

**Wednesday, April 17, 2024**  
**11:00 A.M.**

The Harrison County General Services Building 229 South Third St. 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:**

11:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance

11:05 A.M. --- Special Funding Request --- West Fork Conservation District ---

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

1. Public Comment Period
2. Consent Agenda
3. Payroll Change Notices:
  - A. R A Titchenal --- Law Enforcement --- Retirement --- Effective 04-09-2024
  - B. Harley Lane --- Law Enforcement --- Promotion to Lieutenant --- Effective 04-25-2024
  - C. Rebecca Ayers --- 911 --- New Hire --- Effective 04-25-2024
  - D. Madison Spaguling- Kissner --- 911 --- Resignation --- 04-12-2024
4. Minutes and /or Amended Minutes of Previous Meeting:
  - A. Special Meeting Minutes --- 03-24-2024
  - B. Regular Meeting Minutes --- 05-24-2023
5. Requisitions --- Purchase Orders --- Invoices
  - A. Vendor List of Payment
6. Exonerations --- Corrective Tickets --- Joint Property Application:
  - A. Exhibit A --- Exonerations
7. Consideration of Approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements: **(NONE)**)
8. Review – Discuss – Independent Accountant’s Report for Requirements for an Alternative CSLFRF Compliance Examination Engagement

9. Review – Discuss – Consider a Resolution accepting funds from the WV Justice Reinvestment Initiative Treatment Supervision Grant Program
10. Review – Discuss – Consider Request to Travel --- 911 --- WV State Police Academy, Charleston, WV --- CJIS Online - CJIS LaunchPad Training --- 04-29-2024
  - A. Mike Coffey
  - B. Travis Miller
11. Review – Discuss – Consider Request to Travel --- Wayne Worth --- Community Corrections, Day Report Center --- Division II Judge Janes, Fairmont WV --- Marion Co. Subpoena --- 04-12-2024
12. Review – Discuss - Consider GSA Update --- (Potential Executive Session Pursuant to 6-9A-4(b)(9) to Consider Matters Involving or Affecting the Purchase, Sale or Lease of Property, Advance Construction Planning, the investment of Public Funds or Other Matters Involving Commercial Competition, which if Made Public, Might Adversely Affect the Financial or Other Interest of the County)
13. Review - Discuss - Consider Orders and Election Orders as Presented by the Clerk: **(NONE)**
14. Review – Discuss – Consider approving front step repairs
15. Review – Discuss – Consider potential resolution of leave accrual issue – Laulis (potential executive session pursuant to W.Va. Code 6-9A-4(b)(2)(A) to discuss matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee)
16. Review – Discuss – Consider Farmland Protection Board and the role of the Commission
17. Review – Discuss – Consider Update to Farmland Protection Board Program document to align with current practices
18. Review – Discuss – Consider Loaning the Town of Lumberport \$179,000 for sewage pumps, lift stations, and electrical panel out of the revolving loan fund.
19. Review – Discuss – Consider Awarding the Demolition bid for the first 10 DEP (Department Environmental Protection) structures
20. Administrator's Report
21. Commissioner Comments – Questions

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

- A. Weekly Fiduciary Report from the County Clerk
  1. 04-03-2024 thru 04-09-2024
- B. Monthly Fiduciary Commission Settlements: **(NONE)**
- C. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service
  1. Credential Research LLC, is now Texas Checks, LLC effective 04-01-2024
  2. Enlarged Hepzibah PSD --- Meeting Minutes --- 02-12-2024
  3. Sun Valley PSD --- Special Board Meeting Minutes --- 02-29-2024
  4. Sun Valley PSD --- Meeting Minutes --- 03-12-2024
  5. Johnstown Volunteer Fire Department 2022 Federal Form 990-EZ
  6. Harrison- Taylor 911 Advisory Board --- Meeting Minutes --- 03-19-2024

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

**T-1. Thrasher being Engineer of record for the Rail Trail and the Agreement (03-22-2023)**

**T-2. Funding request --- Clarksburg History Museum (03-27-2024)**

**T-3. Estate Hearing --- Petition to remove Executor --- Mary Lou Grimes (04-10-2024)**

**T-4. Estate Hearing --- Petition to remove administrator --- Carol Sue Keavney (04-10-2024)**

11:05 AM

## 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: [countyadministrator@harrisoncountywv.gov](mailto:countyadministrator@harrisoncountywv.gov); Question: 304-624-8500  
Funding is derived from the State of West Virginia/Video Lottery Funding.

Date of Request:

2/29/24

Organization Name:

West Fork Conservation District

Name and Title of Requester:

William Coffindaffer - Chairman

Mailing Address of Organization and Responsible Person:

870 Lillie Ln, Suite 102, Mount Clare WV 26408

If approved, this is where the check will be sent

Telephone:

304-627-2160

Fax:

E-mail:

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:

\$ 8000.00

Dollar Amount REQUESTED -

Grant:

\$ 5000.00

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:

2023

; how much:

\$ 8000.00

When:

2022

; how much:

\$ 5000.00

When:

2021

; how much:

\$ 8001

Purpose of request (one sentence):

OF H&R Salem Fork Dams

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

Date:

Location:

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

Operation and Maintenance of Salem Fork  
Flood Control Dams

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?

By letter

## SPECIAL FUNDING REQUEST

Signature and Title of Applicant William G. Gindys Chairman Date 2/29/24

Amount Approved: \$ \_\_\_\_\_ Paid Date: \_\_\_\_\_

---

**Table 1**



# PAYROLL CHANGE NOTICE

3A

DATE OF CHANGE 4/9/2024	EMPLOYEE #	SOCIAL SECURITY NO       -       -	
NAME R A TITCHENAL		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT L.E.	SHIFT

## THE CHANGE(S):

All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input type="checkbox"/> ADDRESS/PHONE		
<input type="checkbox"/> BENEFIT PLAN		
<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER _____		

## THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER	<input checked="" type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> LAYOFF
<input type="checkbox"/> WAGE SCALE CHANGE	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
TYPE OF LEAVE _____	
<input type="checkbox"/> OTHER (Explain) Retirement effective 4/9/2024. Please pay 211 vacation hours. Please credit 1752 sick hours towards years of service for retirement.	

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>Reto S. Matheny, Sheriff</i>	DATE 04-10-2024
HUMAN RESOURCES MANAGER	DATE



Rev 3/16

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**Amsterdam**

# PAYROLL CHANGE NOTICE

3B

DATE OF CHANGE 4/25/2024	EMPLOYEE #	SOCIAL SECURITY NO	
NAME HARLEY LANE		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT L.E.	SHIFT

## THE CHANGE(S):

All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input type="checkbox"/> ADDRESS/PHONE		
<input type="checkbox"/> BENEFIT PLAN		
<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER _____		

## THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> LAYOFF
<input type="checkbox"/> WAGE SCALE CHANGE	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
TYPE OF LEAVE _____	
<input type="checkbox"/> OTHER (Explain) Effective 4/25/2024, promoted to Lieutenant Increase annual salary to current rate for Lieutenant Harrison County Law Enforcement Pay Scale 2023-2024	

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>Rod G. Matney, Sheriff</i>	DATE 04-10-2024
HUMAN RESOURCES MANAGER	DATE



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# PAYROLL CHANGE NOTICE

DATE OF CHANGE <b>4-25-2024</b>	EMPLOYEE #	SOCIAL SECURITY NO	
NAME <b>REBECCA AYERS</b>		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT

## THE CHANGE(S):

<input checked="" type="checkbox"/> All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input checked="" type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		<b>PG 3-1 (\$15.93/HR)</b>
<input type="checkbox"/> ADDRESS/PHONE		
<input type="checkbox"/> BENEFIT PLAN		
<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER _____		

## THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> LAYOFF
<input type="checkbox"/> WAGE SCALE CHANGE	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
TYPE OF LEAVE _____	
<input type="checkbox"/> OTHER (Explain) _____	
<b>NEW HIRE - E911 TELECOMMUNICATOR</b>	
<b>TRAINEE</b>	

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <b>Andrew D. Bailey</b>	DATE <b>04-11-24</b>
HUMAN RESOURCES MANAGER	DATE





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# PAYROLL CHANGE NOTICE

DATE OF CHANGE <b>04-12-24</b>	EMPLOYEE #	SOCIAL SECURITY NO
NAME <b>MADISON SPAULDING - KISSNER</b>		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT <b>911</b>
		SHIFT

## THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input checked="" type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input type="checkbox"/> ADDRESS/PHONE		
<input type="checkbox"/> BENEFIT PLAN		
<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER _____		

## THE REASON FOR THE CHANGE(S):

<input type="checkbox"/> HIRED	<input type="checkbox"/> PROBATIONARY PERIOD COMPLETED
<input type="checkbox"/> RE-HIRED	<input type="checkbox"/> LENGTH OF SERVICE INCREASE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RE-EVALUATION OF EXISTING JOB
<input type="checkbox"/> DEMOTION	<input checked="" type="checkbox"/> RESIGNATION
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> LAYOFF
<input type="checkbox"/> WAGE SCALE CHANGE	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
TYPE OF LEAVE _____	
<input type="checkbox"/> OTHER (Explain) <b>RESIGNATION EFFECTIVE 4-12-24</b>	

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>Andrea D. Bailey</i>	DATE <b>04-12-24</b>
HUMAN RESOURCES MANAGER	DATE



At the Special meeting of the County Commission of Harrison County held on Friday March 22, 2024, Commissioners Susan Thomas and David Hinkle were present. Commissioner Patsy Trecoast II was absent. Also present were Laura Pysz-Laulis, County Administrator and John Spires, County Clerk.

1. Review – Discuss - Consider Budget for General County --- Coal Severance --- Vital Services Fiscal Year 2024 – 2025: Hinkle moved to approve Coal Severance Fund and with the change of \$100,000 to the farm livestock project. Commission concurred.

Discussion was held on various line items: Vital Services Levy – Ambulance Authority, Animal Control Salaries, Courthouse Security, Health Department and Parks and Recreation Budget. Also revised several line item proposals to increase Park funding. Hinkle moved to approve Vital Services Levy for the fiscal year 2024-2025 with revisions as noted to the Parks & Recreation department 900. Commission concurred.

Discussion was held on County Commission budget salaries and reviewed financial stabilization fund – taking Group Insurance down to \$1900.00, Professional Services down to \$300,000.00 making the stabilization fund a total of \$568,880.00 County Clerk. There were no budget issues with what the elected officials of the County Clerk, Circuit Clerk, Tax Office, Prosecuting Attorney, Assessors Office, Extension Services, Professional Services, Voters, Region 6 and Planning Department wages.

All General County expenditures were discussed, including Law Enforcement budget, Process Servers, Staging, Regional Jail, Home Confinement, Fire Departments, Garage and Libraries.

The Commission reviewed current Vital Services, Bus Levy (transportation) reduction in rates and all budgeted revenue. Hinkle moved to approve General County budget with the revisions previously stated. Commission concurred. Hinkle moved to approve Levy rate of \$13.10, Vital Services rate of \$2.62 and Bus transportation rate of \$1.65 for July 1, 2024 through June 30, 2025. Commission concurred.

Commissioner Hinkle moved to adjourn. Commission concurred.

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

---

Susan Thomas, President

---

Date

At the regular meeting of the County Commission of Harrison County held on Wednesday May 24, 2023, Commissioners Susan Thomas and Patsy Trecost II were present. Commissioner David Hinkle was absent. Also present was John Spires, County Clerk and Laura Pysz-Laulis, County Administrator. Commissioner Thomas opened the meeting. John Spires said a prayer and led those present in the Pledge of Allegiance to the flag.

1. Public Comment Period: Greetings from Congressman Mooney's representative offering support to the Harrison County Commission

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

3. Payroll Change Notices: Trecost moved to approve items A through E. Commission concurred.

A. Jeremiah King --- Part Time --- Parks & Recreation --- Effective 05-17-2023

B. Jonathan Arnold --- Part Time --- Parks & Recreation --- Effective 05-17-2023

C. Lydia Walker --- Pay Grade Increase --- Completion of E911 Training --- Effective 06/10/2023

D. Braiden Klema --- Pay Grade Increase --- Completion of E911 Training --- Effective 06/10/2023

E. Malcom Johnson --- Pay Grade Increase --- Completion of E911 Training --- Effective 06/10/2023

4. Requisitions --- Purchase Orders --- Invoices: Laura Pysz-Laulis pulled Work Order 44090 for Mid-Atlantic Customer Charges Kroger - \$38,874 and Work Order 44186 for CSX \$245,950 due to clerical error and moved them from General County to Vital Services. Trecost moved to approve items A and B with the exceptions of those noted by Pysz-Laulis. Commission concurred.

A. Greater Harrison PSD --- Bar Screen Replacement Project --- Requisition#02 (included in Payables)

B. Vendor List of Payments

11:05 A.M. --- Amy Wilson and Sheena Hunt --- Update EDA Project RE#01-79-15127: Amy Wilson and Sheena Hunt spoke of the timeline of the Harrison Regional Industrial Park and EDA project. Wilson and Hunt also updated the Commission on the amount of funds needed to complete the project in addition to the 1.4 million dollars that the Commission has committed as the completion dates have surpassed what was expected.

5. Exonerations --- Corrective Tickets --- Joint Property Application: Trecost moved to approve. Commission concurred.

A. Exonerations --- Exhibit A

6. Review – Discuss – Consider Certificate of Substantial Completion by Rycon Construction for the Harrison County General Services Building: Trecost moved to approve and affix signatures. Commission concurred.

7. Review – Discuss – Consider Sale and Appraisal Parcel ID 54.0 District 15 map 15-2303 Property formally known as the Farms at Maple Lake LLC: Trecost motioned to move forward with the same stipulations as the other properties up for sale to protect the airport progress. Commission concurred.

8. Review – Discuss – Consider Sale of Building at 420 Buckhannon Pike (Public Safety Complex Nutter Fort): Commissioner Trecost gave authority to Laura Pysz-Laulis to begin selling process. Commissioner Thomas wanted to take into consideration that the County Garage is in that building. Commission concurred.

11:15 A.M. --- Public Hearing --- Barking Dog Ordinance --- 2nd Reading: Trecost motioned to move forward with the third and final public hearing. Commissioner Thomas voted against. Motion failed.

9. Review – Discuss – Consider Budget Revisions for General County 001 Revision 3 for Fiscal Year 2022-2023 --- Exhibit A Exhibit B Exhibit C: Trecost moved to approve with changes made by Laura Pysz-Laulis. Commission concurred.

10. Administrator's Report: Laura Pysz-Laulis gave an update on the sidewalk repair.

11. Commissioner Comments – Questions: Commissioner Trecost wants Pysz-Laulis to work with Amy Wilson with the Economic Development team to figure out an estimated timeline for the Harrison Regional Industrial Park so funds are not held up and possibly adding this to the agenda so item can be revisited as necessary.

Commissioner Trecost moved to adjourn. Commission concurred.

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

---

Susan Thomas, President

---

Date



Date of Meeting	April 17, 2024	Invoice - Quote								
Department	Vendor	Description	General County	E-911	Vital	Community	Community	ARPA	QUOTES	Other as
Name	Name	Note	Fund		Services Levy Fund	Corrections	Improvement Fund	Fund		Needed
Commission	Thomson Reuters	Online Subscription	\$553.52							
Commission	Texas Checks, LLC	Background Check	\$53.50							
Commission	Mon Power	Power Bill	\$28.72							
Commission	Visual Edge IT	Toner for Assessor	\$178.99							
Commission	Pitney Bowes	Postage	\$11.99							
Commission	US Cellular	Tablet and Modem Rentals	\$3,444.20							
Commission	WV Corp	Liability Invoice Deductible	\$15,000.00							
Commission	Michelle Tonkin	Travel	\$23.58							
Commission	U S Bank	Greater Harrison PSD	\$38.31							
Commission	D C Computers	Motoral Minitors	\$455.00							
Commission	Hart Office Soutlions	Copier Rental/ Assessor's	\$404.24							
Commission	Johnstown VFD	Truck Purchase	\$30,000.00							
Commission	EnviroClean, LLC	General Cleaning	\$12,109.50							
Commission	Pace Shredding	Paper Shredding Service	\$148.00							
Commission	Hart Office Soutlions	Copier Rental/ County Clerk	\$140.44							
Commission	State Tax Department	Accumulated Charges	\$39,381.76							
Commission	Mon Power	Multiple Power Bills	\$7,634.76							
Commission	CDWG	Hard Drives	\$2,225.21							
Commission	Harrison County Bank	Airport Property	\$34,395.48							
Commission	Glen Elk Iron	Gym Memberships	\$128.00							
Commission	MVB Bank	609 W Main St Property	\$6,222.12							
IT	Leviton	Faceplate	\$12.20							
Maintenance	Lowes	Supplies	\$117.20							
Maintenance	Emcor Services	Repairs, Cleaning, Agreement	\$8,898.43							
Animal Control	Enterprise Sanitation Inc.	Trash Bill			\$179.65					
Animal Control	Enviroclean, LLC	Septic Tank Pumping			\$636.00					
Animal Control	US Cellular	Phone Bill			\$367.00					
Animal Control	Midwest Vet Supply	Supplies			\$5,169.00					
Animal Control	A-1 Exterminatng	Pest Control			\$50.00					
Animal Control	Midwest Vet Supply	Rescue Concentrate 55 gal Drum			\$1,678.92					
Parks & Rec	Mon Power	Power Bill			\$16.93					
Parks & Rec	Pace Shredding	Paper Shredding Service			\$39.00					
Parks & Rec	Mon Power	Power Bill/ Spelter Park			\$3.43					
Parks & Rec	Unifirst	Carpet Rentals			\$25.42					
Parks & Rec	James & Law	Copy Paper			\$47.36					
Parks & Rec	First Citizens Bank	Copier Rentals			\$172.00					
Parks & Rec	Swag Gear WV	Additional Tshirts			\$68.00					
Parks & Rec	Marsh	Maintenance Supplies			\$58.25					
Parks & Rec	Spectrum	Internet			\$194.98					
Bookkeeping	Benny's Boot Hill	Re-issue check	\$170.91							
Bookkeeping	Continental Coffee and Water Se	Re-issue check	\$122.80							
Bookkeeping	Wendy Posey	Re-issue check	\$40.00							
Bookkeeping	Teresa Hooton	Re-issue check	\$220.00							
Bookkeeping	Shirley Miller	Re-issue check	\$205.00							
Bookkeeping	Town of Lumberport	Re-issue check	\$40.00							
Bookkeeping	Diana Caton- Milliman	Re-issue check	\$49.34							

