburg, WV 26301 by fax or email. Facsimile: 304-624-8673; Email: [illegible]; Question: 304-624-8500

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

Date of Request: 6/26/2026

Organization Name: Shinnston little league

Name and Title of Requester:

Mailing Address of Organization and Responsible Person: NiKKi Baker Fundraising Coordinator

If approved, this is where the check will be sent

Telephone: _____ Fax: _____ E-mail: _____

DESIGN: _____ Is your organization an IRS 501(c) 3 not-for-profit? (Y) N

If yes, attach IRS Status Letter

If no, please explain: _____

TOTAL Cost of Project/Activity: $ _____

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

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

Have you previously received funds from the Harrison County Commission: Y (N)

If Yes, how much? If funded multi years - list by fiscal year?

When: _____; how much: $ _____

When: _____; how much: $ _____

When: _____; how much: $ _____

Purpose of request (one sentence): wv State baseball Tournament

If for a fair/festival/event, give dates and location: Date: July 17th- 24 Location: Barboursville WV

Describe the proposed activities with dollar amounts to be funded by this request: Shinnston little league 12 year old baseball team will be traveling to Barboursville WV July 17th to represent Shinnston little league. We are asking Harrison county Commission to make a donation to help off set costs for our Players for room Board. Any Amount will help

Are your financial statements audited by an outside accounting firm? Y N

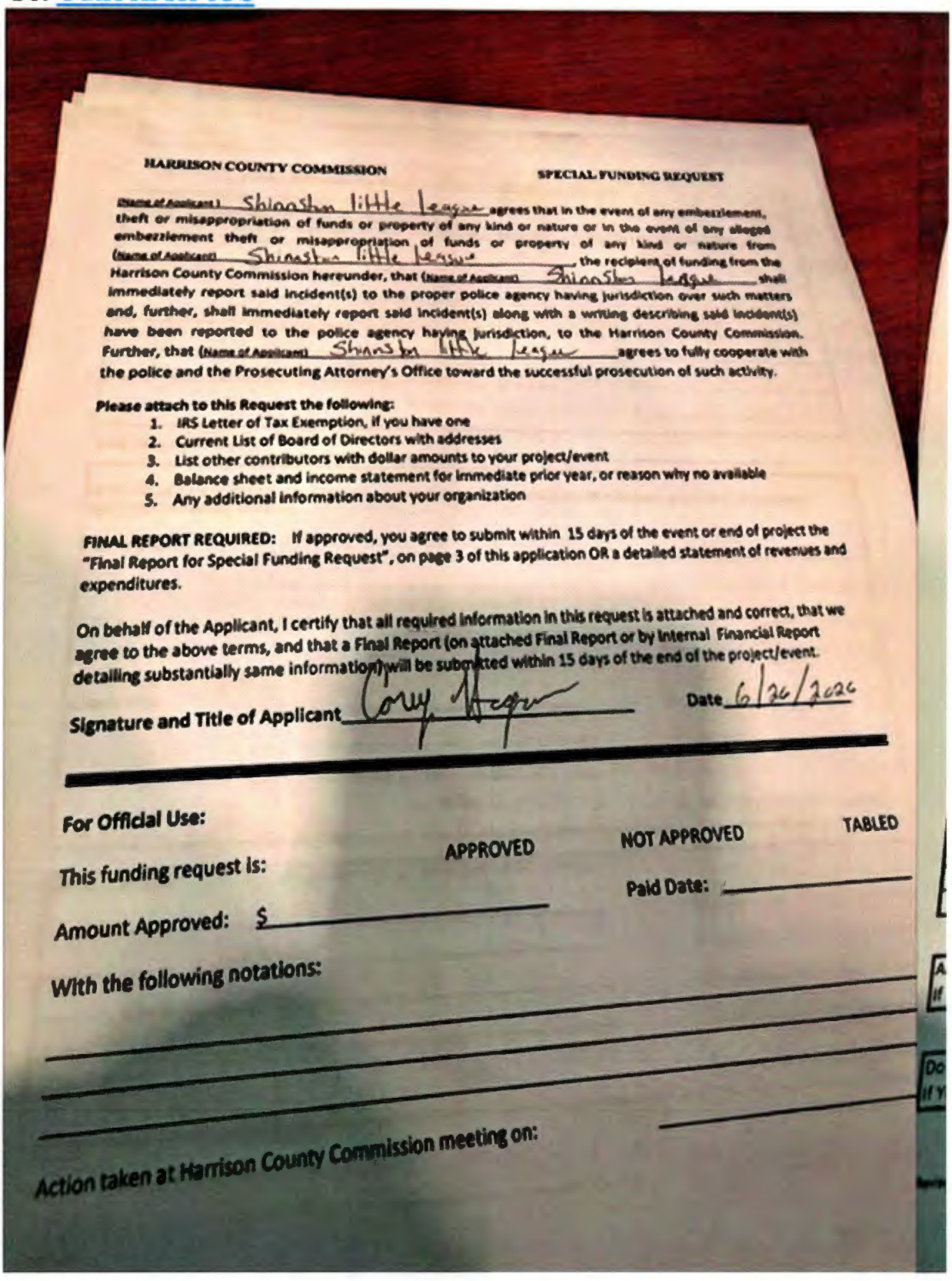
If Yes, by whom:

Do you plan to recognize the Harrison County Commission 's contribution? (Y) N

If Yes, how?

Revised 6/18/14

Get Outlook for iOS



HARRISON COUNTY COMMISSION **SPECIAL FUNDING REQUEST**

(Name of Applicant) Shinnston little league agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) Shinnston little league, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Shinnston league shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that (Name of Applicant) Shinnston little league agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant Corey Hogan **Date** 6/26/2026

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Paid Date: _____

Amount Approved: $ _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
7-2-26		

NAME	ADDRESS
Robert Swanson	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Security-730	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Robert Matthews	DATE 6/23/26
HUMAN RESOURCES MANAGER	DATE 6-23-26

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Amsterdam

3-B

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
7-2-26		

NAME	ADDRESS
Chad McIntyre	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		Security - 730	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 6/23/26
HUMAN RESOURCES MANAGER	DATE 6-23-26

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Amsterdam

3-C

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
6-25-26		| | | -| | | -| | | | |

NAME	ADDRESS
Cameron Kiddy	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		900	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) _____

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 6-25-2026
HUMAN RESOURCES MANAGER	DATE 6-25-26

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Amsterdam

5-A

2022S-2162
C-544730
GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT

RESOLUTION OF THE PUBLIC SERVICE DISTRICT BOARD APPROVING INVOICES RELATING TO SERVICES FOR THE RT 20 QUIET DELL PLANT AND SEWER EXTENSION PROJECT AND AUTHORIZING PAYMENT THEREOF,

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

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

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

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

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

NOW, THEREFOR, BE IT RESOLVED the Greater Harrison County PSD has hereby authorized and directed the payment of the attached invoices which comprise Draw #18 as follows:

Vendor	Total	CWSRF Debt Forgiveness	WVIJDC District 1 Grant	WVIJDC District 1 Loan	Economic Enhacement Grant	Harrison County ARPA
JD Utility Services LLC	$ 2,700.00	$ -	$ -	$ -	$ -	$ 2,700.00
Thrasher Group	$ 80,825.90	$ -	$ -	$ 80,825.90	$ -	$ -
Pro Contracting Inc	$ 290,679.05	$ -	$ -	$ -	$ -	$ 290,679.05
Breckenridge Corp	$ 859,182.07	$ -	$ -	$ -	$ 859,182.07	$ -
Professional App Corp	$ 17,100.00				$ -	$ 17,100.00
	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 1,250,487.02	$ -	$ -	$ 80,825.90	$ 859,182.07	$ 310,479.05

ADOPTED BY the Greater Harrison County Public Service District, at the board meeting held June 18,2026:

By: _____

Its: Chairman

5-B

Date of Meeting	7/1/2026		QUOTES
Department	**Vendor**	**Description**	**Price**
Commission			
Commission			
IT			
IT			
Planning			
Process			

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

COMMISSIONER'S SIGNATURE

Date of Meeting		7/1/2026	Invoices							
Line Item #	Department Name	Vendor Name	Description Note	General County Fund 001	E-911 007	Vital Services Levy 027	Community Corrections	Community Improvement Fund 026	ARPA Fund	Other as Needed
007-712-211-00	911 Center	Frontier	Internet/Phone service			$4,699.33				
027-900-213-00	911 Center	Mon Power	Utility bill for Ellis Property			$45.08				
245-712-216-00	911 Center	304 Fence Center	Material for fence repair on Grafton Tower site			$1,200.00				
027-711-223-00	911 Center	A-1 Exterminating Co. Inc.	Pest Control for JSJOC Charlespointe			$75.00				
027-711-223-00	911 Center	A-1 Exterminating Co. Inc.	Pest Control for 911 Center			$75.00				
027-711-216-00	911 Center	APCO International	Annual maintenance for APCO Intellicomm			$6,000.00				
027-711-221-00	911 Center	APCO International	APCO Law Enforcement Communication Recert.			$105.00				
027-711-221-00	911 Center	APCO International	Fire Service Communications recert / Law Enforcement Communications recert - Megan Fox			$70.00				
027-711-221-00	911 Center	APCO International	APCO Dispatch / Communications Recert - J. Sheff			$70.00				
027-711-221-00	911 Center	APCO International	APCO Public Safety Telecommunicator Recert Fee			$35.00				
027-711-222-00	911 Center	Commerce District at Charles Pointe	HOA for 911 Center			$389.66				
245-712-219-00	911 Center	EIP Holdings II, LLC	July 2026 lease payment for Grafton Tower site			$1,000.00				

027-711-211-00	**911 Center**	Frontier	Backup data circuit from PK Tower to JSJOC Charlespointe			$766.00				
027-711-219-00	**911 Center**	Hart Office Solutions	Copier rental for 735 Genesis Blvd			$166.00				
027-711-223-00	**911 Center**	The Water Shop	Bottled water delivery for JSJOC Charlespointe			$30.00				
027-711-223-00	**911 Center**	Unifirst Corp	Carpet runner service for JSJOC Charlespointe			$63.00				
027-711-459-00	**911 Center**	US Bank / Amazon	Ten YubiKey multi factor auth security keys			$633.98				
027-716-341-00	**Animal Control**	Ace Hardware of Shinnston	Misc. Supply items for Bulletin Board			$24.12				
027-716-230-00	**Animal Control**	Alpha Energy Solutions	HVAC Maintenance Agreement for Animal Control			$366.67				
027-716-223-00	**Animal Control**	Audubon Animal Clinic	Spay / Neuter vouchers			$2,899.98				
027-716-213-00	**Animal Control**	Hope Gas	Gas Utility bill - 2420 Saltwell Road			$104.89				
027-716-341-00	**Animal Control**	Midwest Veterinary Supply	Vaccine restock			$2,800.50				
027-716-223-00	**Animal Control**	Tractor Supply Co.	Dog, cat food & Cat liter			$544.70				
056-406-222-00	**Assessor**	Car Book #1071128								$388.39
056-406-459-00	**Assessor**	Proforma	Canopy Frame							$346.11
056-406-341-00	**Assessor**	Visual Edge IT	HP LaserJet Toner - cyan, yellow, magenta							$860.97
056-406-341-00	**Assessor**	Visual Edge IT	HP LaserJet Toner - cyan, yellow, magenta							$1,719.34
056-406-221-00	**Assessor**	WV Association of Counties	Spring BOD 2026 - Tammy							$200.00
001-416-223-00	**Circuit Clerk**	Brenda Hinkle	Mental Hygiene - D. Keener	$402.26						

