

Harrison County Commission Meeting
Wednesday, November 19, 2025
10:00 A.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/7628160712>

Dial: 1-646-568-7788

Meeting ID: 762 816 0712

Passcode: 26301

Appointments:

10:00 A.M. --- Call to Order --- Invocation --- Pledge of Allegiance
10:05 A.M. --- Hearing to Administratively Closing Delinquent or Un-progressed Estates
10:10 A.M. --- Hearing to accept a copy of a will – Charlene Davis Estate
10:15 A.M. --- Special Funding request from Fort New Salem requesting \$5,000.00 towards funding Spirit of Christmas in the Mountains
10:20 A.M. --- Special Funding request from the West Virginia Black Heritage Festival, Inc requesting \$21,000.00 towards lowering operational costs and making maintenance repairs
10:25 A.M. --- Special Funding request from Shinnston Turkey Trot, Inc requesting \$1,500.00 towards funding the Shinnston Turkey Trot Event

NEW BUSINESS – Action Items for Consideration or Approval:

- 1. Public Comment Period**
- 2. Consent Agenda**
- 3. Payroll Change Notices:**
 - A. McKenzie Kovar – 911 – Rate Increase – Effective 11/25/2025
 - B. Kimberly Malejko – Parks & Rec. – New Hire Director of Parks & Rec – Effective 12/15/25
- 4. Minutes and/ or Amended Minutes of Previous Meetings**
 - A. Regular Meeting Minutes for Wednesday, November 5, 2025
- 5. Requisitions --- Purchase Orders --- Invoices**
 - A. Quotes
 - B. Vendor List of Payments
- 6. Exonerations --- Corrective Tickets --- Joint Property Applications:**
 - A. Exonerations
- 7. Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements:**
 - A. Series 2008A - \$236.00

8. **Review—Discuss—Consider** Order administratively closing delinquent or un-progressed estates
9. **Review—Discuss – Consider** Budget Revisions – Vital Services
10. **Review—Discuss – Consider** Duties of Courthouse Security and Memorandum of Understanding with the Sheriff for Courthouse Security Personnel (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee)
11. **Review—Discuss—Consider** Update from Chad Biller
12. **Review—Discuss—Consider** Rail Trail Update (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
13. **Review—Discuss—Consider** Update on Sewer (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
14. **Review—Discuss—Consider** Update on Ellis Property (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision)
15. **Review—Discuss—Consider** Travel Request for the following 911 employees to go to WV 911 Council Meeting in Beckley, WV on December 5th, 2025
 - A. Paul Bump
 - B. Travis Miller
 - C. Chris Cutright
16. **Review—Discuss—Consider** Travel Request for the following 911 employees to go to West Virginia Northern Community College, New Martinsville Campus on December 3rd, 2025 for the APCO Cybersecurity Fundamentals class
 - A. Bianca Jamen
 - B. Gary Keith
 - C. Natasha McDaniel
 - D. Michelle Payton
17. **Administrator's Report**
18. **Commissioner Comments – Questions**

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

- A. **Weekly Fiduciary Report from the County Clerk**
 1. Wednesday, October 29, 2025 through Tuesday, November 11, 2025
- B. **Monthly Fiduciary Commission Settlements:**
 1. None
- C. **Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service**
 1. Sun Valley PSD Regular Board Meeting Minutes for Tuesday, October 14th, 2025
 2. Sun Valley PSD Regular Board Meeting Agenda for Tuesday, November 11th, 2025
 3. Sun Valley Outstanding Invoices for Friday, October 31st, 2025
 4. Enlarged Hepzibah PSD Regular Board Meeting Agenda for Monday, November 10th, 2025
 5. West Virginia Tax Division Assessors Additional Duty Letter
 6. Expressions Of Love Letter of Gratitude and Celebration

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

1. **Review—Discuss—Consider** Freeze all spending/expense relating to the re-organization of bonds (i.e MuniCap, Steptoe & Johnson)
 - Amount spent to date on Charles Pointe Bond Restructuring
(Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)
2. **Review—Discuss—Consider** Hiring a County Attorney vs Outsourcing Legal Services (Potential Executive Session to discuss active litigation pursuant to the attorney-client privilege)
3. **Review—Discuss—Consider** Adopting Rail Trail Maintenance Standards

Louise Johnson

10/14/2025

439 Ben St

Clarksburg WV 26301

To whom it may concern. I, Louise Johnson, executor of the estate of Charlene Davis, am unable to locate the original copy of her will. I have looked through all of her documents, and I am unable to locate the original will. I do have a copy of the will.