Date of Meeting	April 17, 2024	Invoice - Quote								
Department	Vendor	Description	General County	E-911	Vital	Community	Community	ARPA	QUOTES	Other as
Name	Name	Note	Fund		Services Levy Fund	Corrections	Improvement Fund	Fund		Needed
Bookkeeping	Region VI	Re-issue check	\$27.00							
Bookkeeping	Vincent Folio	Re-issue check	\$46.31							
Bookkeeping	Kimberly Wygal	Re-issue check	\$154.92							
Bookkeeping	NAADAC	Re-issue check				\$299.00				
Bookkeeping	WV State Treasure Office	Various Vendors	\$9,999.61							
Bookkeeping	WV State Treasure Office	Mark Gorby								\$154.92
Bookkeeping	WV State Treasure Office	Michelle Payton		\$15.56						
Bookkeeping	WV State Treasure Office	Various Vendors			\$357.90					
Garage	Sandy's True Value	2 Double Cut Keys	\$7.58							
Garage	Chenoweth Ford	Sheilds	\$186.35							
Garage	Fisher Auto Parts Inc.	Windsheld Washer Fluid	\$180.00							
Garage	Lowes	Light Bar for K9 unit	\$18.99							
Garage	Whaley Distributing Company	Stock up on Shop Supp.	\$307.40							
Garage	Appalachian Tire	Tires Restock	\$1,167.52							
Garage	Chenoweth Ford	Sensor	\$69.98							
Courts	The Water Shop	Water for Family Court	\$33.00							
Courts	The Water Shop	Water for Matish	\$28.00							
Assessor	Visual Edge IT	Colored Toner	\$659.97							
Assessor	Batman's Trophies	Plaque	\$18.75							
Community Corrections	Alere Toxicology Services	Urine Analysis Lab				\$2,203.09				
Community Corrections	Micro Distributing II, LTD	Lab Confirmations				\$33,382.05				
Community Corrections	Canon Financial Service	Canon Copier Rental				\$158.55				
Community Corrections	OpAns, LLC	Blood Card Lab				\$9,700.00				
Community Corrections	BestNotes	Monthly EMR Subscriptions				\$503.00				
Community Corrections	Tri- County Electric Co	Receptor Additions				\$5,645.00				
Community Corrections	WV DMV	DUI Program				\$1,625.00				
Community Corrections	Truist	Zoom				\$513.28				
911	Pace Shredding	Paper Shredding Service			\$39.00					
911	Central Square Technologies	911 Phone Syster		\$104,139.61						
911	APCO International Inc	Online Courses		\$225.00						
911	Emcor Services	HVAC / Grafton Tower								\$998.38
911	Emcor Services	HVAC / Shinnston Tower								\$1,011.25
911	Emcor Services	HVAC / Salem Tower								\$1,011.25
911	Emcor Services	HVAC / PK Tower			\$1,011.25					
911	Emcor Services	HVAC / Lost Creek Tower			\$1,011.25					
911	Emcor Services	HVAC / JSJOC Charlespoint			\$2,446.25					
911	Emcor Services	HVAC / JSJOC Charlespoint			\$2,446.25					
911	UniFirst	Carpet Runner Service			\$62.25					
911	APCO International Inc	Communications Recertification		\$30.00						
911	Narvex Global	Policy Tech Subscription		\$4,618.15						
911	Computer Projects of II	Open Fox		\$1,782.00						
911	Computer Projects of II	Open Fox		\$1,980.00						
911	MonPower	Power bill / Shinnston Tower								\$831.53
911	MonPower	Power/ Fire fighter training bul								\$106.54
Law Enforcement	US Cellular	Phone Bill	\$2,568.68							



Date of Meeting	April 17, 2024	Invoice - Quote								
Department Name	Vendor Name	Description Note	General County Fund	E-911	Vital Services Levy Fund	Community Corrections	Community Improvement Fund	ARPA Fund	QUOTES	Other as Needed
Law Enforcement	Truist Bank	Various Items	\$567.87							
Law Enforcement	Truist Bank	Various Items	\$738.40							
Law Enforcement	Harrison Co Deputy Sheriff's Ass.	Use of Range	\$1,200.00							
Law Enforcement	Trapuzzano's	Repair and Refinish badge	\$45.00							
Law Enforcement	WV Paging	Pager	\$7.00							
Law Enforcement	10-42 Tactical LLC	E Kesling	\$147.68							
Law Enforcement	Optimum	Internet for 2 months	\$156.02							
Law Enforcement	Truist Bank	Various items	\$669.19							
Law Enforcement	Creative Product Sourcing	Dare Supplies								\$1,576.74
Law Enforcement	Truist Bank	Waybright								\$26.99
Courthouse Security	The Water Shop	Water			\$24.00					
Courthouse Security	Trapuzzano's Uniforms	Madia Name Tag			\$24.00					
Staging	Trapuzzano's Uniforms	Court Staging Uniforms- Delrio	\$387.54							
Process	US Cellular	Cellular Bill	\$179.50							
Prosecuting Attorney	Truist Bank	Various Items	\$775.05							
			\$182,800.51	\$112,790.32	\$16,128.09	\$54,028.97	\$0.00	\$0.00		\$5,717.60
					Grand Total :	\$371,465.49				

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

6A



<b>Exhibit A Exonerations</b>	<b>Amount</b>
PP- 477 Hyundai Lease Titling Trust	114.23
PP- 478 Harper, Logan N & Sally A	155.13
PP- 479 City of Clarksburg Robinson Grand	95230.74
PP-480 City of Clarksburg Robinson Grand	28677.17
RE-481 City of Clarksburg	845.62
RE- 482 City of Clarksburg	221.61
RE- 483 City of Clarksburg	262.3
RE- 484 City of Clarksburg	264.09
RE- 485 City of Clarksburg	511.77
RE- 486 City of Clarksburg	515.25
<b>TOTAL:</b>	<b>\$126,797.91</b>



# EXONERATIONS

PP 477

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Personal Property

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **HYUNDAI LEASE TITLING TRUST** whose address is, PO BOX 4747 OAK BROOK, IL 60522, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **252211** on **2017 Hyundai Elantra**, Class **3/4** in **CLARK-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **247306**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **4905**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2017 Hyundai, the vehicle was sold June 2020 per Bill Of Sale. Exonerate a value of 4905 at a class 3 rate of levy to correct the overcharge. Please remove the 17 Hyun Elan (4905)(KMHD74LF4HU315663) from the vehicle description.

District: **01 - CLARK-OUTSIDE**  
Account No. **3053385**  
Ticket No. **900763**  
Tax Year **2021**

Amount Exonerated: \$114.23

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

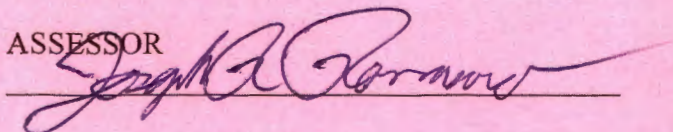
\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

ASSESSOR





PP478

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Personal Property

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **HARPER LOGAN N & SALLY A** whose address is, 1309 WEST VIRGINIA AVE CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **25071** on **2012 Dodge Durango**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **20031**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **5040**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error reported the 2012 Dodge, vehicle is assessed to Sally on #3088306. Exonerate a value of 5041 at a class 4 rate of levy to correct the overcharge. Please remove the 12 Dodg Dura (5041) from the vehicle description. Please remove Sally A from the tax ticket.

District: **08 - COAL-CLARKSBURG**

Account No. **3066515**

Ticket No. **611776**

Tax Year **2023**

Amount Exonerated: \$155.13

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

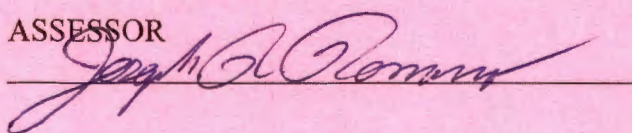
\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

\_\_\_\_\_  
ASSESSOR





PP 479

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Personal Property

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecost II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG ROBINSON GRAND** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **3114966** on **Incomplete Construction**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2019**, resulting in a difference in assessed value of **3114966**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2019**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2019 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2019 tax year.

District: **08 - COAL-CLARKSBURG**  
Account No. **3070270 TIF #4**  
Ticket No. **702896 P**  
Tax Year **2019**

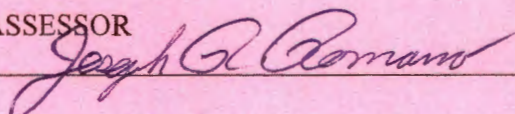
Amount Exonerated: \$95230.74

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ATTEST: County Clerk

ASSESSOR

  
\_\_\_\_\_

\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR



PP 480

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Personal Property

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG ROBINSON GRAND** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **931440** on **Equipment, Supplies and Inventory**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2021**, resulting in a difference in assessed value of **931440**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2021**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2021 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2021 tax year.

District: **08 - COAL-CLARKSBURG**  
Account No. **3070270 TIF #4**  
Ticket No. **911498**  
Tax Year **2021**

Amount Exonerated: \$28677.17

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

\_\_\_\_\_  
ASSESSOR

*[Signature]*



RE 481

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Real Estate

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **27660** on **1 Lot 20.50 X 100 FT Eastern PT Pike ST**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2019**, resulting in a difference in assessed value of **27660**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2019**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2019 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2019 tax year.

District: **08 - COAL-CLARKSBURG**  
Account No. **6111021 TIF #4**  
Ticket No. **25096**  
Tax Year **2019**

Amount Exonerated: \$ 845.62

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

\_\_\_\_\_  
ASSESSOR

*Joseph A. Romano*



PE482

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

Real Estate

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **7200** on **1 Lot 20.50 X 100 FT Eastern PT Pike ST**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **7200**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2023 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2023 tax year.

District: **08 - COAL-CLARKSBURG**

Account No. **6111021 TIF #4**

Ticket No. **25449**

Tax Year **2023**

Amount Exonerated: \$ 221.61

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

\_\_\_\_\_  
ASSESSOR

*Joseph A. Roman*



RE 485

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Real Estate

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **8580** on **1 Lot 25.5 X 95.5 6TH ST**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2019**, resulting in a difference in assessed value of **8580**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2019**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2019 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2019 tax year.

District: **08 - COAL-CLARKSBURG**

Account No. **6112253 TIF #4**

Ticket No. **25095**

Tax Year **2019**

Amount Exonerated: \$ 262.30

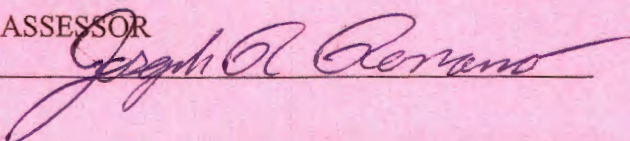
\_\_\_\_\_  
PRESENT: Prosecuting Attorney

(or)

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ATTEST: County Clerk

ASSESSOR



\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR



# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Real Estate

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **8580** on **1 Lot 25.5 X 95.5 6TH ST**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **8580**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2023 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2023 tax year.

District: **08 - COAL-CLARKSBURG**  
Account No. **6112253 TIF #4**  
Ticket No. **25448**  
Tax Year **2023**

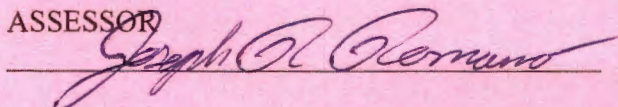
Amount Exonerated: \$ 264.09

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ATTEST: County Clerk

ASSESSOR



\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR



RE485

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Real Estate

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **16740** on **1 Lot 51 X 91 FT COR Hewes & 6TH STS**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2019**, resulting in a difference in assessed value of **16740**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2019**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2019 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2019 tax year.

District: **08 - COAL-CLARKSBURG**

Account No. **6112066 TIF #4**

Ticket No. **25094**

Tax Year **2019**

Amount Exonerated: \$ 511.77

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

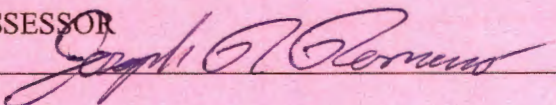
\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

\_\_\_\_\_  
ASSESSOR





REL/86

# EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

## Real Estate

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

**David Hinkle**

**Susan J. Thomas**

**Patsy Trecoast II**

On the 17th day of April, 2024 issued the following order, which was made and entered, to-wit:

Upon application of CRICHARDS for **CITY OF CLARKSBURG** whose address is, 222 MAIN ST CLARKSBURG, WV 26301, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **16740** on **1 Lot 51 X 91 FT COR Hewes & 6TH STS**, Class **3/4** in **COAL-CLARKSBURG**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2023**, resulting in a difference in assessed value of **16740**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2023**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The above mentioned taxpayer in error is assessed for the 2023 tax year, per court order is exempt. Cancel this ticket and mark improper for the 2023 tax year.

District: **08 - COAL-CLARKSBURG**

Account No. **6112066 TIF #4**

Ticket No. **25447**

Tax Year **2023**

Amount Exonerated: \$ 515.25

\_\_\_\_\_  
PRESENT: Prosecuting Attorney  
(or)

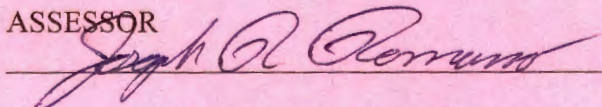
\_\_\_\_\_  
APPROVED: President, County Commission

\_\_\_\_\_  
PRESENT: Tax Commissioner

\_\_\_\_\_  
ORDER ENTERED TO STATE AUDITOR

\_\_\_\_\_  
ATTEST: County Clerk

\_\_\_\_\_  
ASSESSOR





W E S T V I R G I N I A

# *State Auditor's Office*

## **CHIEF INSPECTOR DIVISION**

**REPORT ON COMPLIANCE FOR THE U.S. DEPARTMENT OF  
TREASURY CORONAVIRUS STATE AND LOCAL FISCAL  
RECOVERY FUNDS PROGRAM (CSLFRF) REQUIREMENTS FOR AN  
ALTERNATIVE CSLFRF COMPLIANCE EXAMINATION  
ENGAGEMENT OF**

**HARRISON COUNTY, WEST VIRGINIA**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

RECEIVED

APR 09 2024

HARRISON COUNTY  
COMMISSION

STATE AUDITOR

EX OFFICIO CHIEF INSPECTOR AND SUPERVISOR OF PUBLIC OFFICES

[WWW.WVSAO.GOV](http://WWW.WVSAO.GOV)

**REPORT ON COMPLIANCE FOR THE U.S. DEPARTMENT OF TREASURY  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  
PROGRAM (CSLFRF) REQUIREMENTS FOR AN ALTERNATIVE CSLFRF  
COMPLIANCE EXAMINATION ENGAGEMENT OF  
HARRISON COUNTY, WEST VIRGINIA  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**





Office of the State Auditor  
Chief Inspector Division  
State Capitol, Building 1, Suite W-100  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

**State of West Virginia**  
**John B. McCuskey**  
State Auditor and  
Chief Inspector

Toll Free: (877) 982-9148  
Telephone: (304) 558-2251  
Fax: (304) 558-6414  
[www.wvsao.gov](http://www.wvsao.gov)

**INDEPENDENT ACCOUNTANT'S REPORT**

Honorable Members of the  
Harrison County Commission  
Clarksburg, West Virginia 26301

We have examined Harrison County's compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds" of the CSLFRF section of the 2023 OMB *Compliance Supplement* (referred to herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended June 30, 2023. Management of Harrison County is responsible for Harrison County's compliance with the specified requirements. Our responsibility is to express an opinion on Harrison County's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the "Requirements for an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether Harrison County complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Harrison County complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on Harrison County's compliance with specified requirements.

In our opinion, Harrison County complied, in all material respects, with the specified requirements referenced above during the year ended June 30, 2023.

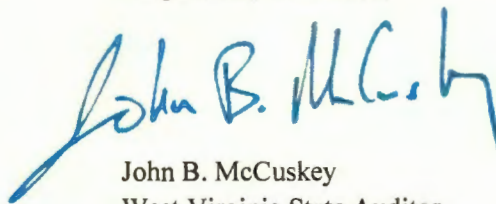
**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on Harrison County's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on Harrison County's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions. The results of our test disclosed no matters that are required to be reported under *Government Auditing Standards*.

**Intended Purpose**

The purpose of this examination report is solely to express an opinion on whether Harrison County complied, in all material respects with the specified requirements referenced above during the year ended June 30, 2023. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,



John B. McCuskey  
West Virginia State Auditor  
Charleston, West Virginia



March 19, 2024





9

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF FUNDS FROM THE  
WV JUSTICE REINVESTMENT INITIATIVE TREATMENT SUPERVISION  
GRANT PROGRAM; ADOPTING ALL SPECIAL CONDITIONS AND  
ASSURANCES CONTAINED IN SAID GRANT;  
APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION  
TO ADMINISTER SAID PROGRAM**

**WHEREAS**, the Community Corrections Program of Harrison County is important for the County's criminal justice services, and

**WHEREAS**, the Harrison County Commission participated in the Justice Reinvestment Act - Treatment Supervision Implementation Program through West Virginia Division of Justice and Community Services, and

**WHEREAS**, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution to accept funds from the West Virginia Division of Justice and Community Services in the amount of \$70,688 to develop the capabilities of the community corrections program, and

**WHEREAS**, the Harrison County Commission is also required to adopt by official resolution all understandings and assurances contained in, and made a part of, said West Virginia Division of Justice and Community Services 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 acceptance of funds from the WV Justice Reinvestment Initiative Treatment Supervision Grant Program and the West Virginia Division of Justice and Community Services in the amount of **\$70,688** and said program shall be in proper form and comply with all federal, state, and local laws.
2. 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 17<sup>th</sup> day of April 2024.

---

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

**ATTEST:**

---

**John Spires, County Clerk**



1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

## Request to Attend Meeting

<b>Total Estimated Cost</b>		\$ 0.00
Transportation		\$ 0.00
Air	\$0.00	
Private Vehicle:		
Mileage	X .655	\$ 0.00
Rental Car		\$ 0.00
Lodging		\$ 0.00
Registration		\$ 0.00
Meals (Estimated)		\$ 0.00
Incidentals		\$ 0.00

Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_  
(County Commission or Constitutional Official)

A8 Form Revised: May 1, 2014

10B

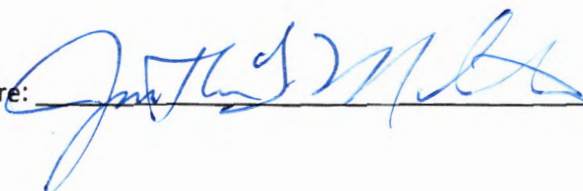
# Harrison County Commission

## Request to Attend Meeting

Name Travis Miller  
Department 911  
Destination WV State Police Academy, Charleston, WV  
Travel Dates 04/29/2024  
Reason CJIS Online / CJIS LaunchPad Training

**Total Estimated Cost** \$ 0.00

Transportation		<u>\$ 0.00</u>
Air	<u>\$ 0.00</u>	
Private Vehicle:		
Mileage	<u>          </u> X .655	<u>\$ 0.00</u>
Rental Car	<u>\$ 0.00</u>	
Lodging		<u>\$ 0.00</u>
Registration		<u>\$ 0.00</u>
Meals (Estimated)		<u>\$ 0.00</u>
Incidentals		<u>\$ 0.00</u>

Employee Signature:  Date: April 8, 2024

Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_  
(County Commission or Constitutional Official)

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

# Harrison County Commission

## Approval to Travel

11

Travelers Name: Wayne Worth  
Department: Harrison County Community Corrections, Day Report Center  
Destination: Division II Judge Janes 219 Adams St. Fairmont, WV 26554  
Travel Dates: April 12, 2024 @ 1:00PM  
Reason: Marion Co. Subpoena

Estimated Cost \_\_\_\_\_ \$

Transportation \_\_\_\_\_ \$

Air \$ \_\_\_\_\_  
County Vehicle \$ \_\_\_\_\_  
Private Vehicle \$ \$29.14 \_\_\_\_\_ miles @ \$0.67 per mile  
Rental Car \$ \_\_\_\_\_ days @ \_\_\_\_\_ per day

Lodging \_\_\_\_\_ nights @ \_\_\_\_\_ /night \_\_\_\_\_

Registration \_\_\_\_\_ \$0.00

Meals \_\_\_\_\_

Airport Parking \_\_\_\_\_

Approving Authority \_\_\_\_\_  
(Elected Official/Departmental Head)