001-416-223-00	**Circuit Clerk**	Brenda Hinkle	Mental Hygiene - M. Hoag	$696.50						
001-416-223-00	**Circuit Clerk**	Brenda Hinkle	Mental Hygiene - V. Wiley	$326.50						
001-416-223-00	**Circuit Clerk**	Brenda Hinkle	Mental Hygiene - S. Halpenny	$326.50						
001-416-223-00	**Circuit Clerk**	Brenda Hinkle	Mental Hygiene - E. Ulbrich Jr.	$389.26						
001-424-341-00	**Commission**	Ace Hardware Shinnston	Multi Fasteners to secure Flag Bunting to GSA Building	$31.82						
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Maintenance Agreement for Old DHHR	$238.89						
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Maintenance Agreement for Storage Garage	$366.66						
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Maintenance Agreement for Sheriff Department - June 2026	$941.67						
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Maintenance Agreement for GSA Building	$1,091.67						
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Maintenance Agreement for Jail Annex	$1,041.67						
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Maintenance Agreement for Sheriff Department - Jan 2026	$941.67						
001-424-230-00	**Commission**	Chem-Aqua	Water treatment Program for Courthouse	$325.00						
001-424-213-00	**Commission**	Clarksburg Water Board	Water utility bill - 633 West Pike Street	$127.93						
001-424-216-00	**Commission**	City Mechanical	Mini Splits & service call for SWAT	$940.00						
001-401-222-00	**Commission**	CCAWV	Association dues	$5,818.00						
001-401-218-00	**Commission**	FedEx	Shipping charges for Courthouse	$11.39						
005-415-211-00	**Commission**	Frank Demarco	Reimbursement for Magistrate phone service	$154.92						
001-424-211-00	**Commission**	Frontier	Phone service - Courthouse	$22.17						

001-424-213-00	**Commission**	Hope Gas	Utility bill for Public Safety Building	$53.22						
001-424-213-00	**Commission**	Hope Gas	Utility bill for HC Extension office	$47.89						
001-424-213-00	**Commission**	Hope Gas	Utility bill for Quiet Dell School	$106.21						
001-424-213-00	**Commission**	Hope Gas	Utility Gas bill for 301 W. Main Street	$215.14						
001-424-213-00	**Commission**	Hope Gas	Utility Gas bill for 609 W. Main Street	$35.07						
001-424-213-00	**Commisson**	Hope Gas	Utility Gas bill for Courthouse	$36.47						
001-424-213-00	**Commision**	Hope Gas	Utility Gas bill for South 3rd Street	$150.93						
001-424-213-00	**Commission**	Hope Gas	Utility Gas bill for Courthouse Annex	$537.61						
001-401-223-00	**Commission**	Glen Elk Iron Shawn A. Bennett DBA	Gym Memberships for May	$288.00						
207-442-567-01	**Commission**	Greater Harrison County, PSD	ARPA funds request /Quiet Dell Sanitary Sewer Extension						$310,479.05	
001-401-458-08	**Commission**	Harrison County Bank	Airport Property Payment	$34,395.48						
001-424-219-00	**Commission**	Hart Office Solutions	Copier rental - Assessor's office	$440.09						
001-424-219-00	**Commission**	Hart Office Solutions	Copier Rental - Commission office	$146.58						
001-424-219-00	**Commission**	Hart Office Solutions	Copier Rental for Voter's Registration	$54.54						
001-424-341-00	**Commission**	John Deer Financial	Chemicals for Lawn Maint. - Southern States	$94.99						
005-415-211-00	**Commission**	Kevin Renzelli	Reimbursement for Magistrate phone service							$154.92
005-415-211-00	**Commission**	Kimberly Wygal	Reimbursement for Magistrate phone service							$154.92
001-424-341-00	**Commission**	Liberty Distributors, Inc	30 Wypall x80 Wipers 160/CS	$252.56						
001-424-213-00	**Commission**	MonPower	Utility bill for Courthouse/Annex Building	$26,042.69						
001-401-458-07	**Commission**	MVB Bank	609 West Main Street Property Payment	$6,222.12						

001-424-216-00	**Commission**	Pitney Bowes	Service call	$260.00						
001-424-219-00	**Commission**	Queen City Business Systems	Service call for Extention office	$190.00						
001-401-214-00	**Commission**	Russ McKeen	Travel for Grant Writer to attend Grant Training	$192.85						
001-424-341-00	**Commission**	Sandy's True Value	Rubber hose & Spray wand for Watering Flowers - Courthouse plaza	$66.98						
001-424-341-00	**Commission**	Sandy's True Value	Misc Parts for Flag frames for Courthouse plaza	$462.50						
001-424-341-00	**Commission**	Stationers	Envelopes for Assesor's office	$766.40						
001-401-233-00	**Commission**	Steptoe & Johnson	Charles Pointe Bond Restructure Proceedings - May 2026	$4,106.25						
001-401-223-00	**Commission**	Steptoe & Johnson	Professional services/ Release of Courthouse Lien	$12,976.25						
057-450-223-00	**Commission**	THB Land Management, LLC	Survey - boundary of the Samuel S Stark Farm							$2,795.40
001-424-213-00	**Commission**	Town of Nutter Fort	Utilites for 420 Buckhannon Pike	$443.75						
001-424-341-00	**Commission**	Uline	Air Freshener Dispensers (12)	$456.33						
001-424-341-00	**Commission**	Uline	Jumbo Bath Tissue, Pallet Notes	$791.48						
001-424-341-00	**Commission**	Uline	4 - 5x8 Flags for 250 Celebration	$338.47						
001-424-219-00	**Commission**	US Bank	Copier Rental for Prosecuting Attorney	$670.19						
001-424-341-00	**Commission**	Visual Edge IT	Black Toner for Sheriff & Treasuer Dept	$229.99						
001-424-219-00	**Commission**	Visual Edge IT	Copier Rental - Prosecuting Attorney	$398.03						
001-424-341-00	**Commission**	Visual Edge IT	(2) Black Toner for Assessor's office	$459.98						
005-415-211-00	**Commission**	Warren Davis	Reimbursement for Magistrate phone service							$154.92

001-424-213-00	**Commission**	WM / Meadowfill Landfill, Inc.	Garbage Utility bill for 301 W Main Street	$8.68						
001-401-226-00	**Commission**	WorkForce WV	Co-Comm Official Bonds for reimbursement	$795.73						
072-731-341-00	**Community Corrections**	Aqua Filter Fresh, Inc	5 Gallon Spring Water for Day Report Center				$44.10			
072-731-228-00	**Community Corrections**	FedEx	Shipment - billing				$28.15			
072-731-223-00	**Community Corrections**	Laboratory Services	Urine Analysis (May 2026)				$14,052.50			
072-731-341-00	**Community Corrections**	MPB Superstore	Business Cards				$280.00			
072-731-341-00	**Community Corrections**	Micro Distributing II, LTD	16 Panel Stat Cup (UA)				$6,600.00			
001-401-220-00	**County Clerk**	Exponent Telegram	Legal Ads	$228.43						
001-424-219-00	**County Clerk**	Meadowbrook Mall Co	Early voting lease for Primary 2026 Election)	$900.00						
001-424-341-00	**County Garage**	Sandy's True Value	Titnium Pro .105 Parts	$64.99						
027-711-567-03	**Fire Department**	Shinnston Fire Department	Ladder Truck Payment Reimbursement			$30,000.00				
023-725-34-001	**Law Enforcement**	Red Vette LLC	Football Stress Relievers - National Night Out							$690.00
001-700-345-00	**Law Enforcement**	Trapuzzano's	Misc. Uniforms - Davisson	$925.87						

001-424-341-00	**Maintenance**	Lowes	Supplies for new Flower pots - Courthouse	$554.79						
001-424-341-00	**Maintenance**	Sandy's True Value Hardware	Key made for Swat Building	$35.88						
001-424-341-00	**Maintenance**	Sandy's True Value Hardware	Misc Supplies for Assessor's office	$52.56						
001-424-341-00	**Maintenance**	State Electric Supply Co	Supplies for Replacement & Maintenance on Multi light fixtures and Nylon ties	$709.19						
001-424-341-00	**Maintenance**	Sandy's True Value Hardware	Misc. Cleaning Supplies for Supply Cage (CloroxClean Spray, Trigger Snaps)	$20.46						
001-424-219-00	**Maintenance**	United Rentals	Towable Gas Boom Lift	$362.36						
027-900-230-00	**Parks & Rec.**	Alpha Energy Solutions	HVAC Maintenance Agreement for Rec Center			$238.89				
027-900-213-00	**Parks & Rec.**	Hope Gas	Utility bill for Parks & Rec							
027-900-211-00	**Parks & Rec.**	Charter Communication /Spectrum	Internet phone bill			$224.24				
027-900-341-00	**Parks & Rec.**	Jennifer Friend	Supplies for Floral Design Class (Kroger)			$78.11				
027-900-223-00	**Parks & Rec.**	Kettle Pop Company	Kettle corn for Celebration at Sunset			$900.00				
027-900-341-00	**Parks & Rec.**	Liberty Distributors	Garbage bags			$309.55				
027-900-219-00	**Parks & Rec.**	M & M Septic Pumping	Monthly rental - Porta John Wallace X2			$254.40				
027-900-215-00	**Parks & Rec.**	Marsh	Misc supplies for weed eater			$153.96				
027-900-341-00	**Parks & Rec.**	Sandy's True Value	Maintenance & Supplies for Mult-Park locations			$322.04				