Louise C Johnson

439 Ben St

Clarksburg, West Virginia 26301

LAST WILL AND TESTAMENT

OF

CHARLENE DAVIS

I, CHARLENE DAVIS, a resident of Harrison County, West Virginia, widowed and presently single, do make, publish and declare this to be my Last Will and Testament, hereby revoking all former wills and codicils made by me.

I.

I direct the payment of all my just debts and estate administration expenses as soon after my decease as is practicable. I further direct that any and all estate, inheritance, transfer, succession and other taxes payable as a result of my death be paid out of my gross estate as administration expenses and not be apportioned.

II.

All estate and inheritance taxes or transfer on death taxes which may be assessed or imposed with respect to my estate or any part thereof, wheresoever situated, whether or not passing pursuant to this Last Will and Testament, including the taxable value of all policies of insurance on my life, and all transfers, powers, rights or interests includable as an expense of administration and without apportionment and shall not be prorated or charged against any of the other gifts in this Will or against property not passing under this Last Will and Testament. My personal representative is authorized to sell any real estate owned by me at the time of my death.

III.

As I am divorced and presently single, I give, devise and bequeath the entirety of my estate, all real property, personal property and anything else considered part of my estate, to my children, **JAMES EDWARD FULLER, JR. and LOUISE CORDELIA JOHNSON**, in equal shares, *per stirpes* and not per capita, if one or both of my children predeceases me.

IV.

I hereby nominate and appoint my children, **JAMES EDWARD FULLER, JR. and LOUISE CORDELIA JOHNSON**, co-Executors of this my Last Will and Testament, and I direct that they be permitted to qualify without giving security and that no bond be required of them as co-Executors. My Executors shall have full power and authority to do any and all things necessary for the complete administration of my estate, including the power, without obtaining the order of any court, to sell, at public or private sale, and to transfer, assign and convey any of

the property, real, personal or mixed, belonging to my estate, and to compound, compromise or otherwise settle or adjust any and all claims, charges, debts and demands whatsoever against or in favor of my estate as fully as I could do if living.

IN WITNESS WHEREOF, I have signed my name to this, my last will and testament, consisting of three (3) typewritten pages, on this the 2nd day of October, 2023.

Charlene Davis
Charlene Davis

Signed, published and declared by Charlene Davis as and for her Last Will and Testament in the presence of us, who in her presence, at her request and in the presence of one another, have hereunto subscribed our names as witnesses this 2nd day of October, 2023.

**STATE OF WEST VIRGINIA
COUNTY OF HARRISON, TO-WIT:**

I, Amy Davis, a notary public in and for the county and state aforesaid, hereby certify that Abigail Nay, Shana Nicholson and Darlana Doak this day personally appeared before me in my said county and, being duly sworn, stated that they are each over twenty-one (21) years of age; that they this day acted as attesting witnesses to the signing and execution of the last will and testament of which bears date the 2nd day of October, 2023, and to which this affidavit is attached; that they acted as such witnesses at the request of the testatrix; that the will was signed and acknowledged by the testatrix as and for her last will and testament in the presence of all of them; that they subscribed their names to the will as attesting witnesses in the presence of the testatrix being present together; that they believe the testatrix, at the time of signing of the will, was of sound mind and disposing memory, was over twenty-one (21) years of age, and was not under any duress or pressure; and that they are making this affidavit at the request of the testatrix to be preserved by her and produced along with said last will and testament when the same is offered for probate.