Date 4/12/2024

Sandra Pugh 4/12/2024

County Commission Action

( ) Approve ( ) Disapprove

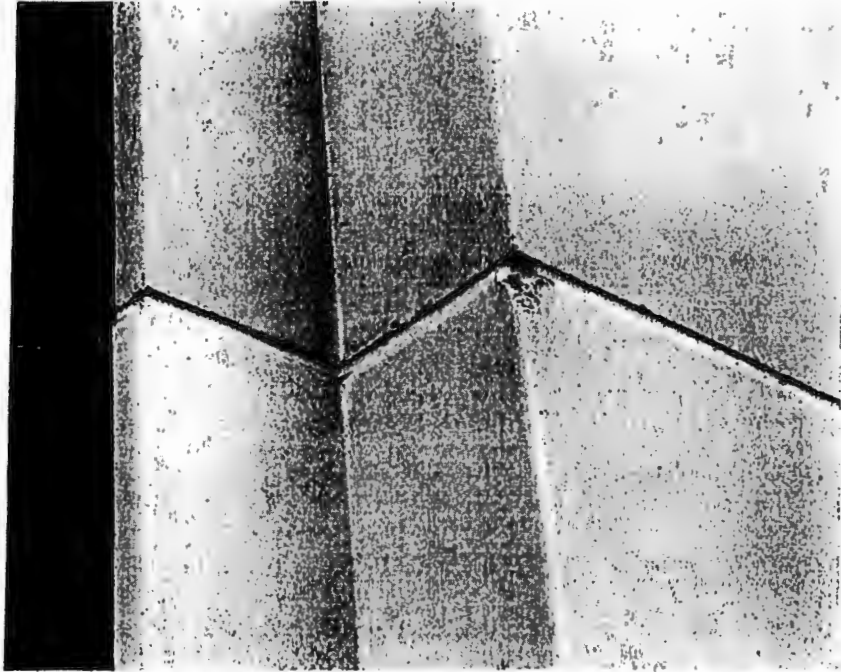
Date \_\_\_\_\_



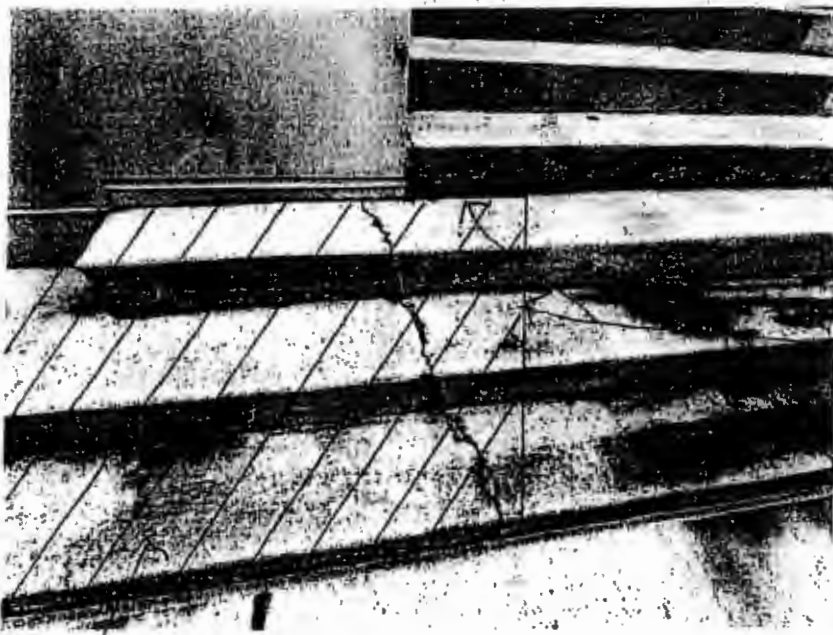
# SILLING

ARCHITECTS

info@silling.com  
www.silling.com



picture 27



Expansion Joint  
Caulk

picture 28

Demo &  
Replace

FLORIDA  
605 E. Robinson Street, Suite 640  
Orlando, FL 32811  
p. 321.296.3100

100+  
YEARS

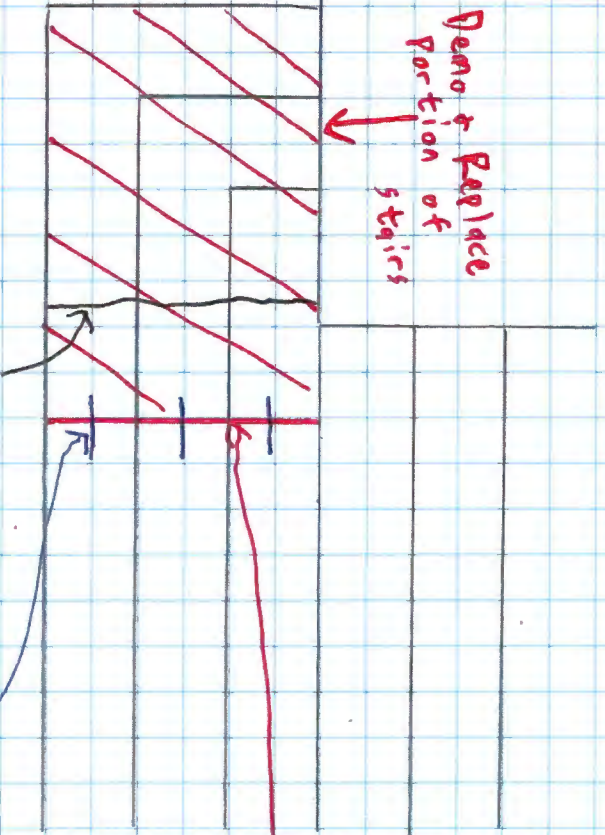
WEST VIRGINIA  
405 Capitol Street, Upper Atrium  
Charleston, WV 25301  
p. 304.346.0565

Demo + Replace  
portion of  
stairs

Existing Crack

1/8" Expansion  
Joint  
(caulked)

#4 dowel x 12"  
epoxy into existing  
stairs (6" embedment)





## Mackenzie Simmons

---

**From:** Laura Pysz  
**Sent:** Friday, April 5, 2024 9:25 AM  
**To:** Hazel Rader; Mackenzie Simmons  
**Subject:** FW: Harrison County - Stair Fix Sketch  
**Attachments:** Carl Taylor photo front steps repair.pdf; Harrison County - Stair Fix Sketch.jpg

Review – discuss – consider approving front step repairs

Sent from [Mail](#) for Windows

---

**From:** Tom Hacke <thacke@ryconinc.com>  
**Sent:** Wednesday, March 20, 2024 10:47:25 AM  
**To:** Glenn Savage <gsavage@silling.com>; Danny Hamrick <dhamrick@harrisoncountywv.com>; Laura Pysz <lpysz@harrisoncountywv.gov>; Michelle Tonkin <mtonkin@harrisoncountywv.com>; Marie McCauley <mmccauley@silling.com>  
**Cc:** Alan Hopperstead <ahopperstead@ryconinc.com>; gpollak@carltaylorandsons.com <gpollak@carltaylorandsons.com>; David Hinkle <dhinkle@harrisoncountywv.com>; Patsy Trecoast II <ptrecoast2@harrisoncountywv.com>; Susan Thomas <stthomas@harrisoncountywv.com>  
**Subject:** Harrison County - Stair Fix Sketch

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Laura/Danny,

Follow-up.....

Rycon/Silling/HCC/Carl Taylor had a call/meeting to discuss the front steps repair.

A sketch and follow-up information were issued after the call.

We asked if the proposed repair was acceptable and if was acceptable to proceed with the work.

From the e-mail sent we requested a decision/approval by Friday, 3.15.2024 (see below).

To date we have not received approval.

As mentioned on the call and noted in my follow-up e-mail, we respectfully request a decision/approval no later than the end of the day Friday, 3.15.2024.

Carl Taylor is entering their busy season and want to address quickly/ASAP and schedule the repair.

The repairs will require coordination with HCC to ensure the safety of anyone entering the building.

Please advise.

Thank you.

Tom Hacke | Vice President of Operations

**Rycon Construction, Inc.**

Pittsburgh | Atlanta | Cleveland | Fort Lauderdale | Fort Myers | Houston | Philadelphia | Washington, DC

2501 Smallman Street, Suite 100, Pittsburgh, PA 15222

Mobile: 412-292-4002 | Office: 412-392-2525 | [thacke@ryconinc.com](mailto:thacke@ryconinc.com) | [www.ryconinc.com](http://www.ryconinc.com)

**From:** Tom Hacke <[thacke@ryconinc.com](mailto:thacke@ryconinc.com)>

**Sent:** Thursday, March 14, 2024 2:33 PM

**To:** Glenn Savage <[gsavage@silling.com](mailto:gsavage@silling.com)>; Danny Hamrick <[dhamrick@harrisoncountywv.com](mailto:dhamrick@harrisoncountywv.com)>; Laura Pysz <[lpysz@harrisoncountywv.gov](mailto:lpysz@harrisoncountywv.gov)>; Michelle Tonkin <[mtonkin@harrisoncountywv.com](mailto:mtonkin@harrisoncountywv.com)>; Marie McCauley <[mmccauley@silling.com](mailto:mmccauley@silling.com)>

**Cc:** Alan Hopperstead <[ahopperstead@ryconinc.com](mailto:ahopperstead@ryconinc.com)>; [gpollak@carltaylorandsons.com](mailto:gpollak@carltaylorandsons.com)

**Subject:** RE: Harrison County - Stair Fix Sketch

Thank you.

Tom Hacke | Vice President of Operations

**Rycon Construction, Inc.**

Pittsburgh | Atlanta | Cleveland | Fort Lauderdale | Fort Myers | Houston | Philadelphia | Washington, DC

2501 Smallman Street, Suite 100, Pittsburgh, PA 15222

Mobile: 412-292-4002 | Office: 412-392-2525 | [thacke@ryconinc.com](mailto:thacke@ryconinc.com) | [www.ryconinc.com](http://www.ryconinc.com)

**From:** Glenn Savage <[gsavage@silling.com](mailto:gsavage@silling.com)>

**Sent:** Thursday, March 14, 2024 2:32 PM

**To:** Tom Hacke <[thacke@ryconinc.com](mailto:thacke@ryconinc.com)>; Danny Hamrick <[dhamrick@harrisoncountywv.com](mailto:dhamrick@harrisoncountywv.com)>; Laura Pysz <[lpysz@harrisoncountywv.gov](mailto:lpysz@harrisoncountywv.gov)>; Michelle Tonkin <[mtonkin@harrisoncountywv.com](mailto:mtonkin@harrisoncountywv.com)>; Marie McCauley <[mmccauley@silling.com](mailto:mmccauley@silling.com)>

**Cc:** Alan Hopperstead <[ahopperstead@ryconinc.com](mailto:ahopperstead@ryconinc.com)>; [gpollak@carltaylorandsons.com](mailto:gpollak@carltaylorandsons.com)

**Subject:** RE: Harrison County - Stair Fix Sketch

**[CAUTION: EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Tom – Danny

Silling is OK with that method of repair.

Danny or Laura can provide the Owner's opinion.

Thanks

**Glenn Savage**

Construction Administrator





405 Capitol Street | Upper Atrium  
Charleston, WV 25301  
Office (304) 346-0565  
Direct (304) 721-4604  
Mobile (304) 541-8365

[www.silling.com](http://www.silling.com)



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**From:** Tom Hacke <[thacke@ryconinc.com](mailto:thacke@ryconinc.com)>

**Sent:** Thursday, March 14, 2024 12:56 PM

**To:** Danny Hamrick <[dhamrick@harrisoncountywv.com](mailto:dhamrick@harrisoncountywv.com)>; Laura Pysz <[lpysz@harrisoncountywv.gov](mailto:lpysz@harrisoncountywv.gov)>; Michelle Tonkin <[mtonkin@harrisoncountywv.com](mailto:mtonkin@harrisoncountywv.com)>; Glenn Savage <[gsavage@silling.com](mailto:gsavage@silling.com)>; Marie McCauley <[mmccauley@silling.com](mailto:mmccauley@silling.com)>

**Cc:** Alan Hopperstead <[ahopperstead@ryconinc.com](mailto:ahopperstead@ryconinc.com)>; [gpollak@carltaylorandsons.com](mailto:gpollak@carltaylorandsons.com)

**Subject:** Harrison County - Stair Fix Sketch

Danny/Laura/Michelle,

As a follow-up to our Teams call/meeting yesterday regarding the front steps, attached is the proposed repair/fix sketch proposed by Carl Taylor.

Also, attached is a previous photo depicting the area (hatched lines) of the left side of the steps.

The proposed repair sketch provided will be the same detail to address the crack at the opposite side of the stair (photo attached).

Laura/Michelle, we received your e-mail after the call regarding issues with joining the call, but Danny was informed of all of the information and he will follow to discuss with you.

If needed, we can have a quick follow-up discussion.

As mentioned on the call and noted in my follow-up e-mail, we respectfully request a decision/approval no later than the end of the day Friday, 3.15.2024.

Carl Taylor is entering their busy season and want to address quickly/ASAP and schedule the repair.

The repairs will require coordination with HCC to ensure the safety of anyone entering the building.

Thank you.

Tom Hacke | Vice President of Operations

Rycon Construction, Inc.

Pittsburgh | Atlanta | Cleveland | Fort Lauderdale | Fort Myers | Houston | Philadelphia | Washington, DC

2501 Smallman Street, Suite 100, Pittsburgh, PA 15222

Mobile: 412-292-4002 | Office: 412-392-2525 | [thacke@ryconinc.com](mailto:thacke@ryconinc.com) | [www.ryconinc.com](http://www.ryconinc.com)

**From:** Greg Pollak <[gpollak@cartaylorandsons.com](mailto:gpollak@cartaylorandsons.com)>  
**Sent:** Thursday, March 14, 2024 6:22 AM  
**To:** Tom Hacke <[thacke@ryconinc.com](mailto:thacke@ryconinc.com)>; Alan Hopperstead <[ahopperstead@ryconinc.com](mailto:ahopperstead@ryconinc.com)>  
**Subject:** Harrison County - Stair Fix Sketch

**[CAUTION: EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Please see attached sketch of proposed stair fix.

--

Thanks,  
Greg Pollak

Carl Taylor and Sons, Inc.  
Concrete Construction  
543 Elmbrook Road  
Beaver Falls, PA 15010  
Phone: (724) 843 - 6730  
Fax: (724) 843 - 4546  
Cell: (724) 624 - 0181  
Email: [gpollak@cartaylorandsons.com](mailto:gpollak@cartaylorandsons.com)  
Website: [www.cartaylorandsons.com](http://www.cartaylorandsons.com)

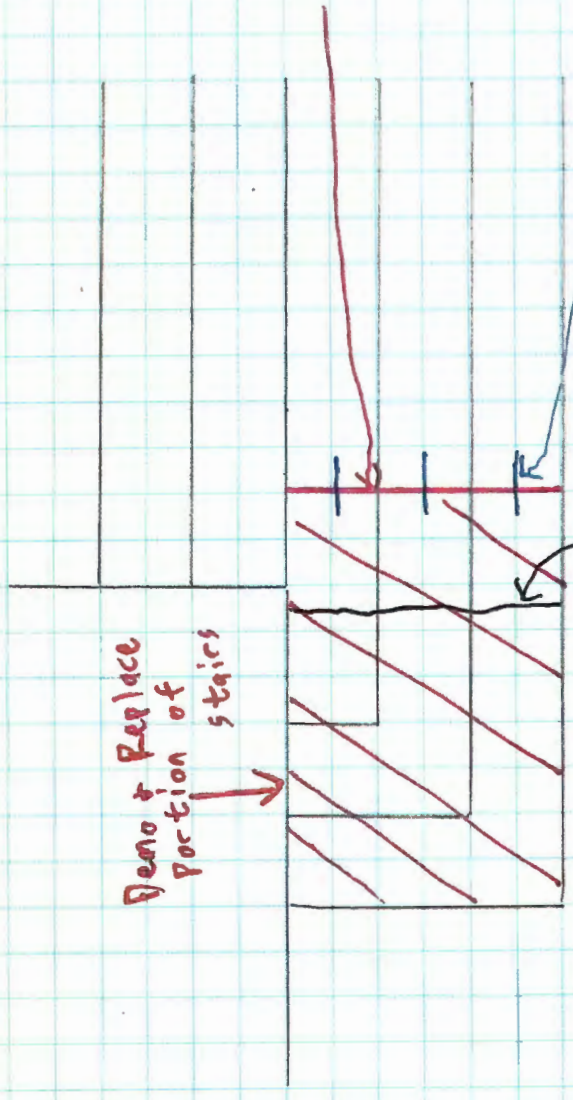


Demo & Replace  
portion of  
stairs

1/2" Expansion  
Joint  
(Caulked)

Existing Crack

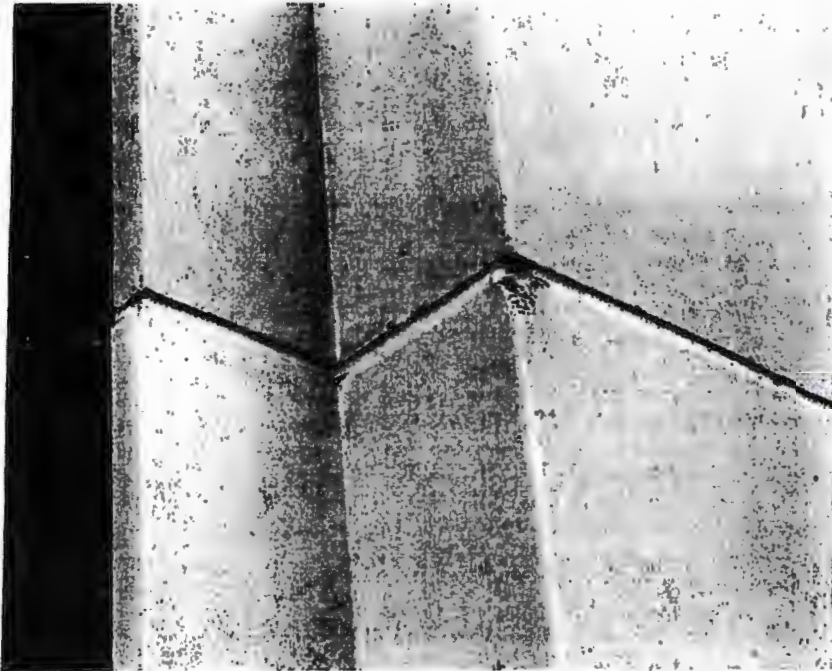
#4 dowel x 12"  
epoxy into existing  
stairs (6" embedment)



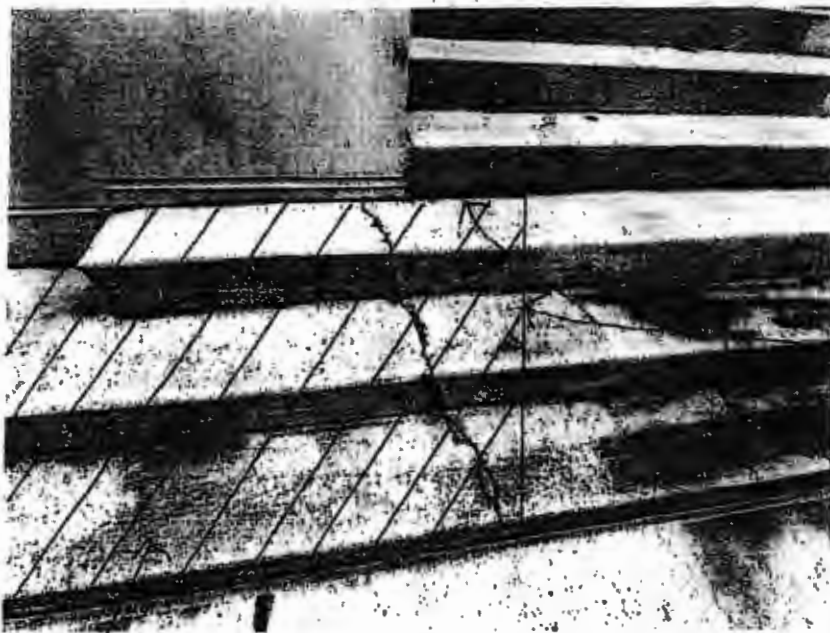
# SILLING

ARCHITECTS

info@silling.com  
www.silling.com



picture 27



Expansion Joint  
Caulk

picture 28



Demo &  
Replace

FLORIDA  
605 W. Robinson Street, Suite 640  
Orlando, FL 32801  
p. 321.296.3100

100+  
YEARS

WEST VIRGINIA  
405 Capitol Street, Upper Atrium  
Charleston, WV 25301  
p. 304.346.0565





# **Harrison County Farmland Protection Program 2016**

Harrison County Farmland Protection Board  
301 West Main Street  
Clarksburg, WV 26301

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**“The Book”**  
of the  
Harrison County Farmland Protection Program

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## **HARRISON COUNTY FARMLAND PROTECTION CODE OF ETHICS**

### **PREAMBLE**

The purpose of the Code of Ethics is to serve as a guide to the professional performance by board members and staff of the Harrison County Farmland Protection Board. This Code of Ethics also incorporates standards of ethical behavior governing personal behavior, particularly when that conduct relates to procurement. The Code describes objectives which when accepted and followed will assist in establishing a beneficial relationship between the Board Members, staff, and the general public which the Harrison County FPB serves.