027-900-341-00	**Parks & Rec.**	Sandy's True Value	Broom, wetvac			$286.96				
027-900-341-00	**Parks & Rec.**	Sandy's True Value	Misc parts for Flag Frames for Ellis Property			$607.22				
027-900-215-00	**Parks & Rec.**	Uline	Master lock padlock			$274.46				
027-900-341-00	**Parks & Rec.**	US Bank / Amazon	Supplies for Father's day event/firework events			$535.48				
027-900-215-01	**Parks & Rec.**	Willy Goat	Plastic playground border with spikes			$2,032.00				
001-701-345-00	**Process**	Shoe Carnival	Safety Toe Boot - Burgouis	$114.99						
001-405-230-00	**Prosecutor's Office**	AT&T Mobility	First Net bill	$138.24						
001-405-214-00	**Prosecutor's Office**	Visa	Misc: Snowshoe Resort / Zoom	$12,886.94						
001-405-214-00	**Prosecutor's Office**	Tara Perri	Reimbursement for Lodging - Not enough funds on county credit card	$1,395.50						
001-704-344-00	**Regional Jail**	Inmate Housing: May 2026	$236,983.09							
027-952-230-00	**Senior Center**	Alpha Energy Solutions	HVAC Maintenance Agreement for Senior Center			$366.67				
027-952-230-00	**Senior Center**	Chem-Aqua	Water treatment Program			$288.75				
001-424-341-00	**Sheriff & Treasurer**	Robertson Heating Supply Co.	Misc. Supplies - Maintenance on Sheriff's Building	$60.68						
001-412-230-00	**Extension Office**	Alpha Energy Solutions	HVAC Maintenance Agreement for Extension office	$238.89						
				$125,617.70	**$0.00**	**$59,036.64**	**$21,004.75**	**$0.00**	**$310,479.05**	**$7,464.97**

	Grand Total:	**$523,603.11**

7/1/2026

Commissioner's Signature

Date of Meeting

Sent to Bookkeeping to be paid early

Commissioner's Signature

Commissioner's Signature

REQUISITION FOR PAYMENT FROM ADMINISTRATIVE EXPENSE FUND

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

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

REQUISITION FOR PAYMENT NO. 123 (07/01/26)

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 **$3,535.00** 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) **$3,535.00.** 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 **1st day of July, 2026.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe & Johnson	Invoice #1265625	Date: 06/16/2026	$ 3,535.00
		Total	**$ 3,535.00**

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

June 17, 2026

VIA E-MAIL - lpysz@harrisoncountywv.gov
countyadministrator@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 June 2, 2026, 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
Enclosure
cc: mtonkin@harrisoncountywv.com
384480.00030

27022584.5

2019

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:	June 16, 2026
Invoice Number:	1265625
Matter Number:	384480.00030

FOR PROFESSIONAL SERVICES THROUGH JUNE 2, 2026

Client: Harrison County Commission

Matter: Charles Pointe EODD Administrative Matters

Total Current Fees	$	3,535.00
Total Current Due	**$**	**3,535.00**

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)
Account Number: 01521 2001 4
Routing Number: ACH 044000024
Wire 044000024
International SWIFT Code: HUNTUS33
(Please Reference Invoice Number)

Attorney-Client Communication - Privileged and Confidential

TIME DETAIL

Date	Initials	Description	Hours	Amount
02/23/26	TLA	Review correspondence received from Development Office regarding new annual reporting requirements for EODD; conduct legal research regarding same; draft email to MuniCap advising them of the new requirements	1.50	592.50
03/02/26	LNS	Draft Special Meeting minutes of Charles Pointe EODD Board	1.75	463.75
04/10/26	TLA	Confer with MuniCap regarding new statutory annual report requirements	0.25	98.75
05/08/26	LNS	Draft meeting minutes re: EODD Board meeting held on January 23, 2026; draft meeting minutes re: EODD Board meeting held on February 4, 2026	6.00	1,590.00
05/11/26	TLA	Attend to preparing drafts of meeting mintues for recent EODD Board meetings; circulate for review	1.25	493.75
05/19/26	TLA	Review status of EODD board memberships and email County Commission about seats requiring reappointment	0.25	98.75
05/19/26	TLA	Gather and assemble EODD Board due diligence requested by County Commission office; confer regarding necessary Board reappointments	0.50	197.50
		Total		**$ 3,535.00**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Lacy N. Smith	Associate	$265.00	7.75	2,053.75
Thomas L. Aman, Jr.	Member	$395.00	3.75	1,481.25
		Total	**11.50**	**$ 3,535.00**

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:	June 16, 2026
Invoice Number:	1265625
Matter Number:	384480.00030

FOR PROFESSIONAL SERVICES THROUGH JUNE 2, 2026

REMITTANCE PAGE

Client: Harrison County Commission

Matter: Charles Pointe EODD Administrative Matters

Total Due This Invoice	**$**	**3,535.00**
Amount of Payment	**$**	_____

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:
[redacted]

Attorney-Client Communication - Privileged and Confidential

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
304.933.8136
Thomas.Aman@steptoe-johnson.com

June 25, 2026

Representation by Steptoe & Johnson PLLC
Amendment of Project Plan for
Harrison County Development District No. 4 - White Oaks Industrial Park

The County Commission of Harrison County
Attn: Susan Thomas, President
Harrison County Courthouse
229 S. 3rd Street
Clarksburg, WV 26301

High Tech Corridor Development LLC
Attn: H. Wood Thrasher, Manager
500 White Oaks Boulevard
Bridgeport, West Virginia 26330

Dear Commissioner Thomas and Mr. Thrasher:

The purpose of this engagement letter is to set forth certain matters concerning the services we will perform as legal counsel to The County Commission of Harrison County (the "County Commission") in connection with the proposed further amendment of Project Plan No. 1 (the "Project Plan") for the property tax increment financing district known as Harrison County Development District No. 4 - White Oaks Industrial Park (the "TIF District") and related matters. The Rules of Professional Conduct governing attorneys recommend that attorneys have written fee agreements with their clients. This letter, when returned to our office, will constitute your written fee agreement ("Agreement") with our firm for the matters described below.

1. IDENTITY OF CLIENT

For the purpose of this representation, we understand that our client is The County Commission of Harrison County. We are not representing High Tech Corridor Development LLC, the developer for the TIF District (the "Developer") with respect to the subject matter of this engagement or with respect to the issuance of any tax increment revenue obligations with respect to the TIF District, or any other entities or individuals whose interest may be affected by this matter, and such individual persons or other entities are expressly excluded from the scope of our representation. We understand that the Developer has engaged its own separate legal counsel for matters respecting the TIF District and tax increment financing obligations that may be issued by the County Commission from time to time with respect to the TIF District.

2. SCOPE OF SERVICE

You are hiring us as your attorneys to represent you in the following matter:

To work with representatives of the County Commission and the Developer as well as the West Virginia Division of Economic Development and other State agencies and officials as

necessary to prepare applications for the second amendment of the Project Plan (the "Second Project Plan Amendment") and to prepare documents and oversee and facilitate the process for all necessary approvals to complete the Second Project Plan Amendment.

We will provide those legal services necessary to represent you in the above matter and we will take reasonable steps to keep you informed of progress and to respond to your inquiries. Our representation will conclude when the County Commission has entered an Order approving the Second Project Plan Amendment. If you request that Steptoe & Johnson PLLC perform additional work relating to this matter for you in the future, the terms of this letter will apply unless a different arrangement is entered into.

It is anticipated that if bonds are to be issued, a separate engagement will be entered into relating to our services as bond counsel to the County Commission for such issue.

3. CLIENT DUTIES

You agree to be truthful with us, to cooperate, to undertake reasonable means to provide complete and accurate documents and information which may be requested in relation to this matter, to keep us informed of developments and to abide by this Agreement.

4. STAFFING, LEGAL FEES, BILLING PRACTICES

Tom Aman will be the attorney primarily responsible for the work we will perform for you in this matter. We may utilize the services of other attorneys, law clerks and legal assistants to assist as necessary to efficiently handle your work and to meet time deadlines.

All fees and expenses which we incur in this matter will either be paid by the Developer within thirty (30) days of being billed or alternatively from the proceeds of tax increment financing obligations which may be issued by the County Commission with respect to the TIF District. All invoices not paid from the proceeds of tax increment revenue obligations will be sent to both the County Commission and the Developer.

The County Commission and the Developer agree to pay by the hour, in the manner stated above, for time spent on this matter by our legal personnel. Our billing rates vary with the experience and skill of the attorney or legal personnel rendering the service. For this matter our hourly billing rates will be as follows: $425 for Tom Aman and other Members; $385 for Of Counsel and $345 for Associates. These Member and Of Counsel rates represent a significant discount from standard rates due to our long standing relationship. In order to minimize fees and expenses, while still providing high quality counsel, we may assign other lawyers or paralegals to work on various aspects of this matter.

We charge for our time in minimum units of 1/4 hours. We will charge for the time we spend on telephone calls relating to this matter, including calls with you and others relating to

this matter. The legal personnel assigned to your matter may confer among themselves on the matter, as required. When they do confer, each person will charge for the time expended.

We normally adjust our billing rates annually on or about January 1, and we reserve the right to annually adjust our billing rates if this matter continues into another calendar year.

5. COSTS AND OTHER CHARGES

We will incur various costs and expenses in performing legal services under this Agreement. The County Commission and Developer agree, in the manner stated hereinabove, to pay for those costs and expenses in addition to the hourly fees. The costs and expenses commonly include, but are not necessarily limited to, legal publication costs, photocopy and reproduction costs, long distance telephone calls, messenger and other delivery fees, faxes, postage, parking and other travel expenses, clerical staff overtime, charges for computer research time and other similar items. We may have some costs billed directly to the Developer by third-party providers, such as legal notice publication costs. The costs set forth on the attached Cost Information Sheet will be charged for the identified items and any other costs and disbursements, such as filing fees, meals, and similar costs, will be billed at their actual direct cost. The County Commission and Developer agree to pay, in the manner stated hereinabove, for transportation, meals, lodging and all other costs of any necessary out-of-town travel by our personnel. You will also be charged the hourly rates for the time legal personnel spend traveling.

6. BILLING STATEMENTS

If our fees and costs are paid from the proceeds of tax increment revenue obligations we will provide one invoice at the time of closing the obligations which will be a summary invoice stating the role in which we served, that the issue of obligations has closed and the total fee due. If our fees and costs are to be paid by the Developer outside the closing of an issue of obligations we will provide a detail bill which will be due within thirty (30) days to both the County Commission and the Developer but will be payable solely by the Developer.

7. DISCHARGE AND WITHDRAWAL

You may discharge us at any time, in which case the County Commission and Developer agree to honor our invoices for fees and expenses incurred for all work performed in the manner stated hereinabove. We may withdraw with your consent or for good cause. "Good cause" includes your breach of this Agreement, your refusal to cooperate with us or to follow our advice on a material matter, or any fact or circumstance that would render our continuing representation either unlawful or unethical.

8. DISCLAIMER OF GUARANTEE

Nothing in this Agreement and nothing in our reports or statements to you should be construed as a promise or guarantee about the outcome of your matter. We make no such

promises or guarantees. Our comments about the expected outcome of your matter are expressions of our opinion only based on the presently known facts and circumstances.

9. DISCLOSURE OF REPRESENTATION

From time to time, it is useful for us to advise prospective clients of the identity of other clients for whom we have been asked to perform legal services. In addition to helping potential clients to evaluate the potential for our firm to serve their needs, such disclosures also help us make early determinations of potential conflicts. Unless you advise us otherwise, we reserve the right to include the fact of our representation of you in such disclosures and in our promotional materials. In no case do we disclose any details of any work that we perform for any client in our disclosures, and if you prefer that we not disclose our representation of you, please advise us and we will not do so.