Abigail Nay

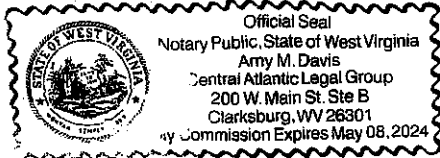
Shana Nicholson

Darlana Doak

Taken, subscribed and sworn to before me on this the 2nd day of October, 2023.

My commission expires: May 8, 2024.

[NOTARIAL SEAL]



Amy M. Davis
Notary Public

Drafted by:
Jeffrey M. Strange, Esq.
BOOTH & STRANGE
200 W. Main Street, Suite B
Clarksburg, WV 26301
Ph: 304-842-0460
Fx: 888-818-6431
jstrange@bsdlegal.com

State of West Virginia



County of Harrison, ss:

Affidavit of Witness to
Last Will and Testament

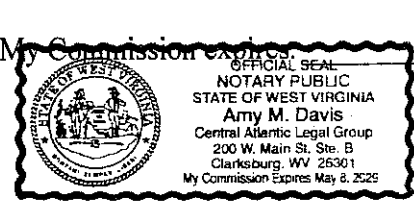
On the 7th day of October, 2025 before the undersigned Notary Public came
DARLENA DOAK to me personally known, who being by me first duly sworn, upon oath states:

I, DARLENA DOAK, was a witness to the writing hereto attached bearing the date of the 8th day of May,
2024; that I was present at the execution of the said writing and saw the testator/rix, CHARLENE DAVIS,
sign her name thereto; that the said testator/rix signed and acknowledged the said writing as and for her Last
Will and Testament in my presence and in the presence of the other witness; that I signed the said writing as
a witness thereto; and that at the time of signing the said writing, the said CHARLENE DAVIS was of sound
mind and memory and was over the age of eighteen (18) years.

Darlene D Doak
(Signature)

STATE OF West Virginia
COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 7 day of October, 2025



5/8/2029 Amy M Davis

Notary Public

State of West Virginia



County of Harrison, ss:

Affidavit of Witness to
Last Will and Testament

On the 7 day of October, 2025, before the undersigned Notary Public came
SHANA NICHOLSON to me personally known, who being by me first duly sworn, upon oath states:

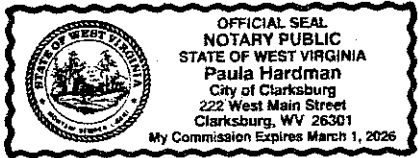
I, SHANA NICHOLSON, was a witness to the writing hereto attached bearing the date of the 8th day of
May, 2024; that I was present at the execution of the said writing and saw the testator/rix, CHARLENE
DAVIS, sign her name thereto; that the said testator/rix signed and acknowledged the said writing as and for
her Last Will and Testament in my presence and in the presence of the other witness; that I signed the said
writing as a witness thereto; and that at the time of signing the said writing, the said CHARLENE DAVIS
was of sound mind and memory and was over the age of eighteen (18) years.

(Signature)

STATE OF WVa
COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 7th day of Oct 2025.

My Commission expires: March 1, 2026



Notary Public



FORT NEW SALEM FOUNDATION
81 SETTLERS LANE
PO BOX 186
SALEM, WV 26426
WWW.FORTNEWSALEMFOUNDATION.ORG

10:15

Board Members

Dr. Joseph Audia, Chair
Kevin Fluharty, Vice Chairman
Mark Kiger, Treasurer
Susan Zorn, Secretary
Stephen Kelley
Dennis McNaboe
Clarence Mutschelknaus
Phylcia Pilewski
Larry Rine
Bobby Samples

OCTOBER 29, 2025

The Honorable Susan Thomas 301 West Main Street Clarksburg, WV 26301

Dear Commission President Thomas:

Fort New Salem is appreciative of the past support of the Harrison County Commission. Please accept this request for funding of our 51st annual Spirit of Christmas in the Mountains.

We use this funding to offset the cost of our celebration including providing shuttle service between our campus and the parking lot at Salem University during our event.