The Board Members and staff have an obligation to act in ways that will merit the trust, confidence and respect of economic development officials and professionals and the general community; the Board of Directors and its executives must evaluate the possible outcomes of their decisions and accept full responsibility for the consequences. They must safeguard and foster the rights, interests, and prerogatives of local businesses, citizens, and those served by the programs operated and sponsored by the Harrison County FPB.

### **CONFLICT OF INTEREST FOR BOARD MEMBERS AND STAFF**

Definition: A conflict of interest arises when someone involved in procurement (purchase or acquisition) has opposing interests that will affect his or her ability to be fair and impartial. A conflict of interest may be personal or organizational. The West Virginia Ethics Commission specifically prohibits anyone (or a member of their immediate family) who participates directly or indirectly in a procurement from having a financial interest in the procurement anticipated personal gain; or for the actual or anticipated gain of any other person or organization.

Each member present during any meeting of the Board when any question is put, shall vote unless he or she is immediately and particularly interested therein. Before a question is put, any member having direct personal or pecuniary interest therein shall announce this fact and request to be recused from voting. The disqualifying interest must be such as affects the members directly, and not as one of the class.

### **CONFIDENTIALITY**

Definition: All procurement must be treated with confidentiality. Proposals/bids must be safeguarded against unauthorized disclosures which could be judicial to the interests of the provider of services, potential participants, or the general public. All individual involved in any aspect of procurement must not reveal information to anyone outside of the official group involved on reviewing offers, applications, or making contract award decisions.

### **DISCLOSURE**

Definition: the act of exposing to the public all requirements and available information regarding procurement solicitations.

### **FAIRNESS AND IMPARTIALITY**

Definition: Everyone involved in procurement must be fair to all offers and contractors. Fairness and impartiality are extremely important in reviewing proposals/bids and applications. A proposal/bid must be reviewed on what it says, taking into account past performance and capabilities of the proposer to fulfill the requirements of the proposal/bid when applicable. An application for funds must be kept in complete confidentiality to protect the interest of the applicant.



### CODE

A member of the Board or staff of the Harrison County Farmland Protection Board shall be bound by the following Code of Ethics:

1. To uphold the values, ethics and mission of the Harrison County Farmland Protection Board;
2. Conduct all personal and professional activities with honesty, integrity, respect, fairness and good faith in a manner which will reflect well on the Board;
3. Provide services consistent with available resources;
4. Assure the existence of a process to evaluate the quality of services rendered by the Harrison County FPB;
5. Avoid exploiting of relationships for personal advantage;
6. Avoid practicing of facilitating discrimination;
7. Assure the existence of procedures that will safeguard the confidentiality and privacy of providers, participants, and applicants served by the Harrison County FPB;
8. Assure he/she is not in a position to benefit directly or indirectly by using authority or inside information or allows a friend, relative, or associate to intentionally affect the organization in an adverse manner;
9. Assure he/she will not use the authority or information to make a decision to intentionally affect the organization in an adverse manner;
10. Conduct all personal and professional relationships in such a way that all those affected are assured that decisions are made in the best interests of the organization and the individuals served by it;
11. Disclose to the appropriate authority direct or indirect financial or personal interest that might pose potential conflict of interests;
12. Accept no gifts or benefits offered with the expectation of influencing a board decision;
13. Inform the appropriate authority and other involved parties of potential conflicts of interest related to appointments or elections to boards or committees inside or outside the Harrison County FPB organization;
14. Work to identify and meet the economic development needs of the community;
15. Refuse to represent special interests or to use the board for personal gain or for the gain of friends and supporters;
16. Abide by the procedures, rules, and regulations of applicable legislation for programs offered by the Harrison County FPB, the policies adopted by the Board and all applicable laws of the United States and the State of West Virginia.
17. Accept no employment offers by any contracting agency and any organization during the Board's procurement process. Nor authorize the employment of a present or not of former employee of the contractors during the Board's procurement process.

I pledge to uphold this Code of Ethics and to report to the Board any violations of this Code of Ethics that I become aware of immediately for review and/or investigation. If the Board determines the situation merits further review and/or corrective action, they will refer it to a special committee comprised of three board members, selected by the chairman. This committee will review the findings and make recommendations to the County Commission for corrective actions.

I understand and agree to abide by the foregoing Code of Ethics:

\_\_\_\_\_  
Member, Harrison County Farmland Protection Board

\_\_\_\_\_  
Date

## **I. Background**

### **A. Conservation and Preservation Easements Act**

In June 1995, West Virginia enacted the Conservation and Preservation Easements Act by amending Chapter 20 of the West Virginia Code through the addition of Article 12 revised to 8A-12-1 through 8A-12-21 (2004). Through this Conservation and Preservation Easements Act, the West Virginia Legislature recognized the importance and significant public benefit of conservation and preservation easements in its ongoing efforts to protect the natural, historic, agricultural, open-space and scenic resources of the state. This enabling legislation was required to allow perpetual conservation and preservation easements to be created within the state. Currently, all fifty states have enacted conservation and preservation easement enabling statutes.

Within the Conservation and Preservation Easements Act, conservation and preservation easements are defined, and the basics are outlined as to how easements are to be created and the various rights and duties concerning the easement. The Voluntary Farmland Protection Act first incorporates the concepts created under this Conservation and Preservation Easements Act, and then expands upon them to allow the creation of the state and county Voluntary Farmland Protection Programs.

### **B. Voluntary Farmland Protection Act**

On March 10, 2000, the West Virginia Legislature unanimously passed into law WV Code §8-24-72 through §8-24-84(2000), known as the Voluntary Farmland Protection Act. The Act went into effect on June 8, 2000 and amended a 1982 statute of similar code location that once allowed the creation of Farmland Preservation Committees.

Through this Act, the legislature declares that agriculture is a unique "life support" industry and that a need exists to assist those agricultural areas of the state which are experiencing the irreversible loss of agricultural land. The Act further authorized the creation of county farmland protection board(s) and program(s) and creation of the WV Agricultural Land Protection Authority; detailed the contents and requirements of the farmland protection program(s); outlined the powers and duties of the farmland protection boards and the authority; detailed the methods of farmland protection; detailed the value of a conservation easements; outlined the criteria for acquisition of easements; outlined the use of land after a conservation easement is acquired; outlined funding for the farmland protection program(s); and authorized the commissioner of agriculture to promulgate rules.

On March 9, 2002, the West Virginia Legislature modified the Voluntary Farmland Protection Act to allow each county with a farmland protection program to provide funding for such program through a real estate transfer tax. The County Commission of each eligible county may enact an additional tax on the privilege of transferring real estate to be used solely to fund the county's farmland protection program. The maximum rate allowable is \$1.10 per \$500 (\$2.20 per \$1,000) or fraction thereof of the real estate transfer value, to a maximum transfer value of \$1 million. These monies must be used exclusively for the purpose of funding farmland preservation.



### **C. Harrison County Commission Resolution**

On May 24, 2012, the Harrison County Commission authorized a resolution creating the Harrison County Farmland Protection Board. The Commission affirmed that the agricultural community of Harrison County provides sources of agricultural products for the citizens of the state; enhances tourism, protects worthwhile community values, institutions and landscapes which are inseparably associated with traditional farming; and controls the urban expansion which is consuming land, topsoil, and woodland of the county. The Board, as appointed by the Commission, is authorized to create and administer the Harrison County Farmland Protection Program in consultation with the West Fork Conservation District, and as approved by the Commission.

### **D. Farmland Protection Board Composition**

The composition of every farmland protection board is dictated by the Voluntary Farmland Protection Act at WV Code §8A-12-4 (2004).

The Harrison County Farmland Protection Board is composed of seven members, each serving without compensation but eligible for reimbursement of actual expenses while engaged in the discharge of official duties. All members are required to be county residents except the Development Director who may actually reside in another county. Each member is a voting member, except for the Harrison County Commissioner, who shall serve in a non-voting, advisory capacity. All members are appointed by the Harrison County Commission and serve at the will and pleasure of the Commission.

The specific composition of the Board is as follows:

1. One Harrison County Commissioner.
2. Executive Director of the Harrison County Development Authority.
3. One farmer who is a member of the Harrison County Farm Bureau.
4. One farmer who is a member of the West Fork Conservation District.
5. One farmer who need not be a member of any farm organization.
6. One county resident who is not a member of the foregoing organizations.
7. One county resident who is not a member of the foregoing organizations.

### **E. Purpose**

Nationwide, America is losing farmland. According to the American Farmland Trust, the United States is losing 2.2 million acres of rural lands to urban sprawl every year. This means that, across the United States, over 4 acres of rural lands are consumed every single second.

In an effort to address the loss of farmland, over 27 states have implemented farmland protection programs. In 1996, the U.S. Department of Agriculture funded a farmland protection effort with a 6-year goal of protecting between 170,000 and 340,000 acres of farmland.

Agriculture is an integral part of Harrison County's economy, landscape, and natural resource base. The industry in Harrison County consisted of approximately 778 farms and 117,029 acres of farmland in 2012. The market value of products sold which originated in

Harrison County are impressive – crop sales topped out at \$2,401,000 in 2012, while livestock sales made up approximately \$7,139,000. There is an amazing amount of diversity in the agricultural yields produced in Harrison County. Farms specialize in cattle, bees, fruit, tree nuts and berries, corn for silage, and rye for grain. These diverse crops, vital life sources and way of life must be preserved in Harrison County. Not only does it add to the value of our community, but it ~~form~~ the primary occupation for families in Harrison County alone.

This program establishes uniform standards and guidelines for the eligibility of properties and the ranking criteria utilized to prioritize funds allocation to purchase conservation easements, or to pay associated costs for the purchased or donated easements. The guidelines established by this program outline the various methods of farmland protection available to prospective participating property owners, and the procedures to be followed in applying for program consideration.

#### **F. General Principles of Land Protection**

Every land trust or farmland protection board in the United States operates under well-established industry principles. Some of these principles are designed to meet legal or Federal tax requirements, while others are in keeping with sound, time-tested principles of land protection. The following principles have been used by the Harrison County Farmland Protection Board in its program design where possible, and will be used in any decision-making process:

- ❖ The property owner is willing to sell or donate the conservation easement over the property through a legally binding agreement that is perpetual and enforceable.
- ❖ The property owner(s) have clear title to the property.
- ❖ The property is either free of any mortgage, lien or tax assessment, the lender is willing to subordinate the loan to conservation easement, or the loan is not in excess of the agricultural value. If a secured loan exists, the donor understands that Federal tax benefits are not available.
- ❖ The conservation easement donation preserves open space, natural resources, an ecosystem, forestland, farmland, and/or native plants or animals. contains natural features that need to be preserved.
- ❖ The property is not unduly subject to pollution or adverse influences from surrounding sources. The property itself is not polluted or subject to liability for any pollution cleanup.
- ❖ Protection of the property will be consistent with established public policy. For instance, it may be inappropriate to accept a conservation easement on a piece of property already indicated for intended public roads.
- ❖ The property is of sufficient size that the conservation resources of the property are likely to remain intact.
- ❖ The conditions required to be agreed to by the property owner do not contain provisions which are unworkable or inconsistent with the overall intent of the conservation easement. The provisions, for instance, could not diminish the property's primary conservation value or be unenforceable.
- ❖ The conservation easement is within the Harrison County Farmland Protection Board's means and ability to monitor and enforce, and/or the landowner is willing to provide compensation to assist in this effort to make the effort financially feasible.
- ❖ The acceptance of the conservation easement will not create an unusual or special liability exposure.

- ❖ Adequate and permanent access to the property is available.
- ❖ A survey has been completed on the property at some point in time, or current property lines can be verified.

## **II. Program**

### **A. Eligibility Requirements**

Property must meet the following minimum criteria in order to be considered for either a purchased or donated conservation easement:

The property shall be located in Harrison County.

The property shall be land which meets one or more of the following criteria:

20 acres or more required for matching funding. (Applications will be considered on a case by case basis)

Used or usable for agriculture, horticulture or grazing(qualifying property).

Wetlands that are part of the qualifying property.

Woodlands that are part of or appurtenant to a qualifying property tract; or held by common ownership of a person or entity owning qualifying property.

No commercial or industrial structure shall be located on the parcel.

Clear title to the property must be established and the application must be signed by the property owner(s).

The property shall not have any current or past uses that would render the establishment of a conservation easement inconsistent with the intent of the Act or this Program. Such determination shall be made by the Harrison County Farmland Protection Board after consideration of all facts and circumstances.

Purchased easements and expenses on donated easements shall be ranked in accordance with the program criteria.

### **B. Farmland Protection Ranking Criteria**

#### **Imminence of Residential, Commercial or Industrial Development Points**

##### **1. Sales potential**

- a. Property is offered by buyer who holds a current sales contract on the property.....25
- b. Property has been listed for sale for a period of six months at anytime during the last two years.....15
- c. Property is in the estate process or has been inherited within the last two years.....10



2. Area development	
a. Intensive development (10 lots or more) in the adjacent properties.....	30
b. Extensive scattered development (20 lots or more) within 2,500 feet.....	10
c. Scattered non-agricultural development (20 lots or more) within 5,000 feet.....	5

3. Availability of public water and sewer characteristics	
a. Public water and/or sewer available at the property.....	25
b. Public water and/or sewer within 2,500 feet of the property.....	15
c. Public water and/or sewer within 5,000 feet of the property .....	10

**Total Acreage Offered for Conservation or Preservation Easement Points**

1. Size of parcel(s) offered for easement	
a.> 300 acres.....	25
b.> 150 acres.....	15
c.> 50 acres.....	5
2. Entire tract offered for enrollment.....	75

**Presence of Prime or Unique Farmland; Farmland of State-Wide Importance; or Locally-Significant Farmland; Productive Points**

1. Farmland categorized as one of the following:	
a. Prime or unique soils – 50% or greater .....	50
b. State-wide or locally significant farmland – 50% or greater .....	40
c. Other farmland .....	10
d. Property currently has a farm-use valuation for ad valorem tax (overall valuation) purposes.....	20
e. Non-timberland agriculture: acres offered for enrollment is greater than 30% non-timberland.....	15
2. Property currently has a conservation plan .....	10

### **Property is Contiguous or Appurtenant to Working Farms Points**

1. Proximity of working farms
  - a. Contiguous with properties under easement with the Harrison County Farmland Protection Board, other Conservation Programs or public land.....25
  - b. Within 2,500 feet of properties under easement with the Harrison county Farmland Protection Board other Conservation Programs or public lands.....15
2. Proximity of protected property
  - a. Contiguous with other property with a perpetual conservation easement, or public property (unimproved parkland, wildlife management area).....25
  - b. Within 2,500 feet of other property with a perpetual conservation easement, or public property (unimproved parkland, wildlife management area).....20

### **Existence and Amount of Secured Debt on the Property Points**

1. Property has no secured debt.....50
2. Property has secured debt.....25

NOTE: Secured debt on the property in excess of the agricultural value shall disqualify the property from consideration under this program unless the loan amount in excess of the agricultural value has been subordinated by the lending institution.

### **Historical, Agricultural, Archaeological, Cultural, Recreational, Natural, Scenic, Source Water Protection, or Unique Value of the Easement Points**

1. Property is associated with or contains a structure with unique architectural/historical value
  - a. The structure or site is on the National Register of Historic Places.....20
  - b. The structure or site has value on a national or state level.....10
  - c. The property is adjacent to such a structure or site.....5
2. Property contains an archaeological site
  - a. Property has documented archaeological significance.....20
  - b. Property has potential archaeological significance based on its history or past uses.....10
3. Property contains important or unique natural features such as:
  - a. Contains mountainous terrain or scenic ridgelines.....15
  - b. Contains managed forests.....15
  - c. Contains a cave.....15
  - d. Is an area of biological significance.....15
  - e. Contains or is contiguous to endangered or threatened species habitat.....15
  - f. Source water.....25

g. Property is within 2,500 feet of properties listed above. ....10

**Local importance (List/Define major streams, marshes, lakes, etc.)**

1. Ann Moore Run, Ann Run, Arnolds Run, Barnes Run, Barnett Run, Bear Track Run, Beards Run, Bennett Run, Big Elk Creek, Big Indian Run, Big Run, Bingamon Creek, Birds Run, Booths Creek, Bonds Run, Browns Creek, Browns Run, Brushy Fork, Caldwell Run, Camp Run, Cherrycamp Run, Chub Run, Coburn Fork, Coburns Creek, Coplin Run, Crooked Run, Cunningham Run, Davisson Run, Dog Run, Doll Run, Douglas Run, Duck Creek, Elk Creek, Elkdick Run, Fall Run, Flaf Run, Fowlkes Run, Glade Run, Gee Lick, Gnatty Creek, Goose Run, Grass Run, Gregory Run, Halls Run Harris Fork, Hastings Run, Hoopole Run, Horners Run, Indian Run, Isaac Creek, Isaacs Creek, Jack Run, Jacobs Run, Jake Run, Johnson Fork, Jones Creek, Katy Lick Run, Lambert Run, Laurel Run, Left Fork Big Elk Creek, Left Prong New Creek, Lick Run, Limestone Run, Little Elk Creek, Little Indian Run, Little Isaac Creek, Little Rock Camp Run, Little Run, Little Ten Mile Creek, Long Fork Long Run, Lost Creek, Lost Run, McIntire Run Fork, Middle Run, Mill Run, Mudlick Run, Murphy Run, New Creek, Nolan Run, Nutter Run, Painter Fork Patterson Fork, Peddler Fork, Peeltree Run, Peters Run, Pigotts Run, Pigtail Run, Purdys Run, Quaker Fork, Racocon Creek, Right Fork Big Elk Creek, Right Fork Kincheloe Creek, Righ Prong New Creek, Robinson Run, Rockcamp Run, Rooting Creek, Rush Run, Salem Fork, Sawyers Run, Shaw Run, Shaws Run, Shinn Run, Shinns Run, Simpson Creek, Simpson Fork, Smith Run, Smithfield Run, Smithfield Run Unnamed Tributary, Stevens Run, Stone Coal Run, Stouts Run, Stutler Fork, Suds Run, Sugarcamp Run, Sweep Run, Sycamore Creek Tanner Fork, Tenmile Creek, Thomas Fork, Turkey Foot Run, Turkey Run, Turtlecreek Fork, Two Lick Creek, Vens Run, Washburncamp Run, Wizardism Run, West Fork River, Zachs Run.....15

2. Generational Farmer (50 + years).....50

**Mineral Rights**

1. Mineral rights owned by landowner.....50  
2. Mineral rights severed – subordination possible.....10  
3. Mineral rights severed – subordination not possible.....0

Total

Points.....



### **C. Easement Purchases-Rules and Guidelines**

The Harrison County Farmland Protection Board may purchase conservation easements. The following considerations are applicable for any purchases:

1. Funds for purchasing conservation easements must be available and allocated
2. A completed application must be submitted by the landowner(s)
3. The property must meet all eligibility requirements
4. All application submissions shall be scored using the Farmland Protection Ranking Criteria
5. The purchase must be approved by the Harrison County FPB
6. The purchase must be approved by the Harrison County Commission

A sale of conservation easement application form must be submitted to the Harrison County Farmland Protection Board in order to be considered. The Harrison County Farmland Protection Board, in its sole discretion, may reject an offer for sale if the property has any current or past uses that would render the establishment of a conservation easement inconsistent with the intent of the Act or this program. Such circumstances include, but are not limited to, possible contamination on the subject property, surrounding land uses, conservation values of the property, and the scope and difficulty of the protection and monitoring of the property. A written confirmation of the rejection, if applicable, shall be provided to the applicant, including the reasons for rejection.