10. WAIVER OF CONFLICTS

As you are aware, our firm represents many other companies and individuals. It is possible that during the time that we are representing you, some of our present or future clients may have transactions or disputes with you. By accepting this engagement, you hereby agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter, even if the interests of such clients in those other matters are directly adverse to you.

Additionally, you should be aware that our firm has a heavy emphasis on providing legal services to the energy industry and we represent numerous oil, gas, coal, and other energy-related clients. Our representation of these clients could involve matters relating to oil and gas leases, property sales, surface use of your land, partition actions, royalty disputes, unitization proceedings, etc., and the waiver hereby granted by you includes, but is not limited to, our representation of current or future energy clients in any such energy-related matters.

We agree, however, that your prospective consent to conflicting representation contained herein shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage.

11. USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

During this engagement, you understand that our attorneys may use Firm approved generative artificial intelligence ("GenAI") technology to support and facilitate our rendering of legal services to you. The Firm will only use GenAI technology that has been approved by and licensed to the Firm for its use. We may, for example, use such Firm approved GenAI technology to aid in document analysis, or to assist in summarizing information, developing legal research, and/or the initial drafting of documents. Like any new and evolving technology, GenAI carries some degree of risk, which may include the risk of erroneous GenAI-generated content, data security risks, and system malfunctions. Our lawyers involved in using GenAI technology to aid

in rendering legal services for you are required to have completed training, or to do so with the assistance of those in our Firm who have been trained, to make effective use of GenAI tools approved by our Firm, to obtain useful GenAI-generated outputs. Our lawyers' use of GenAI technology will, of course, be undertaken without compromising the confidentiality of your sensitive privileged information. The results produced through GenAI technology will be reviewed by an attorney who has appropriate knowledge and experience to evaluate the usefulness of the results obtained. By signing and returning this letter, you consent to the Firm's use of GenAI technology with the understanding that such use may reasonably be expected to yield benefits that outweigh the related risks, and you consent to our use of this technology to assist our lawyers in rendering legal services for your benefit. If requested, our attorneys will obtain your specific approval in advance for any GenAI evaluations recommended for your matters.

If you make improper or inartful use of GenAI tools, your information could be exposed to a loss of confidentiality (including potentially the attorney-client privilege), and the results generated could also contain incorrect or hallucinatory results that could confuse your understanding of the legal issues involved or otherwise undermine our efforts to represent your interests.

12. CONFIDENTIAL COMMUNICATIONS

Lawyers are required by the Rules of Professional Conduct to maintain as confidential information relating to representation of, and communications with, clients, subject to certain limited exceptions. This requirement of strict confidentiality extends to electronic communications and electronically maintained files of course.

We all realize that in today's world, the danger of "hacking", or other means of third party "bad actors" gaining access to electronically-stored confidential information or electronic communications, is high. Our firm has invested and will continue to invest in technology designed to prevent unwanted and unauthorized access to your confidential information and communications. We cannot guarantee, however, that our efforts will be foolproof. We will advise you of any breach that may occur of which we become aware.

We will communicate with you in the manner, including text-messaging, that you choose, but we must advise you that "texting" is considered a high risk means of communication and that if you choose to communicate with us in that manner, you do so at your own risk of unauthorized access.

13. EFFECTIVE DATE

The effective date of this Agreement will be retroactive to the date we first performed services. The date at the beginning of this Agreement is for reference only.

We look forward to working with you. If these terms are acceptable to you please sign this letter and return to me keeping a copy for your file. If you have any questions about this letter or our representation, please call or write me.

STEPTOE & JOHNSON PLLC

By: _____
A Member

ACCEPTED AND APPROVED:

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
Its President

Date: _____

HIGH TECH CORRIDOR DEVELOPMENT, LLC

By: _____
Name: H. Wood Thrasher
Title: Manager

Date: _____

Enclosures: Standard Terms of Engagement; Cost Sheet and Payment Terms

STEPTOE & JOHNSON PLLC

www.steptoe-johnson.com
Revised 4/13/21

Standard Terms of Engagement for Legal Services

This statement accompanies our engagement letter and sets forth the standard terms of our engagement as your lawyers. Unless modified in writing by our engagement letter or by other mutual written agreement, these terms will be an integral part of our agreement with you.

Therefore, we ask that you review this statement carefully and contact us promptly if you have any questions. We suggest that you retain this statement in your file along with the engagement letter.

STEPTOE & JOHNSON PLLC

Identity of Clients-Scope of Work
We represent only the person or persons identified as clients in our engagement letter. We do not, for the matters described in the engagement letter, represent anyone else, including any relatives, affiliates, officers or employees of the identified client or clients.

Our legal representation is limited to the performance of the services described in the engagement letter and does not include representation beyond the scope described or in any other matter.

Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

If you have any questions about the limits of our representation or the scope of our services, please contact us and your questions will be answered promptly.

Our representation of you will commence when we receive from you an executed copy of the engagement letter and any advance payment described therein.

To the extent that the terms of this statement and the terms of our engagement letter may be inconsistent, the terms of the engagement letter shall control.

Who Will Provide the Legal Services
Customarily, each client of the firm is served by a principal lawyer contact. The principal lawyer should be someone in whom you have confidence and with whom you enjoy working. You are free to request a change of principal lawyer at any time.

Subject to the supervisory role of the principal lawyer, your work or parts of it may be performed by other lawyers and legal assistants in the firm. Such delegation may be for the purpose of involving lawyers or legal assistants with special expertise in a given area or for the purpose of providing services on the most efficient and timely basis.

Whenever practicable, we will advise you of the names of those lawyers and legal assistants who work on your matters. If required by you, our engagement letter will identify your specific procedures regarding staffing, as well as billing and other matters.

How Fees Are Set
In most instances, our fees are based on our hourly rates. We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), correspondence, email communication, negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related work. We typically record our time in units of quarter hours, but this practice may vary depending upon your requirements. In such instances, it will be addressed in the terms of our engagement letter.

The hourly rates of our lawyers and legal assistants vary based upon a number of factors, including the experience, reputation and expertise of the person performing the services as well as the difficulty, novelty, or complexity of the issues presented. These rates are usually adjusted annually to reflect current levels of legal experience, changes in our costs, and other factors, subject to the terms of any specific arrangement with you.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Whenever possible, we will, when asked, furnish such an estimate based upon our professional judgment but always with a clear understanding that it is not a maximum or fixed-fee quotation. The ultimate cost frequently is more or less than the amount estimated.

For certain well-defined services (for example, a simple business incorporation), we may quote you a fixed fee. In such situations, the fixed fee arrangement will be expressed in the engagement letter setting forth both the amount of the fee and the scope of the services to be provided.

In undertaking representation of a client with a personal injury or wrongful death claim, we may, in appropriate circumstances, provide legal services on a contingent fee basis. Any such contingent fee arrangement will be set forth in the engagement letter.

Additional Charges
Typically, we will charge our clients not only for legal services rendered but also for costs incurred in providing these services.

Examples include charges for long-distance telephone calls, travel and lodging expenses, courier services, computerized research, and the use of our facsimile, photocopy and printing machines. We attempt to bill you for our actual out-of-pocket costs incurred, but for some items, the true cost incurred is difficult to establish. We would be pleased to discuss with you the specific schedule for these costs and to answer any questions that you may have. If you would prefer, in some situations we can arrange for certain of these services to be provided by third parties with direct billing to you.

It may become necessary to hire expert witnesses, consultants or investigators in connection with your representation. We will not hire such persons unless you agree to pay for their fees and charges. We will not select any expert witnesses, consultants or investigators until we consult with you.

Advance Deposits by Clients

Clients are commonly asked to make an advance deposit of funds with the firm. If you do deposit funds with us, you are deemed to have granted to us a security interest in the funds. These funds may be credited against your account and held by us as security for your past, present and future obligations to us. In some instances, we will apply these funds to satisfy your monthly invoices as they are billed, and in other instances we may apply these funds against your invoice only if payment is not made within thirty (30) days of our invoice. The specific manner in which your deposit will be handled will be addressed in the engagement letter. You agree that if requested, you will replenish these funds to the original balance and will increase the deposit to a greater amount if necessitated by the nature of the matter. If there should be any balance of these funds remaining at the time our representation terminates and all of our invoices have been paid, the balance will be returned to you.

Disputes Resolved by Arbitration

If you disagree with the amount of our fee, please take up the question with your principal lawyer contact or with our chief executive officer. Typically, such disagreements are resolved to the satisfaction of both sides with little inconvenience or formality.

Depending upon the rules of the applicable jurisdiction, you may also have the right to seek mediation or arbitration regarding such dispute under supervision of the state bar association. We agree to participate fully in that process, if applicable.

Bill Arrangements & Terms of Payment

Unless otherwise stated in the engagement letter, we will bill monthly. All invoices are due within 30 days of their date. We reserve the right to assess a late fee of 1.5% per month on all amounts unpaid for more than sixty (60) days from the date of billing, as well as the right to suspend or terminate services on account of nonpayment, subject to the limitations of applicable bar rules. Our policy is to discontinue service if invoices remain unpaid for more than ninety (90) days.

Escrow Deposits

We typically do not serve as escrow agent for client funds. In those instances where we do, and it is not required that we establish a separate escrow account for the funds received, the funds will be placed in our agency account for your benefit. Depending upon the rules of the applicable jurisdiction, your deposit may be placed in a pooled account if it is not expected to earn a net return, taking into consideration the size and anticipated duration of the deposit and the transaction costs. Other trust deposits will also be placed in the pooled account unless you request a segregated account. Again, depending upon the rules of the applicable jurisdiction, interest earned on the pooled account may be payable to a charitable foundation established for such purpose. Interest earned on a segregated trust account will be added to the deposit for your benefit and will be includable in your taxable income.

Attorney-Client Privilege

The attorney-client privilege is an important subject that we raise with our clients at the outset of a new representation. As a matter of professional responsibility, we are required to preserve the confidence of our clients. The professional obligation and the legal privilege accorded attorney-client communication exist to encourage candid and complete communications between client and attorney. The attorney-client privilege can be lost if our written or oral communications are shared inappropriately with others, including employees or representatives of the client not necessary to the effective representation of the client.

We should discuss in advance any intention on your part to include others in our confidential relationship.

Termination of Representation

Disposition of Documents

You may terminate our representation at any time, with or without cause, by notifying us. Your termination of our services will not affect your responsibility for payment of legal services rendered and costs incurred before termination, as well as your responsibility for payment of legal services and costs incurred in connection with an orderly transition of the matter.

We are subject to the rules of professional responsibility for the jurisdictions in which we practice which list several types of conduct or circumstances that require or allow us to withdraw from representing a client, including, for example: nonpayment of fees or costs, misrepresentation or failure to disclose material facts, action contrary to our advice, and conflict of interest with another client. We try to identify in advance and discuss with our clients any situation which may lead to our withdrawal and, if withdrawal ever becomes necessary, we will give the client written notice of our withdrawal, or, if required, our intent to seek court approval of our withdrawal.