We hope to see you on our campus for future events!

Sincerely,

Joseph Audia, OD, Board Chair

Fort New Salem Foundation

"Passionately Preserving Our Appalachian Heritage"

304-695-2220

Work: 304-782-1005

Home: 304-782-3150

Cell: 304-203-5491

CC: Commissioner Trecost

CC: Commissioner Hinkle



2025 Fort New Salem Board of Directors (10-29-25)

Joseph Audia, OD	Board Chair	2228 W Main Street	Salem, WV 26426
Kevin Fluharty	Board Vice Chair	2321 Halls Run Rd.	Salem, WV 26426
R. Mark Kiger	Board Treasurer	13 Stradford Ct	Bridgeport, WV 26330
Susan Zorn	Board Secretary	147 Camp Road	West Union, WV 26456
Stephen Kelley	Board Member	96 Carolina Ave	Salem, WV 26426
Clarence Mutschelknaus	Board Member	1710 W Main Street	Salem, WV 26426
Phylicia Pilewski	Board Member	Lake Floyd	Salem, WV 26330
Larry Rine	Board Member	170 Harley Vincent Drive	Bridgeport, WV 26330
James "Bobby" Samples	Board Member	PO Box45	Salem, WV 26426

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; Question: 304-624-8500
Funding is derived from the State of West Virginia/Video Lottery Funding.

Date of Request: October 29, 2025

Organization Name: Fort New Salem Foundation, Inc

Name and Title of Requester Dr. Joseph Audia Board Chair, Fort New Salem Foundation Inc.

Mailing Address of Organization and Responsible Person: 81 Settlers Lane (PO Box 186) Salem, WV 26426

If approved, this is where the check will be sent

Telephone: 304-695-2220

Fax: 304-782-3303

E-mail: director@fortnewsalemfoundation.org

FEIN# 55-0784626 Is your organization an IRS 501(c) 3
not-for-profit? If yes, attach IRS Status Letter Yes
If no, please explain: _____

TOTAL Cost of Project/Activity: \$ 11,000

Dollar Amount REQUESTED - Grant: \$ 5,000

Loan: \$ _____

Was project funded previously by HCC? Yes If so, when 2024 ; how much: \$ 5,000

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: 2024 ; how much: \$ 5,000
When: 2023 ; how much: \$ 5,000
When: 2022 ; how much: \$ 5,000

Purpose of request (one sentence): Funding for Spirit of Christmas in the Mountains

Fair/festival/event, give dates and location: 11-29, 11-30, 12-06, 12-7 Date: _____ Location: Fort New Salem

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

Operation of Spirit of Christmas in the Mountains
INCLUDING SHUTTLE SERVICE

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? If Yes, how? Y N

Press Release, event posters, sign at event, gues handout, social media, website

HARRISON COUNTY COMMISSION

SPECIAL FUNDING REQUEST

(Name of Applicant) Fort New Salem Foundation Inc. agrees that in the event of any embezzlement, theft or misappropriation of funds or property of any kind or nature or in the event of any alleged embezzlement theft or misappropriation of funds or property of any kind or nature from (Name of Applicant) Fort New Salem Foundation Inc., the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) Fort New Salem Foundation Inc. shall immediately report said incident(s) to the proper police agency having jurisdiction over such matters and, further, shall immediately report said incident(s) along with a writing describing said incident(s) have been reported to the police agency having jurisdiction, to the Harrison County Commission. Further, that

Fort

New

Salem

FoundATION,

inc

agrees to fully cooperate with the police and the Prosecuting Attorney's Office toward the successful prosecution of such activity.