The Harrison County Farmland Protection Board may allocate funds to offset any or all costs associated with the conservation easement, including, but not limited to, legal fees, closing costs, survey fees and appraisal costs. Reimbursement policies will be established on a yearly basis, no later than June 30, for the following fiscal year by the Harrison County Farmland Protection Board. Any costs to be the responsibility of the landowner(s) will be clearly indicated.

The Farmland Protection Ranking Criteria are used to evaluate the characteristics of properties offered into the program. In the event that the offering price of properties voluntarily offered to the program in any given year exceeds the funding available for the purchase of those conservation easements, the priority of acquisition shall be determined by relative ranking of the property. The Farmland Protection Ranking Criteria consists of a number of factors and criteria descriptive of the characteristics of the property. Each criterion is assigned numerical points signifying its importance relative to all other criteria. Once the score for each property has been calculated, all properties shall be ranked. Those properties ranked the highest will be given priority to purchase.

Properties less than twenty (20) acres in size shall not normally be accepted by the Harrison County Farmland Protection Board, however such properties may be considered on a case-by-case basis, particularly if they contain unique features or are otherwise considered worthy of protection.

## **D. Easement Donations - Rules and Guidelines**

A donation application form must be submitted to the Harrison County Farmland Protection Board in order to be considered. The Harrison County Farmland Protection Board, in its sole discretion, may accept or reject an offer for donation after considering all facts and circumstances. Such circumstances include, but are not limited to, possible contamination on the subject property, surrounding land uses, conservation values of the property, and the scope and difficulty of the protection and monitoring of the property. A written confirmation of the acceptance or rejection shall be provided to the applicant, including the reasons for rejection, if applicable.

The Harrison County Farmland Protection Board may allocate funds to offset any or all costs associated with the conservation easement, including, but not limited to, legal fees, closing costs, survey fees and appraisal costs. Costs not funded by the Harrison County Farmland Protection Board shall be the responsibility of the landowner making the donation offer, including stewardship funds for the perpetual monitoring of the property. Reimbursement policies will be established on a yearly basis no later than June 30 for the following fiscal year by the Harrison County Farmland Protection Board after consideration of the funds available to it. Donation properties shall be ranked for potential reimbursement according to the "Farmland Protection Ranking Criteria".

Properties less than twenty (20) acres in size shall not normally be accepted by the Harrison County Farmland Protection Board, however such properties may be considered on a case-by-case basis, particularly if they contain unique features or are otherwise considered worthy of protection.

## **E. Easements: Special/Targeted Grants**

In the event private, local, state or Federal monies become available to purchase a particular category of property, or properties with certain characteristics, the Farmland Protection Ranking Criteria may be waived by the Harrison County Farmland Protection Board. This procedure shall be undertaken only when the grant terms render other than the targeted properties ineligible to apply for the grant.

## **F. Nature of Development Rights Acquired**

### **A Conservation Easement**

The ownership of property is often characterized as a bundle of rights. Typically, a landowner owns all of these rights through the deed; possession of all of these rights is called fee simple ownership. A landowner can sell or donate some of these rights and still retain ownership of the land. For instance, a landowner might sell the timber rights on the property, but still retain all other rights over the property. Under the Harrison County Farmland Protection Program, the landowner agrees to give up certain development rights and specific commercial uses of the property. The protection of farmland all over the country typically is accomplished by limiting the risk that the farmland is converted into a commercial development or a residential subdivision. The Harrison County Farmland Protection Program also utilizes this method of protection. The possession of the property, maintenance, right of access, and the right to sell the property or to leave it to heirs remains with the landowner.

The mechanism for acquiring these development rights is called a conservation easement. These easements are also sometimes referred to as open space easements. The Harrison County Farmland Protection Board may acquire these rights by purchasing the easement or

through the acceptance of a donation. The sale or donation of development rights is accomplished through a Deed of Conservation Easement, which is recorded with the original deed to the land.

### **Easement Holder**

The Harrison County Farmland Protection Board is the grantee under the Deed of Conservation Easement, and agrees to protect the property according to its mandate and the desires of the property owner executing the easement. The Harrison County Farmland Protection Board is a quasi-governmental board established by the Harrison County Commission. State law mandates the background of appointees that must serve on the board, and the Harrison County Commission appoints the candidates. All appointees must live in Harrison County.

The Deed of Conservation Easement is held and administered locally, here in Harrison County. In addition, with the approval of the Harrison County Farmland Protection Board, a landowner may designate a co-holder under the Deed of Conservation Easement. Typically, private land trusts may be utilized to co-hold easements with governmental and quasi-governmental entities as desired by the landowner. The Nature Conservancy is an example of a private land trust. The landowner may also grant the easement to a private land trust as the grantee and apply to have the Harrison County Farmland Protection Board act as co-holder.

### **Duration of the Easement**

A conservation easement must be perpetual in order to qualify for potential Federal income tax and estate tax benefits. The Harrison County Farmland Protection Program will only consider offers of perpetual conservation easements. Under a perpetual easement, even though you may sell or bequeath the land, subsequent owners will be bound by the terms of the easement. Although there is a common law "rule against perpetuities" which otherwise prevents any agreement from being recorded as perpetual, conservation easements have become an exception to this rule. Almost all 50 states have passed state laws to allow for perpetual conservation easements. West Virginia passed its own Conservation and Preservation Easements Act (Article 12, Chapter 20) in 1995. Perpetual easements have been accepted into farmland protection programs and by land trusts all over the United States for over 30 years. To date, the courts have upheld the legitimacy of perpetual conservation easements and have acted against those who would seek to undo them.

### **Restrictions Under the Easement-Voluntary Farmland Protection Act**

The Voluntary Farmland Protection Act passed by the State of West Virginia in 2000 establishes certain restrictions and prohibitions regarding easement property accepted into any county program, but also allow the county programs flexibility to establish their own specific criteria within this framework. The restrictions set by the Act are as follows:

- ❖ The landowner may not develop the land for any commercial, industrial, residential or other non-farm purposes. (Current residences and retained development rights as defined under the Harrison County Farmland Protection Program are allowable.)
- ❖ Woodland may be included in the easement with restrictions as imposed by funding partner(s).

Under state law, home-based businesses not requiring a West Virginia Division of Environmental Protection Permit to operate are allowable. Each residential dwelling provided for under the Deed of Conservation Easement is allowed two acres for all residential activities.



In addition, activities performed for religious, charitable or educational purposes or to foster tourism are allowable on the eased property.

### **Deed of Conservation Easement**

Through the Deed of Conservation Easement, the Harrison County Farmland Protection Program outlines the terms, conditions and restrictions on the property under easement to protect both the grantor and the grantee, and to clarify the understanding of each party. Certain portions of the Deed of Conservation Easement are negotiable and subject to change, while others are mandated by either Federal income tax laws, state laws or practice, or land trust industry practice. Typically, each conservation easement is unique and the Deed of Conservation Easement should reflect this uniqueness.

The Harrison County Farmland Protection Program has incorporated the broad prohibitions under the Voluntary Farmland Protection Act into its program, as outlined above. In addition, the Harrison County Farmland Protection Program has enacted additional guidelines [addressing specific conditions and limitations under which new residential building lots may be created (e.g. parent to child conveyances). Also, uses that are not compatible with or conducted in support of the agriculture industry or agri-tourism uses are not permitted. Proposed uses shall be considered on a case-by-case basis by the Farmland Protection Board. Generally, the Deed of Conservation Easement allows the property owner the full right to reside and enjoy the property. This "quiet enjoyment" as it is termed allows hunting, touring, swimming, fishing, biking and like activities. At the same time, the Deed of Conservation Easement ensures that the property is protected from obvious destructive activities such as dumping, polluting, mining, and removal of natural resources. The Deed of Conservation easement incorporates the state prohibitions on commercial forestry and unlimited subdivision.

Agricultural activities and construction are allowed on any portion of the property. Activities for religious, charitable, or education purposes, or to foster tourism are allowed to the extent they are compatible with and supportive of the rural character of the property.

In addition, the Harrison County Farmland Protection Board encourages each landowner participating in the program to protect any other unique, historic, scenic, or natural resource value on the property through specific provisions in the Deed of Conservation Easement. See Tab 11: Deed of Conservation Easement for a model of a conservation easement. Depending on the funding source, the Deed of Conservation Easement can be modified to fit the circumstances and characteristics of each property. Deed restrictions may vary from one funding source to the next.

### **Value of Conservation Easement**

A landowner may make an offer to sell a conservation easement on qualifying property. Such offers shall be ranked utilizing the Harrison County Farmland Protection Ranking Criteria in order to fairly allocate any available funds for purchasing easements. Offers may be made by the landowner from one dollar up to the maximum value of the easement as defined under the Voluntary Farmland Protection Act. The *fair market value* and the *agricultural value* of the property are defined under the Voluntary Farmland Protection Act:

#### *Fair Market Value*

The fair market value of the land is the price at the valuation date for the highest and best use of the property which a vendor, willing but not obligated to sell, would accept for the property, and which a purchaser, willing but not obligated to buy, would pay for the property

if the property was not subject to any restriction imposed under the Deed of Conservation Easement.

#### *Agricultural Value*

The agricultural value of land is the price at the valuation date which a vendor, willing but not obligated to sell, would accept for the property, and which a purchaser, willing but not obligated to buy, would pay for the property subject to the restrictions placed upon it by the Deed of Conservation Easement.

#### *Maximum Easement Value*

The maximum easement value is the difference between the fair market value of the land and the agricultural value of the land.

#### *Offering Price*

The offering price is the amount the landowner is asking to be reimbursed for the sale of the conservation easement to the Harrison County Farmland Protection Board. The offering price can be the maximum easement value, or it can be some fraction of this value. Landowners gain points in the ranking criteria by offering to sell the easement for less than the maximum value.

#### *Payment to Landowners*

Subject to the availability of funds, payments made to landowners shall be the smaller of the offering price or the maximum easement value, but in no case shall exceed the maximum easement value.

#### *An Example*

The fair market value of a 100-acre parcel of unrestricted land in Harrison County is \$5,000 an acre or \$500,000 for the entire parcel. The land is suitable for a housing subdivision and is in an area that is currently being developed. The agricultural value of the land is \$2,000 an acre or \$200,000 for the entire parcel. Under the proposed Deed of Conservation Easement, the property owner wishes to build two future residences in addition to the residence already on the property. The remainder of the property would remain open for farming. The maximum value of the conservation easement on this parcel is \$300,000 (\$500,000 fair market value less \$200,000 agricultural value).

The offering price is \$100,000, or one-third of the full easement value. The landowner gains 33 points under the Harrison County Farmland Protection Ranking Criteria system. Subject to the availability of funds, the owner would be compensated \$100,000 for the conservation easement.

### **III. Offering to Sell or Donate**

An application form for either a sale or donation must be submitted to the Harrison County Farmland Protection Board in order to be considered. Such application must be complete, including all documents as required by the application. A landowner may offer all, or part, of their land into the Harrison County Farmland Protection Program. Additional points are gained under the Harrison County Farmland Protection Ranking Criteria system by offering the entire parcel into the program.

A landowner may make an offer and rescind it up until the time of the closing of the Deed of Conservation Easement. Any fees or costs of closing incurred by the Harrison County Farmland Protection Board shall be the responsibility of the landowner if an offer is made and then rescinded. A landowner may also submit a new offer in order to increase the points under the farmland protection ranking criteria, and possible acceptance into the program. An offer made during the fiscal year (July 1 through June 30 of the following year), shall expire at the end of the fiscal year. Certain deadlines for submissions may apply. Any unaccepted offers may be re-submitted by the landowner for consideration in any subsequent year, but a new application must be made.

The Harrison County Farmland Protection Board may make a counter-offer to the landowner in order to secure the property or properties in the event that adequate funds are not available to purchase all properties with outstanding offers. Such counter-offers shall be made in writing to the applicant. The applicant shall have sixty days to accept the offer through the submission of a revised offer in the form of a revised application. The absence of a revised application within the sixty days shall be deemed as a rejection of the counter-offer.

A written confirmation of the acceptance or rejection of any offer shall be provided to the applicant, including the reasons for rejection, if applicable.

#### **G. Third Party Mineral Rights**

Properties where the subsurface mineral rights are owned by a third party are subject to special requirements. A tax deduction for the easement may be taken only if:

1. Ownership of the surface estate was separated from ownership of the mineral right before June 13, 1976; and
2. The probability of surface mining occurring on the property is "so remote as to be negligible"<sup>1</sup>

<sup>1</sup> Internal Revenue Code Section 170A-14(g)(4)



Landowners should consult applicable Internal Revenue Service regulations to determine whether they may be entitled to a tax deduction for placing a conservation easement upon property subject to third party mineral rights.

The Harrison County Farmland Protection Board will accept easements on such properties if:

1. The third party mineral owner agrees to prohibit any surface mining; a
2. The third party oil and gas owner agrees to construct a maximum number of wellheads as determined by the Board; or
3. The probability of surface mining is considered to be extremely unlikely as determined by the Board after consideration of all facts and circumstances. Such considerations shall include, but shall not be limited to:
  - ❖ Past or current surface mining in the vicinity
  - ❖ The identity of the third part owner and whether they are still in existence
  - ❖ The probable extent of such minerals and the resultant financial attractiveness

Due to mining activity in Harrison County, the likelihood of surface mining exists. The Harrison County Farmland Protection Board will accept easements on properties with severed mineral rights when a potential for drilling exists under the following conditions:

1. When a “for sale” or “donation” property is accepted with several mineral rights, 50% of the appraised value will be offered. In this instance, a release will be required, acknowledging that an IRS tax deduction is not allowed.
2. An acreage reduction, floating area, defined acreage, etc. for oil and gas development will be addressed with the mineral owner whenever possible.
3. When a well is drilled the HCFPB will work closely with the landowner and mineral owner to ensure the easement values are maintained to the best extent possible.

#### **IV. Administrative**

##### **A. Process Flowchart**

See the Appendix for an outline of the administrative process and timing for completing a conservation easement.

##### **B. Baseline Documentation**

Baseline documentation is the record of the condition of the property and features that are to be protected at the time the conservation easement is donated. Prior to the actual sale or donation of the easement, the baseline documentation must be completed. The purpose of the documentation is to create a record for administration of the easement and protection of natural features contained in the Deed of Conservation Easement. Such documentation is very helpful in future years in documenting the original condition of the property. In addition, baseline documentation is required under IRS regulations for donated easements claimed as a charitable deduction.

Baseline documentation may include:

- ❖ Survey maps from the U. S. Geological Service
- ❖ A map of the property showing all existing man-made improvements, vegetation, land use history and distinct natural features
- ❖ An aerial photograph of the property
- ❖ On-site photographs taken at appropriate locations
- ❖ GIS maps
- ❖ A survey by a WV licensed surveyor or engineer, OR a legal description by metes and bounds

See Appendix-Baseline Documentation Form and Checklist for the form that will be completed by the Harrison County Farmland Protection Board.

If the Deed of Conservation Easement contains restrictions with regard to a particular natural resource to be protected, such as water quality, the condition of the resource at or near the time of the gift must be established. In addition, the baseline documentation must be accompanied by a statement signed by the donor and the Harrison County Farmland Protection Board clearly referencing the documentation and affirming that it is an accurate representation of the property.

Any retained development rights, selective timber cutting for personal use, subsurface mineral rights, etc., must be clearly documented in the baseline documentation.

#### **C. Closing**

Once the easement purchase or donation has been negotiated with the landowner(s) and agreed to through formal action of the Harrison County Farmland Protection Board, several steps remain to be completed. All purchases must be approved by the Harrison County Commission. Important paperwork and procedures as indicated by the closing checklist (see Appendix - Closing Checklist) must be completed. Finally, the Deed of Conservation Easement must be closed much like any other real estate transaction. A date and time shall be agreed upon with the Harrison County Farmland Protection Board's closing attorney. The landowner(s) may have an attorney present for the closing, but this is not a requirement. All landowners will need to be present at the closing to sign the Deed of Conservation Easement and the closing documents.

#### **D. Inspection and Enforcement**

An important part of any easement program involves periodic inspections to ensure that the conservation restrictions agreed to by the donor and the Harrison County Farmland Protection Board are adhered to. Such inspections are normally done on an annual basis. Easement violations typically occur with owners subsequent to the original owner of the property who enacted the easement. Even though the original landowner enacting the easement has sold or bequeathed the land, subsequent owners are bound by the terms of the easement. The easement is said to "run with the land." The Harrison County Farmland Protection Board has a duty, as evidenced in the Deed of Conservation Easement, and as desired by the original landowner grantor, to enforce the easement restrictions so that the easement property remains protected. Subsequent owners are bound by the conservation restrictions, and are put on notice at the time of purchase of the property through the recorded Deed of Conservation Easement. The current owner shall be required by the Deed of Conservation Easement to provide annual access to the property for monitoring purposes.

Where the conservation easement is jointly held by a private land trust, the responsibility for the easement monitoring and coordinated enforcement efforts shall be clearly delineated. The Harrison County Farmland Protection Board may complete the easement monitoring through its staff, or may

subcontract this work through an appropriate agent. The West Fork Conservation District currently assists landowners to prepare and implement soil and water conservation plans. It also assists in the design of Best Management Practices and verifies compliance with farm management plans. The Harrison County Farmland Protection Board shall ensure that the periodic inspection program is carried out, and work closely with all involved parties for a consistent and coordinated inspection program that is satisfactory to the donor.

Generally there are three keys to preventing an easement violation:

1. A good relationship with the property owner
2. A Deed of Conservation Easement with clear restrictions
3. A program of regular, systematic, and well-documented monitoring

In the event of an easement violation, the Harrison County Farmland Protection Board would make every attempt to work with the landowner to rectify the easement violation. In the event that a satisfactory resolution cannot occur, the Harrison County Farmland Protection Board may work through the Harrison County Attorney or through private attorneys to meet its perpetual obligation to protect the property.

## **V. Outreach and Funding**

### **A. Out reach**

The WV Voluntary Farmland Protection Act required farmland protection board to promote the protection of agriculture within the county by offering information and assistance to landlords with respect to the acquisition of easements.

Therefore, the Harrison County Farmland Protection Board will evaluate and utilize, on a continual basis, the development of several methods of outreach within each annual budget. Such potential methods of outreach might include:

1. The development of articles within the West Fork Conservation District quarterly newsletter
2. The development of articles within the Harrison County Farm Bureau Newsletter
3. The development if articles within the USDA – Farm Service Agency quarterly newsletter.
4. The development of a Harrison County farmland protection Internet web page with links from the Harrison County Commission Web page and other associated farm agency web pages
5. The development of handouts, flyers and other promotional materials as appropriate, for placement at libraries, farm related events, mass mailing, inc.



## **B. Funding**

The Harrison County Farmland protection Board has established a fund to carry out the purposes of this Farmland Protection Program. The fund is called the Harrison County Farmland Protection Fund and is authorized to accept money or property from general or special fund appropriations by the county or state; a distribution from the WV Agricultural Land Protection Authority as detailed below; county real estate transfer tax fees; private or governmental grants; interest, dividends or distributions. The Farmland Protection Fund monies shall not be comingled with other public funds, and shall be managed by the Board.

The WV Voluntary Farmland Protection Act authorizes the Harrison County Farmland Protection Board to seek out any and all county, state, Federal and private funding available, consistent with the purpose of the Farmland Protection Program to establish and operate the program. However, the Harrison County Farmland Protection Board is also authorized to decline, reject or deny private grants, contributions or gifts that represent or have the appearance of representing an impropriety which could result in the temporary or permanent loss of public faith and trustworthiness in the Farmland Protection Program or the Harrison County Farmland Protection Board.

The Harrison County Farmland Protection Board clearly recognizes for this program to succeed at its fullest, funding for the actual compensation for the placement of conservation easements must be secured and this funding level will need to be substantial.

In addition, Federal opportunities require up to a 50 percent state or local match. The Harrison County Farmland Protection Board intends to use funding from all available sources:

1. Governor's Contingency Fund.
2. Legislative Digest Grants (when available).
3. Private foundation gifts or grants.
4. Any county real estate transfer tax under WV Code.
5. Any future county or state taxes or funding dedicated to farmland protection.