Unless previously terminated, our representation will terminate upon the conclusion of our work for you on the matter or matters for which we have been engaged, but in no event later than our sending to you our final invoice for services rendered with respect to such matter or matters. If a period of 90 days passes in which we perform no service for you, we will consider our engagement terminated unless the circumstances indicate that our representation is ongoing.

Upon termination of our representation, if you so request, your papers and other data will be returned to you promptly. Otherwise, they will be retained by us and destroyed in accordance with our retention policy. We will not provide further notice of our intended destruction of these documents unless requested. At our discretion, we may retain the files in either hard copy or electronic form. If you object to our retaining files in electronic form, we should be so advised prior to the termination of our engagement. During the time we retain your files, you may request that we assemble and return to you those files to which you are entitled. Our own files pertaining to the matter will be retained by the firm.

These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, credit and accounting records, and internal lawyers' work product such as drafts, notes, and internal memoranda, prepared by or for the internal use of lawyers. These documents will be retained by us following the termination of the engagement for such period as we deem appropriate.

After completion of the matter for which we have been engaged, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you engage us to provide additional advice on issues arising from such prior representation, we have no continuing obligation to advise you with respect to future legal developments.

Client Responsibilities

You agree to pay our invoices for services and costs incurred as provided above. In addition, you agree to be candid and cooperative with us and will keep us informed and provide us with all information known or available to you relevant to our representation. Because it is important that we be able to contact you at all times in order to consult with you regarding your representation, you will inform us, in writing, of any changes in the name, address, telephone number, contact person, email address, state of incorporation or other relevant changes regarding you or your business. Whenever we need your instructions or authorization in order to proceed with legal work on your behalf, we will contact you at the latest business address we have received from you. If you affiliate with, acquire, are acquired by or merge with another company, you will provide us with sufficient notice to permit us to withdraw as your attorneys if we determine that such affiliation, acquisition or merger creates a conflict of interest between any of our clients and the other party to such affiliation, acquisition or merger, or if we determine that it is not in the best interests of the firm to represent the new entity.

STEPTOE & JOHNSON PLLC

2026 COST INFORMATION SHEET

(a) Copies - $0.25 per page

(b) In-house scanning - $0.10 per page

(c) In-house couriers - based on time, plus mileage

(d) Legal research - based on inquiry complexity

(e) Automobile travel – the IRS standard business mileage rate in effect at the time incurred

HARRISON COUNTY COMMISSION

Clarksburg, West Virginia

POLICY: ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE

Policy Number:	IT-AI-001
Effective Date:	[Date of Adoption]
Adopted By:	Harrison County Commission
Reviewed By:	IT Department / County Administrator / Legal Counsel
Next Review Date:	[One Year from Adoption]
Supersedes:	N/A – Initial Policy

1. PURPOSE

Harrison County Commission (the "County") recognizes that Artificial Intelligence (AI) and Generative AI (GenAI) tools offer meaningful opportunities to improve public services, streamline internal operations, and enhance staff productivity. At the same time, these technologies carry risks related to data privacy, security, accuracy, legal liability, public trust, and equitable service delivery.

This policy establishes guidelines for the responsible, ethical, and secure use of AI tools by all County employees, contractors, volunteers, and elected officials in the conduct of County business. It is the intent of this policy to enable beneficial use of AI while protecting County residents, staff, and operations from foreseeable harms.

2. SCOPE

This policy applies to:

- All Harrison County Commission employees (full-time, part-time, and seasonal)
- Contractors, consultants, and vendors performing work on behalf of the County
- Elected officials and appointed board members using County systems or data
- Volunteers with access to County information systems

This policy covers all AI and GenAI tools used for County business, whether accessed via County-owned devices, County-licensed software, personal devices used for County business, or third-party platforms — including but not limited to: Microsoft Copilot, ChatGPT, Claude, Perplexity, Google Gemini, and any AI features embedded in existing County software.

3. DEFINITIONS

Artificial Intelligence (AI): Computer systems designed to perform tasks that normally require human intelligence, including analyzing data, recognizing patterns, generating text, translating language, and supporting decision-making.

Generative AI (GenAI): A subset of AI that generates new content — including text, images, audio, code, or video — in response to user prompts. Examples include ChatGPT, Microsoft Copilot, Google Gemini, and similar tools.

County-Authorized AI Tools: AI tools that have been reviewed and approved by the IT Department for use in County operations. A current list is maintained by the IT Department.

Sensitive/Confidential Information: Information classified as protected under law or County policy, including but not limited to: personally identifiable information (PII), protected health information (PHI), criminal justice information, personnel records, attorney-client privileged communications, documents/information subject to FOIA exemptions, and financial account data. Documents/information subject to FOIA exemptions may include, but are not limited to, the following general categories of information/documents: (1) trade secrets, such as any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article or trade or a service or to locate minerals or other substances, having commercial value, and which gives its users an opportunity to obtain business advantage over competitors; (2) information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure of the information would constitute an unreasonable invasion of privacy; (3) records of law-enforcement agencies that deal with the detection and investigation of crime and the internal records and notations of such law-enforcement agencies which are maintained for internal use in matters relating to law enforcement; (4) Information specifically exempted from disclosure by statute; (5) test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination; (6) internal memoranda or letters received or prepared by any public body; (7) records assembled, prepared, or maintained to prevent, mitigate, or respond to terrorist acts or the threat of terrorist acts; (8) computing, telecommunications, and network security records, passwords, security codes, or programs used to respond to or plan against acts of terrorism which may be the subject of a terrorist act; (9) security or disaster recovery plans, risk assessments, tests, or the results of those tests; (10) specific engineering plans and descriptions of existing public utility plants and equipment; (11) concealed weapon permit application information/documents; (12) personal information of law-enforcement officers maintained by the public body in the ordinary course of the employer-employee relationship; (12) individually identifiable customer information created or maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a publicly-administered utility enterprise. This list is not exhaustive.

Public Records: Any document, data, or content — regardless of format or medium — created or received by a public body in the conduct of official business, as defined by West Virginia Code §29B-1-2. AI-generated content used in County business may constitute a public record.

Human Review: The process by which a qualified County employee reviews, evaluates, and takes responsibility for AI-generated output before it is used, published, submitted, or acted upon.

4. GUIDING PRINCIPLES

The County's use of AI shall be guided by the following principles:

- Human Oversight: AI tools support human decision-making; they do not replace it. Employees must review, validate, and take responsibility for any AI-generated input and/or output before use.
- Data Privacy and Security: Sensitive, confidential, or legally protected information shall not be entered into AI tools unless specifically authorized by IT. Staff should assume that data entered into third-party AI platforms may be retained, used to train models, or exposed.
- Accuracy and Verification: AI output may be inaccurate, outdated, or fabricated ("hallucination"). Employees must verify AI-generated content using authoritative sources before relying on it for official purposes.
- Transparency: Employees should be prepared to disclose when AI was used to produce County communications, reports, or decisions when required or when material to the matter at hand.
- Equity and Non-Discrimination: AI tools shall not be used in ways that produce biased, discriminatory, or inequitable outcomes for County residents or employees.
- Compliance: Use of AI must comply with applicable federal and state law, including West Virginia public records law, HIPAA, CJIS security policy, and the County's existing IT acceptable use policies.

5. AUTHORIZED USES

Subject to the restrictions in Section 6, employees may use County-authorized AI tools for the following purposes with appropriate human review:

- Drafting internal communications, reports, memos, and correspondence (reviewed and edited before sending)
- Summarizing public documents, public meeting notes, public agendas, or research materials
- Translating documents or communications to improve public accessibility
- Generating ideas, outlines, or first drafts for public-facing content (subject to staff review and approval)
- Writing or debugging code for internal IT projects (reviewed by IT staff before deployment)
- Researching general information or policy precedents (verified before reliance)

- Data analysis and visualization using public or de-identified data sets
- Administrative tasks such as formatting documents, creating templates, or drafting form language

Employees wishing to use AI tools not on the County's authorized list must obtain prior written approval from the IT Department before use.

6. PROHIBITED USES

The following uses of AI are strictly prohibited:

- Entering, uploading, or submitting Sensitive/Confidential Information (as defined in Section 3) into any non-authorized AI tool
- Using AI to make final, unreviewed decisions affecting residents' rights, benefits, services, or legal status
- Using AI to generate content intended to deceive, impersonate, or misrepresent County officials or positions
- Using AI to create or distribute content that is fraudulent, defamatory, harassing, or discriminatory
- Using AI to circumvent County security controls, access restrictions, or approval processes
- Entering County network credentials, passwords, API keys, or authentication tokens into AI tools
- Using AI to generate legal opinions or advice that is presented as authoritative without attorney review
- Using AI to produce or manipulate images, audio, or video in ways that could mislead the public about County actions or communications ("deepfakes")
- Using personal AI tool accounts for work that involves County data, unless explicitly authorized in writing by IT
- Using AI in any manner that violates applicable law, including HIPAA, CJIS, FERPA, or West Virginia Code

7. DATA CLASSIFICATION AND AI TOOL USE

Before entering any information into an AI tool, employees must consider the classification of that information:

Classification	Examples	AI Use Permitted?
Public	Published ordinances, public facing agendas, approved meeting minutes, published public notices	Yes — with human review

Internal / Administrative	Internal memos, budget drafts, general correspondence not involving personal data	Yes — County-authorized tools only, with human review
Sensitive / Confidential	PII, PHI, personnel records, criminal justice info, attorney-client communications	No — prohibited unless specifically authorized by IT in writing

Employees uncertain about the classification of information should consult their supervisor or the IT Department before using any AI tool.

8. PUBLIC RECORDS AND RECORDS MANAGEMENT

AI-generated content created in the course of County business may constitute a public record under West Virginia Code §29B-1-1, et seq., (Freedom of Information Act) and shall be retained and managed accordingly.

- Employees must save AI-generated content that was used in the conduct of County business in the appropriate County records system, not solely in AI tool history or personal accounts.
- The origin of AI-generated content (i.e., that it was produced with AI assistance) does not exempt it from FOIA disclosure obligations.
- Employees shall not use AI tools to delete, alter, or conceal records that would otherwise be subject to retention under County records schedules.
- The County Clerk and IT Department will work together to update retention schedules as needed to address AI-generated records.

9. PROCUREMENT AND DEPLOYMENT OF AI SYSTEMS

Before procuring, deploying, or entering into any contract for a new AI system or software containing AI features, the responsible department must:

1. Notify the IT Department and obtain written approval prior to any purchase or pilot
2. Submit a completed AI Risk Assessment (template maintained by IT) identifying intended use, data involved, and potential risks
3. Ensure vendor contracts include appropriate data use, privacy, and security provisions
4. Obtain review from the County Administrator and, where warranted, from legal counsel
5. Ensure staff training is completed before system go-live

Departments may not sign agreements with AI vendors that grant rights to use County data for model training, advertising, or any purpose beyond the contracted service, e.g. for a commercial purpose, without written authorization from the County Administrator.

10. ROLES AND RESPONSIBILITIES

County Commission: Approves this policy and any major amendments; provides oversight of AI governance.

County Administrator: Serves as executive sponsor of this policy; approves significant AI deployments; resolves escalated compliance concerns.

IT Department: Maintains the list of County-authorized AI tools; reviews AI procurement requests; provides training; monitors compliance; reports to the County Administrator.

Department Heads / Elected Officials: Responsible for ensuring staff within their department are trained on and comply with this policy; responsible for reporting violations.

All Employees: Responsible for understanding and following this policy; responsible for reviewing AI output before use; responsible for reporting suspected violations or data incidents to IT.

Legal Counsel: Advises on legal compliance, public records obligations, liability, and contract review for AI-related procurements.

11. TRAINING AND AWARENESS/MONITORING

The IT Department, in coordination with the County Administrator, will develop, administer and maintain an AI literacy training program for County employees. Training will address:

- An overview of AI and GenAI capabilities and limitations
- The requirements of this policy
- Identifying sensitive information and data handling requirements
- Recognizing AI errors, hallucinations, and bias
- Prompt writing guidance and best practices

Completion of AI training shall be required for all employees upon initial hire and annually thereafter, or upon material revision of this policy. Specialized training may be required for employees in roles with elevated AI use or access to sensitive data.

The County expressly reserves the absolute right to monitor all County property and systems for the unauthorized use of AI, or the use of AI which is inconsistent with this Policy.

12. COMPLIANCE, REPORTING, AND VIOLATIONS

Employees who suspect a violation of this policy, a data security incident related to AI use, or potential exposure of sensitive County information through an AI tool shall report the matter immediately to the IT Department.

Violations of this policy may result in:

- Revocation of AI tool access
- Disciplinary action up to and including termination, in accordance with County personnel policies
- Referral to law enforcement or legal counsel where violations involve criminal conduct or legal liability

The IT Department will maintain a log of reported AI-related incidents for review by the County Administrator.

Further, questions concerning use of an AI platform or the interpretation of this policy are encouraged given the emerging nature of the risks addressed herein, and should be directed, in writing, to [ ].

13. POLICY REVIEW AND AMENDMENTS

Given the rapidly evolving nature of AI technology, this policy shall be reviewed at least annually by the IT Department and County Administrator, and updated as necessary to reflect:

- Changes in technology or AI tool capabilities
- New legal or regulatory requirements
- Lessons learned from County AI use or reported incidents
- Updated guidance from NACo, NIST, or other relevant authorities

Material amendments shall be presented to the County Commission for approval and re-issued to all employees.

Further, the County shall actively monitor and incorporate, if appropriate, the West Virginia Office of Technology's development of Best Practices for Artificial Intelligence in the public sector – which are currently in the generation/development stage.

14. ADOPTION AND ACKNOWLEDGMENT

This policy is adopted by the Harrison County Commission and is effective as of the date shown on the cover page.

All employees are required to sign and return an Acknowledgment of Receipt confirming they have read and understand this policy. Signed acknowledgments shall be retained in each employee's personnel file.

_____
County Commission President
Date: _____

_____
County Administrator
Date: _____

_____
County Legal Counsel
Date: _____

_____
IT Department Representative
Date: _____

APPENDIX A — EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received, read, and understand the Harrison County Commission Acceptable Use of Artificial Intelligence Policy (IT-AI-001). I agree to comply with all requirements of this policy and understand that violation may result in disciplinary action.

Employee Printed Name	Department
Employee Signature	Date

(Retain signed copy in employee personnel file — IT-AI-001)

HARRISON COUNTY
SHERIFF AND TREASURER

ROBERT G. MATHENY

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
PHONE (304) 624-8550 FAX (304) 624-8734

June 23, 2026

Harrison County Commission
229 South 3rd Street
Clarksburg, WV 26301

Dear Commissioners:

Please make the following line item budget revisions to the current 2025-2026 budget:

700-Law Enforcement
Transfer $29,000.00 from line item 001-700-103-00 to line item 001-700-108-00
Transfer $2,500.00 from line item 001-700-103-00 to line item 001-700-108-06

701-Process
Transfer $1,300.00 from line item 001-701-341 to line item 001-701-108-00

703-Staging
Transfer $500.00 from line item 001-703-109-00 to 001-703-108-00
Transfer $1,200.00 from line item 001-703-109-00 to 001-703-103-00

Thank you for your consideration in this matter.

Sincerely,

Robert G. Matheny II
Sheriff

A RESOLUTION AUTHORIZING THE FILING OF THE APPLICATION FOR 2026 ABANDONED MINE LAND ECONOMIC REVITALIZATION (AMLER) PROGRAM; ADOPTING ALL UNDERSTANDINGS AND ASSURANCES CONTAINED IN SAID APPLICATION; APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID PROGRAM; COMMITTING FUNDS TO THE PROJECT

WHEREAS, the Harrison County Commission wishes to participate in 2026 AMLER Program, and

WHEREAS, the Harrison County Commission will commence with Phase 1 of the Master Plan of the Route 19 property, formerly Ellis Drive-In, and

WHEREAS, the Harrison County Commission has determined this project is eligible for funding from the West Virginia Department of Environmental Protection, 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 acceptance of funds for the 2026 AMLER Program, and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all understandings and assurances contained in, and made part of, said AMLER Program, and

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

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

1. The Harrison County Commission authorizes the filing of the application to the 2026 AMLER Program for approximately Three Million Five Hundred Thousand Dollars ($3,500,000).

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

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

PASSED by the Harrison County Commission on this the 1st day of July 2026.

_____

Susan J. Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

STUART ESTES ASHWORTH, ADMINISTRATOR CTA DBN
OF THE ESTATE OF
PAUL ASHWORTH

REPORT OF CLAIMS
AND
REPORT OF RECEIPTS, DISBURSEMENTS AND DISTRIBUTION

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

In compliance with *West Virginia Code §44-2-29*, as amended, a **Report of Receipts, Disbursements and Distribution** was filed by the Administrator CTA DBN of the above-referred estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 17th day of March, 2026, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 30th day of June, 2009, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereto to the creditors and beneficiaries of this estate by publication on the 1st and 8th days of April,

2009, the time so fixed being according to law; and that at the end of business hours on the 30th day of June, 2009, the claims period was formally closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the finding of your Commissioner and the Report of Claims and the Report of Receipts, Disbursements and Distribution. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorney, and the Report was held for ten (10) for the examination of any persons interested and the filings of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 18th day of June, 2026.

James A. Varner, Fiduciary Commissioner

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

REPORT OF RECEIPTS AND DISTRIBUTIONS

ESTATE OF PAUL ASHWORTH, deceased

Date of Death: January 5, 2008

By: Stuart Estes Ashworth, Administrator of the Estate

RECEIPTS

Item 1 - Real Property:	$ 0.00
Item 2 - Tangible Personal Property:	
Item 3- Bonds and Securities:	
Item 4 - Shares of Stock:	
Item 5 - Money, Bank Accounts, CDs, etc.: Vanguard Portfolio	$ 325,237
5a - Any interest accumulated since death:	
Item 6 - All other Assets not hereinbefore mentioned: West Virginia Unclaimed Property	$ 19.00
Total Receipts	$ 325,256.00

DISBURSEMENTS

Romain Romain & Pevler PLLC (attorneys fees)	$6,000.00
Expenses of the Administrator	$3,831.00
James A. Varner, Fiduciary Commissioner	$450.00
Administrator Fee	$14,000.00
Total Disbursements	$ 24,281.00

TOTAL RECEIPTS:	$ 325,256.00
LESS TOTAL DISBURSEMENTS	$ 24,281.00
BALANCE FOR DISTRIBUTION	**$ 300,975.00**

United States of America

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

Affidavit and Waiver of Final Settlement Notice

This day STUART ESTES ASHWORTH reported to the Court a Affidavit and Waiver of Final Settlement for the estate of PAUL ASHWORTH, which Affidavit and Waiver of Final Settlement was filed in the office of the Clerk of the Harrison County Commission on the 25th day of November, 2009 and said estate was published in The Clarksburg Exponent-Telegram on the 1st day of April 2009 and was presented to this Court on the _____ day of _____, _____, further it appearing to the Court that more than (10) days have lapsed since the date the report was filed with the Clerk of the Harrison County Commission and no objections being made thereto and no errors appearing upon the face thereof and none appearing to the Court and the Court being satisfied that all requirements of the statute in regard to such settlement have been complied with, same being deemed correct and ordered to be recorded and filed. The said Fiduciary is hereby relieved of further duties, the surety on his/her bond is hereby released therefore, the estate is considered closed.

I, John R Spires, Clerk of the Harrison County Commission, do certify that the aforesaid Affidavit and Waiver of Final Settlement, together with the Publishers Certificate's was this day admitted to record therein.

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

John R Spires
Clerk of the Harrison County Commission

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

MARK D. AUDIA AND JOSEPH AUDIA, CO-EXECUTORS
OF THE ESTATE OF
WILLIAM AUDIA

REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

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

In compliance with *West Virginia Code §44-2-29*, as amended, a **Waiver of Final Settlement** was filed by the Co-Executors of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 2nd day of March, 2026, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 7th day of June, 2026, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereto to the creditors and beneficiaries of this estate by publication on the 8th and 15th days of April, 2026, the time so fixed being according to law; and that at the end of business hours on the 7th day of June, 2026, the claims period was formally closed, at

which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the finding of your Commissioner and the Report of Claims and the Waiver of Final Settlement, in lieu of the settlement of accounts of said Co-Executors. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorney, and the Report was held for ten (10) for the examination of any persons interested and the filings of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 9th day of June, 2026.

James A. Varner, Fiduciary Commissioner

United States of America

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

Affidavit and Waiver of Final Settlement

I,JOSEPH AUDIA,MARK D AUDIA, personal representative(s) in the estate of WILLIAM AUDIA after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

JOSEPH AUDIA Joseph Audia (L.S.)
CO EXECUTOR

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 23 day of April, 2026.

My Commission expires: July 1, 2026 Casey Robinson
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Casey Robinson
Burke and Herbert Bank
150 East Main Street
Salem, WV 26426
My Commission Expires July 1, 2026

MARK D AUDIA MD Audia (L.S.)
CO EXECUTOR

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 17 day of April, 2026

My Commission expires: 10-28-2029 Annalise Llaneza
Notary Public

ANNALISE LLANEZA
Notary Public Official Seal
State of West Virginia
My Comm. Expires Oct 28, 2029
1226 W Main St BRIDGEPORT WV 26330

MARK D AUDIA MD Audia (L.S.)
SON

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 17 day of April, 2026

My Commission expires: 10-28-2029 Annalise Llaneza
Notary Public

ANNALISE LLANEZA
Notary Public Official Seal
State of West Virginia
My Comm. Expires Oct 28, 2029
1226 W Main St BRIDGEPORT WV 26330

JOSEPH AUDIA _____ (L.S.)
SON

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 23 day of April, 2026.