In addition, the WV Voluntary Farmland Protection Act requires the establishment of a state level WV Agriculture Land Protection Authority. This Authority is required to assist the county Harrison County Farmland Protection Board's in applying for and obtaining all state and federal funding available consistent with the purpose of the farmland protection program.

To accomplish that function, WV Code requires the WV Department of Agriculture to include within its budget funding for the authority for the next fiscal year. The Authority is then required to distribute within 60 days after the end of its fiscal year at least 80% of that fiscal year's remaining budget to county farmland protection boards that have certified to the Authority that there is pending an application for one or more conservation easements. This state level funding is called the WV Farmland Protection Fund.

This funding, similar to the county farmland protection fund, is authorized to be comprised of any money made available to the fund by general or special fund appropriations; grants or transfers from governmental or private sources; money realized by the Legislature. In addition, the Authority is authorized to seek and apply for all available funds from Federal, state and private sources.

## **VI. Policies**

Policies, as adopted, will be added to the Program Book under this tab.

1. Easement Valuation WV Code 8A – 12 – 14 (Tab, 13, Page 8)
  - a. Market analysis will be used if available. If not available, appraisable method will be followed.
  - b. Appraisal method – Yellow book appraisal will be used. This allows for consistency across the state. A Restricted Use Report may be used.
  - c. 50% value will be paid if oil and gas rights have been severed.
2. Reimbursement Policy

Extinguishment and Condemnation clauses to remain in effect for all easements processed by the HCFPB. For easements with severed mineral rights, however, this board has decided NOT to ask for reimbursement should drilling occur. It is the boards desire to open communications with the owner and proceed in a manner which allows the easement values to ne maintained to the best extent possible.
3. Title review and policy (Legal review)
  - a. A 40 year search will be conducted for all easements. In the judgement of the title attorney and /or the HCFPB a more in depth search may be required. These will be viewed on a case by case basis.
  - b. Acceptable encumbrances: Policy will except oil and gas rights. Every attempt will be made to negotiate with oil and gas companies to obtain subordination.
4. Oil and Gas
  - a. An acreage reduction, floating area, defined acreage, etc. For oil and gas development will be addressed with mineral owner whenever possible. These items will not be a requirement for funding consideration.
  - b. When a well is drilled the HCFPB will work closely with the landowner and mineral owner to ensure the easement values are maintained to the best extent possible.
  - c. Donations with served mineral rights will not be accepted without a release from the landowner acknowledging that IRS tax deductions will not apply.
5. Restrictive requirements
  - a. A current residence must exist or be reserved.
6. Application requirements
  - a. Applicant will have a conservation plan.
7. Due diligence
  - a. If not required by funding source, a Phase I will not automatically be required ?  
If information represents warranting a Phase I, one will be ordered.

- b. Payment Responsibility
  - i. Purchased Easement
    - Land owner pays:** appraisal, Survey, Title search & binder, Deed preparation, Closing costs (recording costs, document prep, attorney fees, etc.)
    - HCFPB pays:** Baseline documentation, Annual monitoring HCFPB will pay for all items as they occur. Landowner will reimburse at closing. If an easement does not proceed to closing, costs will be handled as follows:
      - Landowner withdraws due to low appraisal value – HCFPB will cover costs incurred to date.
      - Landowner withdraws simply because they changed their mind – Landowner is responsible for costs incurred to date.
  - ii. Donated Easement
    - Land owner pays:** Appraisal
    - HCFPB pays:** All remaining costs associated with easement
- c. Option Contract and Agreement, identifying the above, is prepared prior to expenses being incurred. Landowner and BOD sign agreement.



Harrison Farmland Protection Board  
301 West Main Street  
Clarksburg, WV 26301  
Phone: 304 / 624.8500  
Fax: 304 I 624.8673

**Application for Donation**  
**of**  
**Conservation of Easement**

Date \_\_\_\_\_

**General Information:**

Name of Owner(s): \_\_\_\_\_

Address \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please indicate the best number to call by circling.

**Property Information:**

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deed Reference: Book \_\_\_\_\_ Page \_\_\_\_\_ Tax Map Numbers \_\_\_\_\_

Total Acreage \_\_\_\_\_ Acreage Offered for Easement \_\_\_\_\_

If the numbers above are different, explain the difference between total acreage and acreage offered.

**Farm Use:** Does the property have a current farm-use valuation for property tax purposes?

\_\_\_\_ Yes (attach most recent filing) \_\_\_\_ No

**Site Evaluation:**

Can the property be described as:

\_\_\_\_ Prime or unique soil      \_\_\_\_ State-wide or locally significant farmland  
\_\_\_\_ Other farmland      \_\_\_\_ Wetlands      \_\_\_\_ Forestland

Are there secured debts or liens on property?

☐ Yes ☐ No

Holder \_\_\_\_\_ Amount \$ \_\_\_\_\_

Holder \_\_\_\_\_ Amount \$ \_\_\_\_\_

Will the lender agree to subordinate the loan? ☐ Yes ☐ No

Unique Features (check all that apply)

☐ Stream frontage

☐ Shale barrens

☐ Mountain terrain

☐ Year-round spring

☐ Mature forests

☐ Archeological or historical significance

☐ Caves

(attach explanation)

☐ Limestone Cliffs

☐ Other (please explain)

Mineral rights intact ☐ Yes ☐ No

Severed mineral rights ☐ Yes ☐ No

Will this be subordinated ☐ Yes ☐ No

Developmental gas lease ☐ Yes ☐ No

Will this be subordinated ☐ Yes ☐ No

Will owner of rights agree to pad location and restricted access ☐ Yes ☐ No

Severed coal rights ☐ Yes ☐ No

Existing home ☐ Yes ☐ No

Desire to retain home site ☐ Yes ☐ No

How many \_\_\_\_\_ Acres per \_\_\_\_\_

Desire to subdivide property ☐ Yes ☐ No

I understand that if my easement donation is accepted, that I may be required to pay select due diligence costs at the time of closing. An agreement of understanding will be prepared once receipt of approval has been obtained.

Signatures:

All owners must sign this application giving consent to make application to the Harrison County Farmland Protection Board for a donation of conservation easement.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Documentation Checklist: (the following must be attached)

\_\_\_\_\_Property plat  
\_\_\_\_\_Deed description  
\_\_\_\_\_Tax map (available in Harrison County Assessor's Office)  
\_\_\_\_\_Soil map (available from the local NRCS Office)  
\_\_\_\_\_Subordination (if appropriate)



Harrison County Farmland Protection Board  
301 West Main Street  
Clarksburg, WV 26301  
Phone: 304 / 624.8500  
Fax: 304 / 624.8673

**Application for Sale**  
**of**  
**Conservation Easement**

Date \_\_\_\_\_

**General Information:**

Name of Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please indicate the best number to call by circling.

**Property Information:**

Location of Property: \_\_\_\_\_

Deed Reference: Book \_\_\_\_\_ Page \_\_\_\_\_ Tax Map Number \_\_\_\_\_

**Is the property:**

- Subject to sales contract? Yes \_\_\_\_\_ (attach contract) No \_\_\_\_\_
- Currently listed for sale? Yes \_\_\_\_\_ (attach details) No \_\_\_\_\_
- Listed for sale within the last two years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- In the estate process or has it been inherited  
Within the last two years? Yes \_\_\_\_\_ No \_\_\_\_\_

Check the more applicable development surrounding the property (in parcels or landowners):

- \_\_\_ More than 10 adjacent lots
- \_\_\_ 20 or more lots within 2500 feet
- \_\_\_ 20 or more lots within 5000 feet

Check applicable water/sewer characteristics:

- \_\_\_ Public water and/or sewer available at the property
- \_\_\_ Public water and/or sewer within 2500 feet of property
- \_\_\_ Public water and/or sewer within 5000 feet of property
- \_\_\_ no public sewer available
- \_\_\_ No public sewer available, septic constraints moderate or severe

Check the applicable road or rail frontage:

- ☐ Road frontage ¼ mile or more  
☐ Road frontage less than ¼ mile  
☐ No public read frontage  
☐ Rail frontage

If road frontage is marked above, adjoining road is:

- ☐ Federal or state highway  
☐ County primary  
☐ County secondary

Total Acreage: \_\_\_\_\_ Acreage Offered for Easement: \_\_\_\_\_

If the numbers above are different, explain the difference between total acreage and acreage offered.

---

**Farm Use** Does the property have a current farm-use valuation for property tax purposes?  
☐ Yes (attach most recent that apply) ☐ No

**Site Evaluation**

Site Evaluation (check all that apply)

- ☐ Property is on the National Register of Historical Places  
☐ Property is of national, state or local significance  
☐ Property if adjacent to an historical property  
☐ Property contains an historical structure  
☐ Property contains an historical structure  
☐ Property fronts n a major stream, creek or river  
☐ Property contains managed forests  
☐ Property contains a cave  
☐ Property is in an area of biological significance  
☐ Property contains endangered or threatened species habitat  
☐ Property contains a year-round spring  
☐ Property contains wetlands  
☐ Property has significant ground water recharge potential  
☐ Property contains reclaimed soil  
☐ Property is adjacent to another conserved property

**Valuation**

Offering Price \$ \_\_\_\_\_ Total

Has an appraisal been completed? Yes \_\_\_\_\_ No \_\_\_\_\_

Has a current survey been completed? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there secured debts or liens on property? ☐ Yes (list holder) ☐ No

Holder \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Holder \_\_\_\_\_ Amount \$ \_\_\_\_\_

Will the lender agree to subordinate the loan? ☐ Yes ☐ No

Mineral rights in tact ☐ Yes ☐ No

Severed mineral rights ☐ Yes ☐ No Will this be subordinated ☐ Yes ☐ No

Developmental gas lease \_\_\_\_Yes \_\_\_\_No Will this be subordinated \_\_\_\_Yes \_\_\_\_No  
Will owner of rights agree to pad location and restricted access \_\_\_\_Yes \_\_\_\_No

Severed coal rights \_\_\_\_Yes \_\_\_\_No

Existing home \_\_\_\_Yes \_\_\_\_No

Desire to retain home site \_\_\_\_Yes \_\_\_\_No How many\_\_\_\_\_ Acres per\_\_\_\_\_

Desire to subdivide property \_\_\_\_Yes \_\_\_\_No

Briefly describe the owner(s) intent for the property. Include uses, protections to be applied to various portions, residential sited and reserved residential sites, etc.

---

**Signatures:**

All owners must sign this application giving consent to make application to the Harrison County Farmland Protection Board for a donation of conservation easement:

Date:\_\_\_\_\_ Signature:\_\_\_\_\_ Print  
name:\_\_\_\_\_

Date:\_\_\_\_\_ Signature:\_\_\_\_\_ Print  
name:\_\_\_\_\_

2

**Documentation Checklist:(the following must be attached)**

\_\_\_\_\_Property Plat\_\_\_\_\_Deed Discription\_\_\_\_\_Subordination (if any)

\_\_\_\_\_Tax Map (available from the Harrison County Assessor's Office)

\_\_\_\_\_Soil map (available from the local NRCS Office)



The following Policy changes were approved by majority vote of the Board at the April 12, 2022 and will be in effect on April 13, 2024 meeting:

- a. Payment Responsibility is amended to:
  - i. Purchased Easement

**Landowner pays:** Fees associated with providing a free and clear title to an easement

**HCFPB pays:** Appraisal, Survey, Title search & binder, Deed preparation, closing costs (recording fees, document prep, attorney fees, etc), Baseline documentation, Annual monitoring

If an easement does not proceed to closing, costs will be handled as follows: Landowner withdraws due to low appraisal value – HCFPB will cover costs incurred to date.

Landowner withdraws simply because they change their mind after 120 days of an offer has been signed - Landowner is responsible for costs incurred to date.
  - i. Donated Easement appended to:

**Landowner pays:**

**HCFPB pays:** All costs associated with easement

The following **Program** change was approved by majority vote of the Board at the April 12, 2024 meeting with an effective start April 13, 2024:

1. Easement Valuation:
  - a. In accordance with the Program and previously established Policy, 50% value will be paid if oil and gas rights have been severed is changed to read:
  - b. Section III.G.3.a, V21 and Section 1.c (above) are amended to read: 100% value will be paid if oil and gas rights have been severed. 100% value will be paid to any qualified applicant.

Demolition of Ten Structures - Batch 1

Bid Due - 4/15/24 @ 1:00 Bid Opening - 4/15/24 @ 2:00

	Contractor	Date	WV Contractors License	Liability Insurance	Bid Bond	Certification for Asbestos Removal	Bid Amount
1	Beatty Constr.	4/15/24	✓	✓	✓		\$ 93,400.00
2	Badger	4/15/24	✓	✓	✓	✓	\$ 90,500.00
3	Blue Gold	4/15/24	✓	✓	✓	✓	\$ 116,500.00
4	Enviroclean	4/15/24	✓	✓	✓	✓	\$ 107,645.00
5	B&K Hoffman	4/15/24	✓	✓	✓	✓	\$ 107,700.00
6	Reclaim	4/15/24	✓	✓	✓	✓	\$ 83,950.00
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United States of America

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State of West Virginia



County of Harrison, ss:

## Clerk's Fiduciary Report

**Estate from Wednesday, April 3, 2024, through Tuesday, April 9, 2024**

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before him during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

**On, Wednesday, April 3, 2024, the following matters were disposed of in the presence of the Clerk:**

The said estate of **DEVON RYAN DEAVERS**, deceased was referred to **NORMAN T FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DIANA LYNN LOWE** was appointed and qualified as ADMINISTRATRIX of the estate of **JUANITA ELNOREA BUSH**, deceased. No bond was required.

The last will and testament of **LIDA MAE FISHER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**DANA VANCE FISHER**, who was named in the last will and testament of **LIDA MAE FISHER**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

**On, Thursday, April 4, 2024, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **GLADYS MARIE DUSSART**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**NANCY L HENDERSON**, who was named in the last will and testament of **GLADYS MARIE DUSSART**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **LATORA NYCOLE KEIGLEY-HARKER** was appointed and qualified as ADMINISTRATRIX of the estate of **HEATHER ADAIRRE KEIGLEY**, deceased. Bond was 9,000.00.

**On, Friday, April 5, 2024, the following matters were disposed of in the presence of the Clerk:**

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

**MARISA A BRUNETT**, who was named in the last will and testament of **JANICE L BRUNETT**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

**JOHN BRUNETT**, who was named in the last will and testament of **JANICE L BRUNETT**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

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

**ARTHUR LEE MALCOLM II**, who was named in the last will and testament of **ARTHUR L MALCOLM**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

---

The last will and testament of **HAROLD DAVID JONES**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**CONSUELA RENE JONES**, who was named in the last will and testament of **HAROLD DAVID JONES**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

**DAMON CARTER JONES**, who was named in the last will and testament of **HAROLD DAVID JONES**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

---

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BRIAN LEWIS** was appointed and qualified as ADMINISTRATOR of the estate of **MELISSA BETH HIPKISS**, deceased. Bond was 208,000.00.

**On, Monday, April 8, 2024, the following matters were disposed of in the presence of the Clerk:**

---

A duly certified copy of the last will and testament of **MARY L GLASPELL**, deceased, late a resident of DODDRIDGE, WEST VIRGINIA, was admitted to record.

---

The last will and testament of **HELEN LOUISE FLEMING**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**RODNEY A HOLBERT**, who was named in the last will and testament of **HELEN LOUISE FLEMING**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

---

A duly exemplified copy of the last will and testament of **STEPHEN T MCLEAN**, deceased, late a resident of VIRGINIA, ALBEMARLE, was admitted to record.

---

**On, Tuesday, April 9, 2024, the following matters were disposed of in the presence of the Clerk:**

---

The last will and testament of **CAROLYN LOUISE MOSCHELLA**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**RONDA MICHELE FRYE**, who was named in the last will and testament of **CAROLYN LOUISE MOSCHELLA**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.





PO Box 828, Hawkins, TX 75765 – 903-769-4202 Phone

TO OUR CLIENTS:

As you may have noticed on this month's invoice, Credential Research LLC, is now TexasChecks LLC effective 04/01/24.

There will be no change to your account other than our company name change. Pricing and coverage remain the same. Please note however, that email addresses have changed.

For sales: [sales@texascheckslc.com](mailto:sales@texascheckslc.com)

For client services: [clientservices@texascheckslc.com](mailto:clientservices@texascheckslc.com)

Susan Hubbard: [shubbard@texascheckslc.com](mailto:shubbard@texascheckslc.com)

Becky: [battaway@texascheckslc.com](mailto:battaway@texascheckslc.com)

Regina: [rtojacek@texascheckslc.com](mailto:rtojacek@texascheckslc.com)

Sharon: [sclary@texascheckslc.com](mailto:sclary@texascheckslc.com)

Please make all payments effective immediately to TexasChecks LLC. Thank you.

Any questions, please contact me.

Susan Hubbard, Owner

# Enlarged Hepzibah PSD

## Regular Board Meeting

Monday, February 12, 2024

(C) 2024

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

### Present

Darlene Swiger

Fred Martin

Sharon Hamilton

### Employees

Kevin Short

Sharon Hamilton made a motion to change the Regular Board Meeting time to 4:30 the second Monday of every month starting March 11, 2024. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

### 1. Approval of Minutes

Fred Martin made a motion to approve the Regular Board minutes for Monday, January 8, 2024, as read. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

### 2. Signing of Checks

Fred Martin made a motion to approve the Checks Signed Document dated 01/01/2024 through 01/31/2024. Sharon Hamilton seconded the motion. All in favor, none opposed and none abstained.

### 3. Manager's Report

A. Kevin discussed with the Board, the meeting with Kevin Bealko about the Sewer line Extension project, at Bethany Estates. Kevin informed the Board he needed approval to move forward. Kevin and the Board discussed in detail.

Sharon Hamilton made a motion to approve the preparing of a draft, Alternate Main Line Extension Agreement with Kevin Bealko at Bethany Estates. Fred Martin seconded the motion. All in favor, none opposed and none abstained.

B. Kevin discussed renewing the contract with Hart Office Solutions, and to replace the Lexmark XM3250 printer with a showroom model Toshiba 478s Monochrome. The Lease payment of \$72.00 a month, includes 2,500 black and white clicks per month @ \$.0132, which averages \$23.27 a month, for 63 months.

Sharon Hamilton made a motion to renew the Hart Office Solutions contract and copier upgrade for the same price. Fred Martin seconded the motion. All in favor none opposed and none abstained.

C. Kevin presented the Board with the Billing Register for Period January 2024, and discussed.

D. Kevin provided the Board with a copy of the Accounts Payable by Aging as of January 31, 2024, copy of the A/P Aging Summary as of January 31, 2024, and the Income & Expense by Month for January 2024, and the profit & Loss for January 2024. Kevin also provided the Statement of Cash Flows for January 2024, Profit & Loss for July 2023 through January 2024, the Statement of Cash Flows for July 2023 through January 2024 and the Income and Expense by month July 2023 through January 2024. Kevin and the Board discussed in detail.

E. Kevin provided the Board with a copy of the water loss report for July 2023 through

June 2024, with a water loss of 41.60% for the month of January 2024 and with a year-to-date adjusted water loss of 37.54% and discussed.

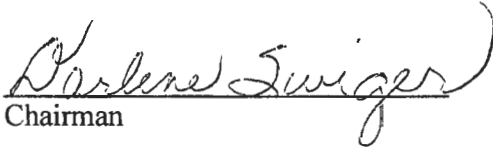
F. Kevin provided the Board with the March 2024 calendar, and discussed.

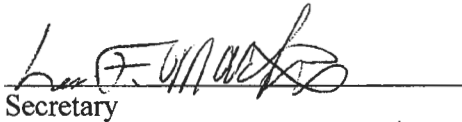
4. **Next Board Meeting**

Sharon Hamilton announced the next Board meeting will be March 11, 2024.

5. **Adjournment**

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

  
Chairman

  
Secretary

  
Treasure

jd

7:42 AM

02/01/24

**Enlarged Hepzibah PSD**  
**A/P Aging Summary**  
As of January 31, 2024

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Bennett & Dobbins PLLC	0.00	725.00	0.00	7,386.03	32,282.11	40,393.14
Sun Valley Public Service District	3,748.00	0.00	3,748.00	3,748.00	14,746.91	25,990.91
<b>TOTAL</b>	<u><u>3,748.00</u></u>	<u><u>725.00</u></u>	<u><u>3,748.00</u></u>	<u><u>11,134.03</u></u>	<u><u>47,029.02</u></u>	<u><u>66,384.05</u></u>



7:41 AM

02/01/24

Accrual Basis

**Enlarged Hepzibah PSD**  
**Profit & Loss**  
**January 2024**

	Jan 24
<b>Income</b>	
1500 · Late Fees	727.46
1501 · Metered Sales	30,196.89
1505 · Misc Income	708.00
4610 · Metered Water Sales	66,130.96
4700 · Water Late Fees	1,030.12
4741 · Reconnect Fees	175.00
4742 · Water Taps	350.00
4746 · Credit Card Charges	1.54
<b>Total Income</b>	<b>99,319.97</b>
<b>Gross Profit</b>	<b>99,319.97</b>
<b>Expense</b>	
1507 · FICA Expense	642.69
1743 · Transportation Expense	1,322.38
1790 · Postage	481.09
1794 · Uniforms	398.94
1795 · Telephone	374.13
1796 · Outside Services	22.25
1800 · Bank Charges	12.00
1804 · Regulatory	200.00
4081 · FICA	785.51
66000 · Payroll Expenses	12,273.85
6662 · Power & Fuel	
6662.1 · HREA	1,403.12
6662.2 · Mon Power	188.34
<b>Total 6662 · Power &amp; Fuel</b>	<b>1,591.46</b>
9210 · Office Supplies	800.94
9260 · Pensions & Benefits	7,422.59
<b>Total Expense</b>	<b>26,327.83</b>
<b>Net Income</b>	<b>72,992.14</b>

7:41 AM

02/01/24

Accrual Basis

# Enlarged Hepzibah PSD

## Profit & Loss

### July 2023 through January 2024

	Jul '23 - Jan 24
Income	
WATER PROJECT ARPA FUND	46,758.73
1500 · Late Fees	6,871.78
1501 · Metered Sales	210,289.79
1505 · Misc Income	9,475.59
1525 · Interest Income	16.09
4190 · Interest Inc	16.82
4610 · Metered Water Sales	478,042.13
4700 · Water Late Fees	8,191.45
4741 · Reconnect Fees	1,335.84
4742 · Water Taps	1,050.00
4744 · Misc Water Income	5,067.71
4746 · Credit Card Charges	1.54
Total Income	767,117.47
Gross Profit	767,117.47
Expense	
ARPA WATER PROJECT EXPENSES	6,385.31
ENLARGED HEPZIBAH PSD	81.14
1507 · FICA Expense	642.69
1508 · Workers Compensation	2,064.00
1704 · Utilities - Sewer Plant	1,257.80
1726 · Maint of Sewer Plant	6,832.29
1743 · Transportation Expense	9,748.95
1781 · Accounting & Legal	10,041.03
1789 · Petty Cash	400.00
1790 · Postage	4,019.38
1793 · Supplies	49,030.10
1794 · Uniforms	1,919.06
1795 · Telephone	3,589.21
1796 · Outside Services	53,253.08
1797 · Misc Expense	862.51
1798 · Property Insurance	14,890.00
1799 · Advertising	768.57
1800 · Bank Charges	78.00
1804 · Regulatory	2,174.44
1805 · Sludge Disposal	715.00
4081 · FICA	785.51
6020 · Purchased Water	133,517.82
66000 · Payroll Expenses	135,410.30
6661 · Water Testing	1,591.20
6662 · Power & Fuel	
6662.1 · HREA	9,898.48
6662.2 · Mon Power	8,492.61
6662.3 · Cardinal Gas	1,315.56
Total 6662 · Power & Fuel	19,706.65
6790 · - Water Line Project	780,815.69
9210 · Office Supplies	5,259.00
9233 · Advertising Water	43.92
9240 · Property Insurance - Water	1,000.00
9260 · Pensions & Benefits	46,034.04
9290 · Bank Charges Water	674.95
9302 · Misc Expenses Water	587.78
Total Expense	1,294,179.42
Net Income	-527,061.95

# Sun Valley Public Service District

Special Board Meeting  
Thursday, February 29, 2024

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

**Present**

Gregg Dale  
Connor Thompson  
Sandra Patterson

**Employees**

Kevin Short

**Also Present**

Zack Dobbins

**1. 19 A Sewer Rate Increase**

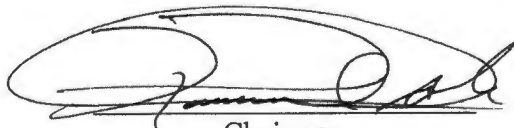
Kevin provided the Board with copies of the projected cash flows that Zack Dobbins worked on. Kevin, Zack and the Board discussed these and the rate increase needed in order for us to keep the grant funding for the sewer projects in great detail. Our rates need to be at 2% of the median household income compared to 3,400 gallons billed and they are currently only at 1.93%. Zack Dobbins went into detail regarding why SVPSD needs a sewer rate increase. After discussion, **Connor Thompson made a motion to file 19A Sewer Rate Case with the Public Service Commission. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**

**2. Phase III Sewer Project**

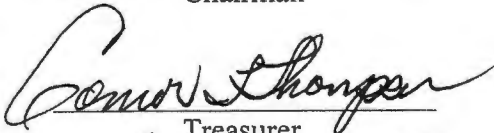
Kevin informed the Board that we need a motion to set up three (3) new checking accounts at Huntington Bank. After discussion, **Sandra Patterson made a motion to approve setting up three (3) new checking accounts at Huntington Bank for the Sewer Project with the accounts being named Sun Valley Public Service District Sewer Phase III A; Sun Valley Public Service District Sewer Phase III A ARPA and Sun Valley Public Service District Sewer Phase III B. Connor Thompson seconded the motion. All in favor, none opposed and none abstained.**

**3. Adjournment**

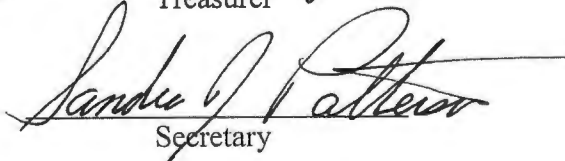
There being no further business, **Connor Thompson made a motion to adjourn the meeting. Sandra Patterson seconded the motion. All in favor, none opposed and none abstained.**



Chairman



Treasurer



Secretary

aja

3/28/24

Sun Valley PSD

3/28/24 03:47:13PM PAGE 1

V E N D O R I N V O I C E R E P O R T

\*\* OPEN INVOICES \*\* DUE DATE: 3/31/24 \*\* BANK:ALL \*\*

\*\* BEGINNING DATE: 1/01/62 - ENDING DATE: 3/31/24 \*\*

\*\* PAY-TO VENDOR \*\*

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	4	23,405.03	4	23,405.03
	FUND# 80	WATER FUND	4	23,405.03	4	23,405.03
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	22	28,430.72	22	28,430.72
B	81 803 250 00	LAKE FLOYD MAINTENANCE HELP SW	2	4,501.76	2	4,501.76
	FUND# 81	SEWER FUND	24	32,932.48	24	32,932.48
		ALL FUNDS	28	56,337.51	28	56,337.51



(CC4) 11

**Sun Valley Public Service District**  
**Regular Board Meeting**  
**Tuesday, March 12, 2024**

**With due notice published and a quorum present, Chairman Dale called the meeting to order: ROLL CALL**

**Present**

Gregg Dale  
Connor Thompson

**Employees**

Kevin Short

**Also Present**

Cathy Mazer/Indian Run

**1. Approval of Minutes**

**Connor Thompson made a motion to approve the minutes from the Regular Board meeting on Tuesday, February 6, 2024, as read. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

**2. Signing of Checks**

**Connor Thompson made a motion to approve the Check Signed Document dated 2/7/24 through 3/12/24. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

**3. Proposed Water Line Extension for Indian Run**

Kevin informed the Board that he talked to Kylea Radcliff at Thrasher Engineering about the waterline extension at Indian Run. Kevin said that she told him that Senator Joe Manchin has sent out a General Guidance for Congressionally Directed Spending (CDC) requests. Kylea wanted to know if she could do some applications for us and he said yes as it is kind of like the ARPA money. Kylea is going to fill out two applications for Sun Valley PSD and Hepzibah PSD and submit them. Kevin said Cody was sorry that he couldn't be at the meeting this evening, but he is still waiting on the pricing for the bore. Kevin said that Clay Riley just finished up with the Legislative session and is supposed to meet with Cody & Kylea on these funding packages, etc. Clay said that he was fairly confident that the water problems on Indian Run could get funded. Kevin and Cathy and the Board continued discussion on water for Indian Run.

**4. Manager's Report**

- A. Kevin provided the Board with a copy of the Rule 19-A application to increase the sewer rates and charges and informed them that this has been filed. Kevin said the Commission Staff shall file its report with the Commission on or before July 2, 2024 and then the Administrative Law Judge shall render its decision in this matter on or before October 30, 2024. Kevin and the Board discussed this in detail.**
- B. Kevin provided the Board with copies of the Water and Sewer Bond Payment Schedule and advised the Board that all of the Bond payments are paid to date.**
- C. Kevin provided the Board with a copy of the Aged Trial Balance sheet and informed them that it was printed before charges were created on February 27, 2024 and discussed.**
- D. Kevin provided the Board with a copy of the Water and Sewer Spreadsheets that show the total amount billed compared to the total amount purchased for the month of February, 2024 and the total outstanding when the disconnects are mailed each month. Kevin and the Board**

discussed this in detail. After discussion, **Connor Thompson made a motion to approve the final accounts that are over 60 days to write off for Water and Sewer, with the total being \$8,957.04. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**


- E. Kevin provided the Board with copies of the Vendor Invoice Report for Water & Sewer that is outstanding as of 2/29/24 and discussed. Kevin also, informed the Board that the only outstanding debt we have now is with Bennett & Dobbins, PLLC, as everything else is paid in full to date.
- F. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water to Water Working Capital Reserve Savings Account for FY 2023-2024 and discussed in detail.
- G. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer to Sewer Working Capital Reserve Savings Account for FY 2023-2024 and discussed in detail.
- H. Kevin provided the Board with a draft (for the Board to review) that he received from our Auditor, Tim Loper, BHM CPA Group, Inc., for our annual financial reports. After reviewing, Kevin signed the Management Representation letter and Gregg and Kevin signed the post audit waiver. Kevin provided the Board with the resolution and signature cards to open the three (3) new checking accounts needed for the Phase III Sewer Projects. They are, Sewer Phase III-A, Sewer Phase III-A-ARPA and Sewer Phase III-B checking accounts. Kevin and Gregg signed the resolution. Kevin, Gregg, Connor and Cathy signed the signature card. Kevin said he will try to get with Sandra as soon as possible to get her signature on the card.
- I. Kevin provided the Board with copies of the March and April, 2024 calendars, and discussed.

**5. Next Board Meeting**

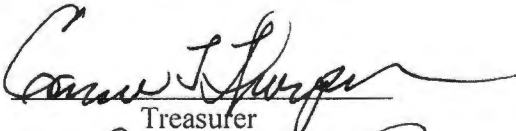
Connor Thompson announced that the next Board meeting would be April 9, 2024.

**6. Adjournment**

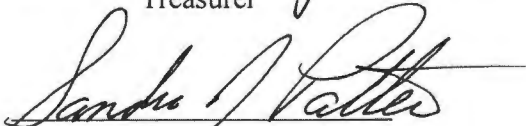
There being no further business, **Connor Thompson made a motion to adjourn the meeting. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**



Chairman



Treasurer



Secretary

aja

CH  
H AND R BLOCK  
122 THOMPSON DR STE 7  
BRIDGEPORT WV 26330  
3048425336

55-0637582  
JOHNSTOWN VOLUNTEER FIRE DEPT

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INSTRUCTIONS FOR FILING 2022 FEDERAL FORM 990-EZ

.YOU HAVE ELECTED TO E-FILE FEDERAL FORM 990-EZ

CLIENT COPY

Form **8879-TE****IRS e-file Signature Authorization  
for a Tax Exempt Entity**

OMB No. 1545-0047

For calendar year 2022, or fiscal year beginning \_\_\_\_\_, 2022, and ending \_\_\_\_\_, 20\_\_\_\_

**Do not send to the IRS. Keep for your records.**Go to [www.irs.gov/Form8879TE](http://www.irs.gov/Form8879TE) for the latest information.**2022**Department of the Treasury  
Internal Revenue Service

Name of filer

JOHNSTOWN VOLUNTEER FIRE DEPT

EIN or SSN

55-0637582

Name and title of officer or person subject to tax

DEBRA GRAY TREASURER

**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here	<input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a Form 990-EZ check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	89,788
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

**Part II Declaration and Signature Authorization of Officer or Person Subject to Tax**

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize H AND R BLOCK to enter my PIN 37582 as my signature  
ERO firm name Enter five numbers, but  
do not enter all zeros

on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date

**Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

551043 48034

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date

**ERO Must Retain This Form - See Instructions  
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see the instructions.

Form **8879-TE** (2022)



Form **990-EZ**Department of the Treasury  
Internal Revenue Service**Short Form**  
**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except private foundations)Do not enter social security numbers on this form, as it may be made public.  
Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

OMB No. 1545-0047

**2022****Open to Public  
Inspection**

**A** For the 2022 calendar year, or tax year beginning , 2022, and ending , 20

**B** Check if applicable:  
☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization  
JOHNSTOWN VOLUNTEER FIRE DEPT  
Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
4597 JOHNSTOWN RD  
City or town, state or province, country, and ZIP or foreign postal code  
LOST CREEK WV 26385

**D** Employer identification number  
55-0637582

**E** Telephone number  
(304) 622-8775

**F** Group Exemption Number

**G** Accounting Method: ☒ Cash ☐ Accrual Other (specify):

**H** Check ☒ if the organization is not required to attach Schedule B (Form 990).

**I** Website: N/A

**J** Tax-exempt status (check only one) -- ☒ 501(c)(3) ☐ 501(c)( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other:

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 89,788

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	87,908
	2	Program service revenue including government fees and contracts	2	1
	3	Membership dues and assessments	3	
	4	Investment income	4	9
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
Expenses	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
	6c	Less: direct expenses from gaming and fundraising events	6c	
	6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
	7a	Gross sales of inventory, less returns and allowances	7a	
	7b	Less: cost of goods sold	7b	
	7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	
	8	Other revenue (describe in Schedule O)	8	1,870
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	89,788
	Net Assets	10	Grants and similar amounts paid (list in Schedule O)	10
11		Benefits paid to or for members	11	
12		Salaries, other compensation, and employee benefits	12	
13		Professional fees and other payments to independent contractors	13	
14		Occupancy, rent, utilities, and maintenance	14	5,980
15		Printing, publications, postage, and shipping	15	
16		Other expenses (describe in Schedule O)	16	49,196
17		Total expenses. Add lines 10 through 16	17	55,176
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	34,612
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	246,460
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	281,072

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2022)



**Part V Other information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		X
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		X
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	
b Did the organization file Form 1120-POL for this year?	37b	X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	X
b If "Yes," complete Schedule L, Part II, and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911: ; section 4912: ; section 4955		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	X
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41 List the states with which a copy of this return is filed: WV		
42a The organization's books are in care of: SEE ATTACHMENT Telephone no. ZIP + 4 Located at:		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	X
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country:	42c	X
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 -- Check here and enter the amount of tax-exempt interest received or accrued during the tax year	43	
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ.	44a	X
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ.	44b	X
c Did the organization receive any payments for indoor tanning services during the year?	44c	X
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	N/A
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b	X

- 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

- 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II
- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization a section 527 organization?
- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
47		X
48		X
49a		X
49b		X

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SEE ATTACHMENT				

f Total number of other employees paid over \$100,000

- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
SEE ATTACHMENT #6		

d Total number of other independent contractors each receiving over \$100,000

- 52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer DEBRA GRAY		Date		
	Type or print name and title TREASURER				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name DIANE ADAMS	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN P00048034
	Firm's name H AND R BLOCK	Firm's EIN 271320367		Phone no. 304-842-5336	
	Firm's address 122 THOMPSON DR STE 7				

May the IRS discuss this return with the preparer shown above? See instructions

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---



**SCHEDULE A**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**  
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
Attach to Form 990 or Form 990-EZ.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

JOHNSTOWN VOLUNTEER FIRE DEPT

Employer identification number

55-0637582

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives (1) more than 33 $\frac{1}{3}$ % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 $\frac{1}{3}$ % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: \_\_\_\_\_
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2022

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under

Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	75,353	81,189	90,492	79,867	87,908	414,809
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3.	75,353	81,189	90,492	79,867	87,908	414,809
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 <b>Public support.</b> Subtract line 5 from line 4						414,809

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	75,353	81,189	90,492	79,867	87,908	414,809
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	24	23	23	11	9	90
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	4,383	1,158	606	581		6,728
11 <b>Total support.</b> Add lines 7 through 10						421,627
12 Gross receipts from related activities, etc. (see instructions)					12	
13 <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b>						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	98.38 %
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	%
16a <b>33<sup>1</sup>/3% support test -- 2022.</b> If the organization did not check the box on line 13, and line 14 is 33 <sup>1</sup> /3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization	<input checked="" type="checkbox"/>	
b <b>33<sup>1</sup>/3% support test -- 2021.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 <sup>1</sup> /3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
17a <b>10%-facts-and-circumstances test -- 2022.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
b <b>10%-facts-and-circumstances test -- 2021.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>	

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCH A PART II LINE 10 - REFUND OF WORKERS COMP 375 FORESTRY SERVICE 1495

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**SCHEDULE O**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

JOHNSTOWN VOLUNTEER FIRE DEPT

Employer identification number

55-0637582

PART 1 REVENUE LINE 8 OTHER - REFUND WORKERS COMP 375 PAYMENT FROM  
FORESTRY 1495

PART 1 EXPENSES LINE 16 OTHER - INSURANCE 12817, WORKERS COMP 1418,  
ADMINISTRATIVE EXPENSES 1601, EQUIPMENT 5338, INTEREST PAID 3586,  
DEPRECIATION 20089, FUEL 302, TRUCK MAINTENANCE 3605, AND TRAINING 440

PART II OTHER ASSETS LINE 24 - FIRE TRUCKS AND EQUIPMENT

PART II LIABILITIES LINE 26 - PRINCIPAL REMAINING ON LOAN FOR  
FIRETRUCKS AT HARRISON COUNTY BANK

PART II LAND AND BUILDINGS LINE 23 - INCLUDES LAND VALUE OF 5000 AND  
LOT VALUE OF 11664

PART III LINE 28 - SEE STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENT

PART IV - ALL OFFICERS ARE UNPAID VOLUNTEERS

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## 2022 FORM 990 PRIMARY EXEMPT PURPOSE

ATTACHMENT 1: PAGE 1 - 990-EZ PAGE 2, PART III

OPEN TO PUBLIC

INSPECTION

For calendar year 2022, or tax period beginning

, and ending

Name of Organization

JOHNSTOWN VOLUNTEER FIRE DEPT

Employer Identification Number

55-0637582

Primary Purpose

FIRE PROTECTION AND PREVENTION

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## 2022 FORM 990 PROGRAM SERVICE ACCOMPLISHMENT

ATTACHMENT 2: PAGE 1 - 990-EZ PAGE 3, PART III

OPEN TO PUBLIC  
INSPECTION

For calendar year 2022, or tax period beginning

, and ending

Name of Organization

JOHNSTOWN VOLUNTEER FIRE DEPT

Employer Identification Number

55-0637582

### Part III - Statement of Program Service Accomplishments

Grants and allocations	86,858	Amount includes foreign grants	Program service expenses	53,575
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#### Exempt Purpose Achievements

JOHNSTOWN VOL FIRE DEPARTMENT PROVIDED FIRE PROTECTION AND PREVENTION FOR THE VILLAGE OF JOHNSTOWN AND THE SURROUNDING RURAL AREA. THIS INCLUDES A POPULATION OF AT LEAST 400. JOHNSTOWN AND THE ENVIRONS ARE NOT NEAR TO ANY OTHER FIRE SERVICES. THIS IS ENTIRELY A VOLUNTEER ORGANIZATION.