My Commission expires: July 1, 2026 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Casey Robinson
Burke and Herbert Bank
150 East Main Street
Salem, WV 26426
My Commission Expires July 1, 2026

CHRISPTOHER AUDIA _____ (L.S.)
GRANDSON

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 17 day of April 2026

My Commission expires: 10-28-2029 _____
Notary Public

ANNALISE LLANEZA
Notary Public Official Seal
State of West Virginia
My Comm. Expires Oct 28, 2029
1226 W Main St BRIDGEPORT WV 26330

RYAN AUDIA _____ (L.S.)
GRANDSON

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 17 day of April, 2026

My Commission expires: 10-28-29 _____
Notary Public

ANNALISE LLANEZA
Notary Public Official Seal
State of West Virginia
My Comm. Expires Oct 28, 2029
1226 W Main St BRIDGEPORT WV 26330

JENNIFER AUDIA HENDERSON Jennifer M. Henderson (L.S.)
GRANDDAUGHTER

STATE OF WV COUNTY OF Monongalia

The foregoing instrument was acknowledged before me this 27th day of May, 2026

My Commission expires: 01/08/2031 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
JAYDEN ROGERS
1405 Earl L Core Road
Morgantown, WV 26505
My Comm. Expires January 08, 2031

BRITTANY AUDIA _____ (L.S.)
GRANDDAUGHTER

STATE OF Virginia COUNTY OF Arlington

The foregoing instrument was acknowledged before me this 7 day of May, 2026

My Commission expires: 10-31-2029 _____
Notary Public

MEDEA OVERTON
Notary Public
Commonwealth of Virginia
Registration No. 00367710
My Commission Expires Oct 31, 2029

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

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

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

Given under my hand this _____day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Cochran
Deputy Clerk

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

JEFFREY ALAN KIMBLE, EXECUTOR
OF THE ESTATE OF
DOLORES JEAN BOOTH

REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

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

In compliance with *West Virginia Code §44-2-29*, as amended, a **Waiver of Final Settlement** was filed by the Executor of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 21st day of April, 2025, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 6th day of April, 2025, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereto to the creditors and beneficiaries of this estate by publication on the 5th and 12th days of February, 2025, the time so fixed being according to law; and that at the end of business hours on the 6th day of April, 2025, the claims period was formally

closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the finding of your Commissioner and the Report of Claims and the Waiver of Final Settlement, in lieu of the settlement of accounts of said Executor. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorney, and the Report was held for ten (10) for the examination of any persons interested and the filings of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 9th day of June, 2026.

James A. Varner, Fiduciary Commissioner

United States of America

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

Affidavit and Waiver of Final Settlement

I,JEFFREY ALAN KIMBLE, personal representative(s) in the estate of DOLORES JEAN BOOTH after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

JEFFREY ALAN KIMBLE _____ Jeffrey A. Kimble (L.S.)
EXECUTOR

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 21st day of May, 2026.

My Commission expires: November 26, 2027 Dianne M. Snodgrass

OFFICIAL SEAL
Notary Public, State of West Virginia
DIANNE M SNODGRASS
Robinson & McElwee PLLC
PO Box 128, 140 W Main St. Suite 300
Clarksburg, WV 26302
My Commission expires November 26, 2027

JEFFREY ALAN KIMBLE (Received only a bequest of cash - no signature required, WV Code Section 44-2-29(a)) (L.S.)
NEPHEW

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

RICHARD KYLE KIMBLE (Received only a bequest of cash - no signature required, WV Code Section 44-2-29(a)) (L.S.)
NEPHEW

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

KELLY JEAN KIMBLE (Received only a bequest of cash - no (L.S.)
NIECE signature required, WV Code Section 44-2-29(a))

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

KATRINA LOUISE GALLAGHER (Received only a bequest of cash - no (L.S.)
NIECE signature required, WV Code Section 44-2-29(a))

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

PATRICIA LOUISE KIMBLE RITTER Patricia Louise Kimble Ritter (L.S.)
SISTER

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 21st day of May, 2026.

My Commission expires: November 26, 2027 Dianne M. Snodgrass

OFFICIAL SEAL
Notary Public, State of West Virginia
DIANNE M SNODGRASS
Robinson & McElwee PLLC
PO Box 128, 140 W Main St. Suite 300
Clarksburg, WV 26302
My Commission expires November 26, 2027

MARY ANN GOODWIN (Received only a bequest of cash - no (L.S.)
SISTER signature required, WV Code Section 44-2-29(a))

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

SCOTT BRADLEY GOODWIN (Received only a bequest of cash - no (L.S.)
NEPHEW signature required, WV Code Section 44-2-29(a))

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

DARREN THOMAS GOODWIN (Received only a bequest of cash - no signature required, WV Code Section 44-2-29(a)) (L.S.)
NEPHEW

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

AMBER NICOLE GOODWIN (Received only a bequest of cash - no signature required, WV Code Section 44-2-29(a)) (L.S.)
NIECE

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

ST JAMES THE APOSTLE CHURCH (Received only a bequest of cash - no signature required, WV Code Section 44-2-29(a)) (L.S.)
BENEFICIARY

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

SALESIAN MISSIONS (Received only a bequest of cash - no signature required, WV Code Section 44-2-29(a)) (L.S.)
BENEFICIARY

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

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

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

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

Given under my hand this _____day of _____, _____.

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Cochran
Deputy Clerk

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

CLAUDE JAY RYAN & HEATHER E. RIBEL, CO-ADMINISTRATORS
OF THE ESTATE OF
MARY LOLA HARDMAN RYAN, DECEASED

REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

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

In compliance with *West Virginia Code §44-2-29*, as amended, a **Waiver of Final Settlement** was filed by the Co-Administrators of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 15th day of January, 2025, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 6th day of March, 2022, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereto to the creditors and beneficiaries of this estate by publication on the 5th and 12th days of January, 2022, the time so fixed being according to law; and that at the end of business hours on the 6th day of March, 2022, the claims period was formally

closed, at which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the finding of your Commissioner and the Report of Claims and the Waiver of Final Settlement, in lieu of the settlement of accounts of said Co-Administrators. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorney, and the Report was held for ten (10) for the examination of any persons interested and the filings of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 14th day of June 2026.

James A. Varner, Fiduciary Commissioner

United States of America

State of West Virginia

County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I,CLAUDE JAY RYAN III,HEATHER E RIBEL, personal representative(s) in the estate of MARY LOLA HARDMAN RYAN after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

CLAUDE JAY RYAN III _____ (L.S.)
CO ADMINISTRATOR

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 26th day of MAY, 2026.

My Commission expires: MAY 13, 2031 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Matthew G Wilson
Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555
My Commission Expires May 13, 2031

HEATHER E RIBEL _____ (L.S.)
CO ADMINISTRATRIX

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 26th day of MAY, 2026.

My Commission expires: MAY 13, 2031 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Matthew G Wilson
Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555
My Commission Expires May 13, 2031

CLAUDE JAY RYAN _____ (L.S.)
SON

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 26th day of MAY, 2026.

My Commission expires: MAY 13, 2031 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Matthew G Wilson
Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555
My Commission Expires May 13, 2031

HEATHER E RIBEL Heather E Ribel (L.S.)
DAUGHTER

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 21st day of MAY, 2026

My Commission expires: MAY 13, 2031

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Matthew G Wilson
Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555
My Commission Expires May 13, 2031

Notary Public

GLADYS MARKS DAVISSON Gladys Marks Davisson (L.S.)
DAUGHTER
By [illegible], Exc

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 3 day of June, 2026

My Commission expires: 02/19/2031

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Madeline Nickerson
Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555
My Commission Expires Feb. 19, 2031

Notary Public

ROSEMARY B WOODS Rosemary B Woods (L.S.)
DAUGHTER

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 21st day of MAY, 2026

My Commission expires: MAY 13, 2031

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Matthew G Wilson
Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555
My Commission Expires May 13, 2031

Notary Public

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

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

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

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

John R Spires
Clerk of the Harrison County Commission

By _____
June Eschenmann
Deputy Clerk

IN THE COUNTY COMMISSIONER OF HARRISON COUNTY, WEST VIRGINIA

KIMBERLY DAWN THOMPSON, EXECUTRIX
OF THE ESTATE OF
WILLIAM A SPEARS, JR.

REPORT OF CLAIMS AND WAIVER OF FINAL SETTLEMENT

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

In compliance with *West Virginia Code §44-2-29*, as amended, a **Waiver of Final Settlement** was filed by the Executrix of the above-referred estate, which said Waiver was executed by all beneficiaries of said estate, whereupon your Commissioner proceeded to prepare this Report with the Waiver of Final Settlement attached hereto.

Your Commissioner certifies that this estate was referred to him on the 11th day of April, 2023, and that, subsequent to said date, the Clerk of the County Commission of Harrison County, West Virginia, did appoint the 2nd day of July, 2023, as the time and place for the presentation of claims against this estate; that said Clerk's office gave notice thereto to the creditors and beneficiaries of this estate by publication on the 3rd and 10th days of May, 2023, the time so fixed being according to law; and that at the end of business hours on the 2nd day of July, 2023, the claims period was formally closed, at

which time no proofs of claim had been timely filed with said Clerk's office or your Commissioner against this estate.

Whereupon your Commissioner proceeded to make and file this Report, in the manner and form as prescribed by law, and the foregoing constitutes the finding of your Commissioner and the Report of Claims and the Waiver of Final Settlement, in lieu of the settlement of accounts of said Executrix. Your Commissioner further reports that notice of the completion of this Report was given to all parties interested, or their attorney, and the Report was held for ten (10) for the examination of any persons interested and the filings of exceptions, if any; and that ten (10) days having elapsed since said notice was given, as required by *West Virginia Code §44-4-15*, as amended, and no exceptions thereto having been filed, the same is respectfully offered for confirmation.

Given under my hand this 21st day of May, 2026.

James A. Varner, Sr.

James A. Varner, Fiduciary Commissioner

United States of America

State of West Virginia

County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I,KIMBERLY DAWN THOMPSON, personal representative(s) in the estate of WILLIAM A SPEARS JR after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

KIMBERLY DAWN THOMPSON _____ (L.S.)
EXECUTRIX

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 15th day of May, 2026.

My Commission expires: October 4, 2028 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Lisa R Thompson
Robinson & McElwee PLLC
PO Box 128
Clarksburg, WV 26301
My Commission Expires October 4, 2028

KIMBERLY DAWN THOMPSON _____ (L.S.)
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 15th day of May, 2026.

My Commission expires: October 4, 2028 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Lisa R Thompson
Robinson & McElwee PLLC
PO Box 128
Clarksburg, WV 26301
My Commission Expires October 4, 2028

ESTATE OF
HEATHER M SPEARS _____ - Administrator (L.S.)
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 15th day of May, 2026.

My Commission expires: October 4, 2028 _____
Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Lisa R Thompson
Robinson & McElwee PLLC
PO Box 128
Clarksburg, WV 26301
My Commission Expires October 4, 2028

DAVID A SCHEPIS _____ (L.S.)
STEPSON

STATE OF WEST VIRGINIA COUNTY OF HARRISON

The foregoing instrument was acknowledged before me this 13TH day of JANUARY, 2025.