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# 2022 FORM 990 CURRENT OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

ATTACHMENT 3: PAGE 1 - 990-EZ PAGE 2, PART IV

OPEN TO PUBLIC  
INSPECTION

For calendar year 2022, or tax period beginning , and ending

Name of Organization

JOHNSTOWN VOLUNTEER FIRE DEPT

Employer Identification Number

55-0637582

(A) Name and Title	(B) Average hours per week devoted to position	(C) Compensation (Form W-2/1099-MISC) (If not paid, enter -0-)	(D) Cont. to employee ben. plans & def. comp.	(E) Expense account & other compensation
JOHN CHAPMAN FIRE CHIEF	2.00	0	0	0
WAYNE LEWIS PRESIDENT	1.00	0	0	0
WILLIAM SUAN VICE PRESIDENT	1.00	0	0	0
KEITH MARPLE SECRETARY	1.00	0	0	0
DEBRA GRAY TREASURER	2.00	0	0	0

2022 FORM 990 BOOKS ARE IN CARE OF

ATTACHMENT 4 - 990-EZ PAGE 3, PART V, LINE 42A

OPEN TO PUBLIC

INSPECTION

For calendar year 2022, or tax period beginning

, and ending

Name of Organization

JOHNSTOWN VOLUNTEER FIRE DEPT

Employer Identification Number

55-0637582

Part V - Line 42a

Individual Name ..... DEBRA GRAY

or

Business Name:

Street Address ..... 2356 ROOTING CREEK RD

U.S. Address:

Zip code 26385

City LOST CREEK

State WV

or

Foreign Address

City .....

Province or State .....

Country .....

Postal code .....

Phone Number .....

(304) 622-8775

Fax Number .....



# 2022 FORM 990 FIVE HIGHEST COMPENSATED EMPLOYEES

ATTACHMENT 5: FORM 990-EZ, PAGE 4, PART VI, LINE 50

OPEN TO PUBLIC

INSPECTION

For calendar year 2022, or tax period beginning

, and ending

Name of Organization

Employer Identification Number

JOHNSTOWN VOLUNTEER FIRE DEPT

55-0637582

## Part VI Five Highest Compensated Employees Other Than Officers, Directors, and Trustees and Key Employees

(a) Name and Title of Each Employee Paid More Than \$100,000	(b) Title and Average Hours Per Week Devoted to Position	(c) Reportable Compensation Forms W-2/ 1099-MISC	(d) Health benefits, Contributions to Empl. Benefit Plans & Deferred Compensation	(e) Estimated amt of other compensations
NONE				

# 2022 FORM 990 PART VI – FIVE HIGHEST COMPENSATED INDEPENDENT CONTRACTORS

OPEN TO PUBLIC INSPECTION	For Calendar year 2022, or tax year period beginning	and ending
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Name of Organization JOHNSTOWN VOLUNTEER FIRE DEPT	Employer Identification Number 55-0637582
---	--

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
<p>NONE</p>		

Form 4562

Department of the Treasury  
Internal Revenue Service**Depreciation and Amortization**  
(Including Information on Listed Property)Attach to your tax return.  
Go to [www.irs.gov/Form4562](http://www.irs.gov/Form4562) for instructions and the latest information.

OMB No. 1545-0172

2022

Attachment  
Sequence No. 179

Name(s) shown on return

JOHNSTOWN VOLUNTEER FIRE DEPT FOR FORM 990

Business or activity to which this form relates

Identifying number  
55-0637582**Part I Election To Expense Certain Property Under Section 179**

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (busn. use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2021 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions.	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2023. Add lines 9 and 10, less line 12.	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

**Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)**

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

**Part III MACRS Depreciation (Don't include listed property. See instructions.)****Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2022	17	20,089
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here <input type="checkbox"/>		

**Section B — Assets Placed in Service During 2022 Tax Year Using the General Depreciation System**

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depr. (business/investment use only — see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	

**Section C — Assets Placed in Service During 2022 Tax Year Using the Alternative Depreciation System**

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 30-year			30 yrs.	MM	S/L	
d 40-year			40 yrs.	MM	S/L	

**Part IV Summary (See instructions.)**

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations — see instructions	22	20,089
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form 4562 (2022)

**2022 DETAIL STATEMENTS**JOHNSTOWN VOLUNTEER FIRE DEPT  
55-0637582

PAGE 1

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STATEMENT #1 - OCCUPANCY, RENT, UTILITIES (990-EZ PG 1 LINE 14)

UTILITIES.....	2,723
BUILDING MAINTENANCE.....	2,736
SUPPLIES.....	521

TOTAL CARRIED TO 990-EZ PG 1 LINE 14.....	5,980
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## STATEMENT #2 - OTHER EXPENSES (EOEZ PG 1 LINE 16)

INSURANCE.....	12,817
WORKERS COMP.....	1,418
ADMINISTRATIVE EXPENSES.....	1,601
EQUIPMENT.....	5,338
INTEREST ON LOAN.....	3,586
DEPRECIATION.....	20,089
FUEL.....	302
TRUCK MAINTENANCE.....	3,605
TRAINING.....	440

TOTAL CARRIED TO EOEZ PG 1 LINE 16.....	49,196
---	--------

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**WELCOME TO H&R BLOCK®**

Thank you for choosing H&R BLOCK®. If you are having your taxes prepared, and you are at an office operated by HRB Tax Group, Inc. ("HRB"), your tax return will be prepared by HRB. If you are at a franchised H&R BLOCK® office, your return will be prepared by an independently owned and operated franchisee ("Franchisee"). In either case, this Client Service Agreement ("CSA") explains what to expect from your tax preparer and from other companies that may provide you products and services, and what is needed from you so they can provide great service. This CSA contains an Arbitration Agreement, the terms of which are set forth below.

If you are having your taxes prepared, your tax preparer will (1) interview you to learn details that affect your taxes, and (2) ask you for documents to help accurately record your income, credits or deductions. You agree to provide information related to all products and services you receive, including information that affects your tax situation, and to verify the accuracy of this information. If you discover that you did not provide complete and accurate information, you agree to file an amended return. Your tax preparer can prepare any amendment for you, but there may be an additional charge. The use and disclosure of information you provide to H&R BLOCK® is governed by the Privacy Notice provided to you. You may request a copy of our most recent Privacy Notice from any office, or you may access a copy at [www.hrblock.com](http://www.hrblock.com).

**CONSENT TO USE AND DISCLOSE**

You authorize HRB to use and disclose to its affiliate, H&R Block Personalized Services, LLC, all tax return information from your 2022 tax return and information regarding how long you have been an H&R BLOCK® client, so that we can develop, offer, and provide products and services tailored to or that may interest you, including for example: bookkeeping, payroll, and accounting services; tax planning advice based on your particular tax situation; products and services customized to you; updates regarding tax law changes and how they may impact future returns; new or improved products and services; and state and federal tax audit support services.

H&R Block Personalized Services may use service providers and business partners to accomplish these tasks. By signing this CSA, you are giving HRB permission to use or disclose your information as shown above through July 31, 2026. At any time, you may call 1-800-HRBLOCK to cancel your consent for any authorized use, and such cancellation will not have any effect on H&R BLOCK®'s ability or willingness to provide the contracted services.

**ARBITRATION IF A DISPUTE ARISES ("ARBITRATION AGREEMENT")**

**1. Scope of Arbitration Agreement.** You and the H&R Block Parties agree that all disputes and claims between you and the H&R Block Parties shall be resolved through binding individual arbitration unless you opt out of this Arbitration Agreement using the process explained below. However, to the fullest extent permitted by applicable law, either you or the H&R Block Parties may elect that an individual claim be decided in small claims court, as long as it is brought and maintained as an individualized claim and is not removed or appealed to a court of general jurisdiction. All issues are for the arbitrator to decide, except that issues relating to the arbitrability of disputes and the validity, enforceability, and scope of this Arbitration Agreement, including the interpretation of and compliance with sections 2, 4, and 6 below, shall be decided by a court and not an arbitrator. The terms "H&R Block Parties" or "we" or "us" in this Arbitration Agreement include HRB, Emerald Financial Services, LLC, and Franchisee, along with their predecessors, successors, and assigns, and each of the past, present, and future direct or indirect parents, subsidiaries, affiliates, officers, directors, agents, employees, and franchisees of any of them. The term "you" in this Arbitration Agreement includes the business/entity taxpayer and its predecessors, successors, officers, directors, agents, and employees.

**Arbitration Opt Out:** You may opt out of this Arbitration Agreement within 30 days after you sign this CSA by filling out the form at [www.hrblock.com/goto/businessoptout](http://www.hrblock.com/goto/businessoptout), or by sending a signed letter to Arbitration Opt Out, P.O. Box 32818, Kansas City, MO 64171. The letter should include your business/entity name, the name of your authorized representative submitting the opt out, the address of your principal place of business, the first five digits of your Federal Employer Identification Number, and the words "Reject Arbitration." If you opt out of this Arbitration Agreement, any prior arbitration agreement shall remain in force and effect.

**2. Commencing Arbitration.** You or we may commence an arbitration proceeding only if you and we do not reach an agreement to resolve the dispute or claim during the Informal Resolution Period (defined below).

**a. Pre-Arbitration Notice of Dispute.** A party who intends to seek arbitration must first mail a written Notice of Dispute ("Notice") to the other party. The Notice to the H&R Block Parties should be addressed to: H&R Block-Legal Department, Attention: Notice of Dispute, One H&R Block Way, Kansas City, MO 64105. The Notice to you will be sent to the last known address on file with the H&R Block Parties. The Notice must be on an individual basis and include all of the following:

(1) the claimant's name, address, telephone number, and e-mail address; (2) the nature or basis of the dispute or claim; (3) the specific relief sought; and (4) the claimant's authorized representative's signature.

**b. Informal Settlement Conference.** After the Notice containing all of the information required above is received, within 60 days either party may request an individualized discussion (by telephone or videoconference) regarding informal resolution

of the dispute ("Informal Settlement Conference"). If timely requested, the parties will work together in good faith to select a mutually agreeable time for the Informal Settlement Conference. You and our business representative must both personally participate in a good-faith effort to settle the dispute without the need to proceed with arbitration. The requirement of personal participation in an Informal Settlement Conference may be waived only if both you and we agree in writing. Any counsel representing you or us may also participate; however, if you have retained counsel, a signed statement is required by law to authorize the H&R Block Parties to disclose your confidential tax and account records to your counsel. Any applicable statute of limitations will be tolled for the claims and relief set forth in the Notice during the period between the date that either you or we send the other a fully complete Notice, until the later of (1) 60 days after receipt of the Notice; or (2) if a Settlement Conference is timely requested, 30 days after completion of the Settlement Conference (the "Informal Resolution Period"). The parties agree that the existence or substance of any settlement discussions are confidential and shall not be disclosed, except as provided by applicable law.

**c. Enforcement of Pre-Arbitration Requirements.** The Notice and Informal Settlement Conference requirements are essential so that you and we have a meaningful chance to resolve disputes informally before proceeding to arbitration. A court will have authority to enforce this section 2, including the power to enjoin the filing or prosecution of an arbitration or the assessment of or demand for payment of fees in connection with an arbitration, if you or we do not first provide a fully complete Notice and participate in a timely requested Informal Settlement Conference. In addition, unless prohibited by applicable law, the arbitration administrator shall not accept, assess or demand fees for, or administer an arbitration commenced during the Informal Resolution Period.

**3. How Arbitration Works.** Arbitration shall be conducted by the American Arbitration Association ("AAA") pursuant to its Consumer Arbitration Rules or (if applicable) Commercial Arbitration Rules ("AAA Rules"), as modified by this Arbitration Agreement. The AAA Rules are available on AAA's website [www.adr.org](http://www.adr.org). If AAA is unavailable or unwilling to administer the arbitration consistent with this Arbitration Agreement, the parties shall agree to, or the court shall select, another arbitration provider. Unless the parties agree otherwise, any arbitration hearing shall take place in the county of your principal place of business. The arbitrator will be either a retired judge or an attorney specifically licensed to practice law in the state of your principal place of business and selected by the parties from the arbitration provider's national roster of arbitrators. The arbitrator will be selected using the following procedure: (1) the arbitration provider will send the parties a list of five candidates meeting this criteria; (2) if the parties cannot agree on an arbitrator from the list, each party shall return its list to the arbitration provider within 10 days, striking up to two candidates, and ranking the remaining candidates in order of preference; (3) the arbitration provider shall appoint as arbitrator the candidate with the highest aggregate ranking; and (4) if for any reason the appointment cannot be made according to this procedure, the arbitration provider will provide the parties a new list of five candidates meeting the above criteria until an appointment can be made.

**4. Waiver of Right to Bring Class Action and Representative Claims.** All arbitrations shall proceed on an individual basis. The arbitrator is empowered to resolve the dispute with the same remedies available in court, including compensatory, statutory, and punitive damages; attorneys' fees; and declaratory, injunctive, and equitable relief. However, the arbitrator's rulings or any relief granted must be individualized to you and shall not apply to or affect any other client. The arbitrator is also empowered to resolve the dispute with the same defenses available in court, including but not limited to statutes of limitation. **You and the H&R Block Parties also agree that each may bring claims against the other in arbitration only in your or their respective individual capacities and in so doing you and the H&R Block Parties hereby waive the right to a trial by jury, to assert or participate in a class action lawsuit or class action arbitration, to assert or participate in a private attorney general lawsuit or private attorney general arbitration, and to assert or participate in any joint or consolidated lawsuit or joint or consolidated arbitration of any kind.** If, after exhaustion of all appeals, a court decides that applicable law precludes enforcement of any of this section's limitations as to a particular claim or any particular request for a remedy for a claim (such as a request for public injunctive relief), then the parties agree that the particular claim or the particular request for a remedy (and only that particular claim or particular request for a remedy) must remain in court and be severed from any arbitration. No arbitration shall proceed in any manner as a class action arbitration, private attorney general arbitration, or arbitration involving joint or consolidated claims, unless all parties consent in writing.

**5. Arbitration Costs.** Payment of all filing, administrative, case-management, arbitrator, and hearing fees will be governed by AAA Rules, but if you inform us that you cannot afford to pay your share of the fees, we will consider advancing those fees on your behalf and will do so if required by applicable law. In addition, we will reimburse you for your share of the fees at the conclusion of the arbitration (regardless of who wins) so long as (i) you complied with sections 2 and 4 above and section 6 below, and (ii) neither the substance of your claim nor the relief you sought was determined to be frivolous or brought for an improper purpose as measured by the standards set forth in Federal Rule of Civil Procedure 11(b); otherwise, the payment of fees will be governed by AAA Rules and you agree to reimburse the H&R Block Parties for all fees advanced on your behalf.

**6. Arbitration of Similar Claims.** If 25 or more claimants submit Notices or seek to file arbitrations raising similar claims and are represented by the same or coordinated counsel (regardless of whether the cases are submitted simultaneously), all of the cases must be resolved in arbitration in stages using staged bellwether proceedings if they are not resolved during the Informal Resolution Period. You agree to this process even though it may delay the arbitration of your claim. In the first stage, each side shall select 10 cases (20 cases total) to be filed in arbitration and resolved individually by different arbitrators, with each case assigned to an arbitrator from the state of the claimant's principal place of business. In the meantime, no other cases may be filed in arbitration, and the AAA shall not accept, assess or demand fees for, or administer arbitrations that are commenced in violation of this section. The arbitrators are encouraged to resolve cases within 120 days of appointment or as swiftly as possible, consistent with principles of fundamental fairness. If the remaining cases are unable to be resolved after the conclusion of the first stage bellwether proceeding, each side shall select up to another 10 cases (20 cases total) to be filed in arbitration and resolved individually in accordance with this Arbitration Agreement. During this second stage, no other cases may be filed in arbitration. If any claims remain after the second stage, the process will be repeated until all claims are resolved through settlement or arbitration, with two alterations. First, a total of 50 cases may be filed each round (unless a higher number of cases is mutually agreed upon in writing). Second, arbitrators who were assigned cases in previous rounds may be appointed to new cases. If this section 6 applies to a Notice, the statute of limitations applicable to the claims and relief set forth in that Notice shall be tolled from the beginning date of the Informal Resolution Period until that Notice is selected for a bellwether proceeding, withdrawn, or otherwise resolved. A court will have authority to enforce this section 6, including to enjoin the filing, assessing or demanding fees for, administration of, or prosecution of arbitrations.

**7. Other Terms.** This Arbitration Agreement shall be governed by, and interpreted, construed, and enforced in accordance with, the Federal Arbitration Act and other applicable federal law. Except as set forth above in section 4, if any portion of this Arbitration Agreement is deemed invalid or unenforceable, it will not invalidate the remaining portions of the Arbitration Agreement. No arbitration award or decision will have any preclusive effect as to any issues or claims in any dispute, arbitration, or court proceeding where any party was not a named party in the arbitration, unless and except as required by applicable law.

**THIS AGREEMENT CONTAINS A BINDING MUTUAL ARBITRATION AGREEMENT**

The undersigned has the authority to sign on behalf of the taxpayer, acknowledges that the Privacy Notice was provided prior to service, and understands and voluntarily agrees on your behalf to the terms of the Arbitration Agreement described above, as well as all other terms, conditions and disclosures presented in this CSA.

JOHNSTOWN VOLUNTEER FIRE DEPT  
Taxpayer's Name

05/18/2023  
Date

SIGNATURE ON FILE  
Taxpayer's Representative's Signature

DEBRA GRAY TREASURER  
Taxpayer's Representative's Name and Title





C6

HARRISON-TAYLOR 911 ADVISORY BOARD  
MEETING MINUTES  
03/19/2024

**Call to Order:** Meeting called to order at 14:02

**Previous Minutes:** Motion to approve previous minutes made by Robert Matheny, seconded by Susan Thomas at 14:03.

**Introduction/Special Guests:**

None

**OLD BUSINESS:**

**\*CAD:**

Open Fox Messenger License issue

**\*TRAINING:** Ron Woods reminded everyone that new Hires are welcome to tour Stonewood VFD.

**\*STAFFING:** Currently all positions full

**\*MAPPING:** New mapping server. It has more mapping levels incorporated in it, and it integrates with the new phone system.

Robert Matheny made a motion for support of the Roll Over of the Budget for 911 that is currently in review. No budget proposal was available for this meeting. Seconded by Marcus Shaw.

911 Hang Up and Pursuits Policy still in review

**NEW BUSINESS:**

So far, the new phone system training has gone well. Going Live Wednesday April 27, 10am.

Taylor County Commissioner Orville Wright requested an Invoice for \$1000.00 as Taylor County's donation to National Telecommunicators Week 2024.

Robert Matheny made a motion to also pledge \$1000.00 to Telecommunicators week. All were in favor, motion passed.

**GOOD OF THE ORDER:**

Representatives from Harrison/Taylor 911 will address the Taylor County Commission on the 911 Continuing Education Materials. 911 has group tours of the facility for School Field trips and also go to the schools in person. (Educational instruction usually takes less than 1 hour.) On Nation Night Out 911 provided take away items given out By Cell Phone Sally and general safety education items. 911 has exhausted all give away items and needs to make a purchase. Tours and Education usually starts in the Spring when the weather warms up. Items for purchase generally last a few years.

**NEXT MEETING:**

04/16/2023

**ADJOURN:** Motion to adjourn meeting was made by Marcus Shaw, seconded by Susan Thomas.

Meeting Adjourned 14:48