My Commission expires: August 5, 2025 Deborah M. Fischer

Notary Public

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Deborah M. Fischer
640 Rivendell Drive
Bridgeport, WV 26330
My Commission Expires August 05, 2025

CAROLYN J SMITH _____ (L.S.)
WIFE

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____

Notary Public

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

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

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

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

John R Spires
Clerk of the Harrison County Commission

By _____
Betty Cochran
Deputy Clerk

DAVID A SCHEPIS _____ _____ (L.S.)
STEPSON

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

My Commission expires: _____ _____

Notary Public

CAROLYN J SMITH Carolyn J. Smith (L.S.)
WIFE

STATE OF Massachusetts COUNTY OF Middlesex

The foregoing instrument was acknowledged before me this 23rd day of December, 2024

My Commission expires: 3/3/2028 _____

Notary Public

PAULA COPLEY
Notary Public
Commonwealth of Massachusetts
My Commission Expires March 3, 2028

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

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

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

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

_____ By _____

John R Spires
Clerk of the Harrison County Commission

Betty Cochran
Deputy Clerk

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

RYAN HOLCOMB,
EXECUTOR OF THE ESTATE

REPORT OF CLAIMS
AND
WAIVER OF FINAL SETTLEMENT

OF ///

ROBERT F. HORNER,
DECEASED

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

The Report of Norman T. Farley, Fiduciary Commissioner for Harrison County, West Virginia, and Waiver of Final Settlement of the **Estate of Robert F. Horner,** deceased.

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

That this estate was referred to Norman T. Farley, Fiduciary Commissioner, on **January 16, 2026**; that your Commissioner approved the appraisement of said estate and caused the same to be recorded in the Office of the Clerk of this Commission; and a copy was forwarded to the Tax Commissioner for West Virginia; and,

That pursuant to Article 2, Chapter 44 of the West Virginia Code, as amended, the **5th day of May, 2026**, was appointed by the County Commission as the day to receive on or before that date proofs of claim against said estate at your Commissioner's law office located at 917 W. Main Street, Bridgeport, West Virginia 26330, and notice was given thereof to the creditors and beneficiaries of the estate by publishing notice in the manner and form prescribed by law in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, once each week for two successive weeks, said publication having been made on the **4th and 11th days of March , 2026**; and,

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

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

Your Commissioner further reports that the name of the personal representative was included in a list of all fiduciaries whose accounts were then before him for settlement, which list was prepared by him and caused by him to be published once a week for two successive weeks, as required by law, said publication having been made on the **4th and 11th days of June, 2026**, in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, and upon completion of said publication, your Commissioner proceeded to make this final Report for the settlement of the accounts of said personal representative.

This Report and attached Affidavit and Waiver of Final Settlement, filed herewith and expressly made a part hereof, may be filed as the final report of **Ryan Holcomb, Executor of the Estate of Robert F. Horner, deceased**.

GIVEN under my hand this 16th day of June, 2026.

Norman T. Farley
Fiduciary Commissioner
Harrison County, West Virginia

United States of America

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

Affidavit and Waiver of Final Settlement

I,RYAN HOLCOMB, personal representative(s) in the estate of ROBERT F HORNER after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

RYAN HOLCOMB _____ (L.S.)
EXECUTOR

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 19 day of May, 2026.

My Commission expires: July 25, 2027 _____
Notary Public

OFFICIAL SEAL - NOTARY PUBLIC
STATE OF WEST VIRGINIA
VIRGINIA D WEAVER
84 RICHMOND AVENUE
GRAFTON, WV 26354
My Commission Expires July 25, 2027

RYAN HOLCOMB _____ (L.S.)
GRANDSON

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 19 day of May, 2026.

My Commission expires: July 25, 2027 _____
Notary Public

OFFICIAL SEAL - NOTARY PUBLIC
STATE OF WEST VIRGINIA
VIRGINIA D WEAVER
84 RICHMOND AVENUE
GRAFTON, WV 26354
My Commission Expires July 25, 2027

JACQUELINE HARBERT _____ (L.S.)
DAUGHTER

STATE OF West Virginia COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 19 day of May, 2026.

My Commission expires: July 25, 2027 _____
Notary Public

OFFICIAL SEAL - NOTARY PUBLIC
STATE OF WEST VIRGINIA
VIRGINIA D WEAVER
84 RICHMOND AVENUE
GRAFTON, WV 26354
My Commission Expires July 25, 2027

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

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

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

Given under my hand this _____day of _____, _____.

John R Spires
Clerk of the Harrison County Commission

By _____

Betty Cochran
Deputy Clerk

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

WILLIAM MICHAEL EDDY, EXECUTOR
OF THE ESTATE OF
JAMES RAY EDDY

REPORT OF CLAIMS
AND WAIVER OF
FINAL SETTLEMENT

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

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

GIVEN under my hand this 26th day of May, 2026.

Robert J. Pevler, Fiduciary Commissioner

United States of America

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

Affidavit and Waiver of Final Settlement

I, WILLIAM MICHAEL EDDY, personal representative(s) in the estate of JAMES RAY EDDY after being first duly sworn do aver and state as follows:

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

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

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

4. No known unpaid claims exist against the estate;

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

WILLIAM MICHAEL EDDY William Michael Eddy, Exec. (L.S.)
EXECUTOR

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 22nd day of May, 2026.

My Commission expires: Aug, 22, 2029 _____

JORDAN T WELLS
Notary Public Official Seal
State of West Virginia
My Comm. Expires Aug 22, 2029
1507 Johnson ave Bridgeport WV 26330

Notary Public

WILLIAM MICHAEL EDDY William Michael Eddy (L.S.)
SON

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 22nd day of May, 2026.

My Commission expires: Aug 22, 2029 _____

JORDAN T WELLS
Notary Public Official Seal
State of West Virginia
My Comm. Expires Aug 22, 2029
1507 johnson ave Bridgeport WV 26330

Notary Public

DAVID RAY EDDY _____ (L.S.)
SON

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 22nd day of May, 2026.

My Commission expires: Aug 22 2029 _____

JORDAN T WELLS
Notary Public Official Seal
State of West Virginia
My Comm. Expires Aug 22, 2029
1507 johnson ave Bridgeport WV 26330

Notary Public

ALISA ANN DUKE Alisa Ann Duke (L.S.)
STEPDAUGHTER

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 23 day of May, 2026

My Commission expires: 12/31/2030 Lori James
Notary Public

LORI JAMES
Notary Public Official Seal
State of West Virginia
My Comm. Expires Dec 31, 2030
JP Morgan Chase
1507 Johnson Ave Bridgeport WV 26330

ANITA LYNNE SHEETS Anita Lynne Sheets (L.S.)
STEPDAUGHTER

STATE OF WV COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 23 day of May, 2026

My Commission expires: 12/31/2030 Lori James
Notary Public

LORI JAMES
Notary Public Official Seal
State of West Virginia
My Comm. Expires Dec 31, 2030
JP Morgan Chase
1507 Johnson Ave Bridgeport WV 26330

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

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

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

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

John R Spires
Clerk of the Harrison County Commission

By _____
Micah Fisher
Deputy Clerk

C-1

Greater Harrison County
Public Service District

PO
West Milford, WV
26451

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

www.greaterharrison.com

At the regular meeting of Greater Harrison County PSD held on Thursday May 21, 2026, Chairman James Scudere, , Member Thomas Michael and Treasurer Ruth Ann Messenger. Also present were Bill Hoover, General Manager, Matt Evans, Assistant Manager, Zack Dobbins of Bennett and Dobbins, Kylea Radcliff, and Cody Turner of Thrasher Engineering.

1. Minutes and/or Amended Minutes of Previous Meetings: Michael moved to approve minutes. Board concurred.
2. Public Comment Period: No one present
3. Patrick Lesmann – P&B Services provided by Bill Hoover
   General update – Bel Meadows is stabilized but not repaired yet.
4. Zack Dobbins – Bennett and Dobbins
   4.1 Drawdown #17 for Quiet Dell Sewer Project presented. Michael to approve as presented. Board concurred. Drawdown #18 for Overall Water Project presented. Michael moved to approve as presented. Board concurred.
5. Finance Report provided by Ruth Ann Messenger.
   Michael moved to approve financial transactions as presented. Board concurred.
6. Thrasher Group, Inc. provided by Kylea Radcliff
   6.1 Sewer
   6.1.a Quiet Dell
   - Construction Update – Contract #1 working on putting conduit under tanks and pouring floor slab. The equipment deliveries will be coming next month. We believe Starlink may be the way to go at this plant for internet. Contract #2 – Elkview Estates – a camera has been ran on all lines and have been reviewed with them. All sections do not need replacement which would reduce the impact on the neighborhood. There will be required right of ways on which we are working. This should be a significant savings on the contract. This will leave significant contingency funds available. Michael motioned for board to authorize the General Manager to collaborate with the engineers to go ahead and move some of the lines and get appropriate right of ways. Board concurred.

   6.1.b Woodstock Heights Sanitary Sewer Extension Project
   - We still have punch list items. Contractor working to resolve internally. Suggest smoke testing the homes with the remaining funds.

   6.1.c River Crossings
   - Out for permits, right of way exhibits are in the process.

   6.1.d 10-year Plan Sewer
   - Nothing new to add currently.

   6.2 Water
   6.2.a Overall Water Project
   - Construction Update – A lot of progress on both contracts this month. We are finishing the install of the mixing systems on the Brushy Fork tank. They are working on the Good Hope tank, two more rings to put up as of this morning. Contract #1 workload is winding down. Still considering the Route 57 extension. Overall contract #1 is on schedule, approximately 85% complete.

   6.2.b Buffalo Lake Road Water Line Extension
   - Cody is scheduled for the walk around the 1st of June.

6.2.c 10-year Plan Water

- Working on the plans for Connection for bypassing the Nutterfort area going over to Suds Run.

7. Bill Hoover – General Manager

7.1 Water

7.1.a Greater Harrison overall 25%. Lost Creek Mount Clare was at 34%, Valley of Good Hope at 16% and Quiet Dell at 22%. Coon's Run was at 31% overall.

7.1.b Water Leak Report – Greg continues with leak detection.

7.2 Sewer

7.2.a No major failures. Preventative maintenance is helping. Matt has made progress with Kelly Generator for the Boothsville plant. We have Cummings working on it now.

7.3 Good of the District

We are currently all caught up with the taps. Met with a representative from Badger and determining where we have strong enough cell service to install cellular endpoints.

8. Sam Harold – Mountain State Law

Not present.

9. Executive Session

9.1 Not needed

Michael moved to adjourn meeting. Board concurred.

The next regular board meeting will be held on June 18, 2026.

Chairman James Scudere
James Scudere

Treasurer _____
Ruth Ann Messenger

Secretary Raymond M Leonard
Mark Leonard

Member Thomas Michael
Thomas Michael

Member Gary Auvil
Gary Auvil

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