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant

G. Ancha D

Date

10-31-25

For Official Use:

This funding request is:

APPROVED

NOT APPROVED

TABLED

Amount Approved: _____

Paid Date: _____

With the following notations:

Action taken at Harrison County Commission meeting on: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CHANDLER, OH 44301

DEPARTMENT OF THE TREASURY

Date: AUG 17 2002

PORT NEW HAVEN FOUNDATION INC
PO BOX 104 2 PENNSYLVANIA AVE
BALLO, WV 26436

Employer Identification Number:
85-0784536
DIN:
17051303021032
Contact Person:
KIM MEYER ID# 31525
Contact Telephone Number:
(877) 839-8500
Accounting Period Ending:
December 31
Foundation Status Classification:
509 (a) (1)
Advance Ruling Period Begins:
August 14, 2001
Advance Ruling Period Ends:
December 31, 2003
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(3)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 5340.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (00/00)



WEST VIRGINIA BLACK HERITAGE FESTIVAL

10:20

P.O. Box 575 | Clarksburg, WV 26302 | (304) 641-9963 | wvbhf.com

10/06/2025

Harrison County Commission
301 West Main Street
Clarksburg, WV 26301

Dear Commissioners,

On behalf of the West Virginia Black Heritage Festival, Inc., I am writing to respectfully request your support in addressing critical facility needs that are essential to our continued service to the community.

Our building is in urgent need of repairs to reduce excessive water usage, as well as upgrades to our heating and cooling system and our security system. These improvements are necessary to ensure that our facility remains safe, efficient, and welcoming for the hundreds of families and individuals who rely on us throughout the year.

We are seeking \$21,000 in funding to address these immediate priorities. This investment will not only help us maintain and protect our facility, but it will also strengthen our capacity to expand programming and services. With the recent closing of the local YMCA, we are uniquely positioned to step in and fill the gap, offering more community activities, youth engagement opportunities, and wellness initiatives.

The West Virginia Black Heritage Festival has long been a hub for cultural enrichment, education, and community connection. By ensuring the stability and safety of our facility, we can continue to honor this mission and expand our impact during a time when our community needs us most.

We would be deeply grateful for your consideration of this request. Together, we can preserve this vital community space and ensure that it remains a place where families can gather, learn, and grow.

Thank you for your time, your support, and your commitment to strengthening our community.

Sincerely,

James E. Griffin

James E. Griffin
Chairman of the Board
West Virginia Black Heritage Festival, Inc.

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 Question : 304 624-8500
Funding is derived from the State of West Virginia/Video Lottery Funding

Date of Request: 09/29/2025

Organization Name: West Virginia Black Heritage Festival Inc.

Name and Title of Requestor: James E Griffin Chairman of The Board

Mailing Address of Organization and Responsible Person: P.O. Box 575 Clarksburg, WV 26301

If approved this is where the check will be sent

Telephone : 304 641 -9963

Fax: 304 842 -3289

E- mail ffirg1@aol.com

Fein # 55- 0741069 Is your organization an 501(c) 3 not -for-profit? **Yes** **N**

If yes, attach IRS Status Letter

If no, please explain: _____

TOTAL Cost of Project/Activity: \$26,100

Dollar Amount REQUESTED Grant: \$21,000

Was project funded previously by HCC? **Y** **No** If so, when _____: how much: \$ _____

Have you previously received funds from the HARRISON COUNTY COMMISSION: **Yes** **N**

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

When: 2025 ; how much: \$3,000

When: 2024 ; how much: \$3,000

When: 2023 ; how much: \$3,000

Purpose of request (one sentence): To lower operational cost by make maintenance repairs and make more of the center useable.

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

Describe the proposed activities with dollars amounts to be funded by this request: See attachment

Are your financial statements audited by an outside accounting firm? **Y** **NO**

If Yes, By whom: _____

Do You plan to recognize the Harrison County Commission's contribution? **YES** **N**

HARRISON COUNTY COMMISSION**SPECIAL FUNDING REQUEST**

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

Please attach to this Request the following

1. IRS Letter of Tax Exemption, if you have one
2. Current List of Board of Directors with addresses
3. List other contributors with dollar amounts to your project/event
4. Balance sheet and income statement for immediate prior year, or reason why not available
5. Any additional information about your organization

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

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

Signature and Tile of Applicant _____ **Date** _____

For Official Use:

The funding request is: **APPROVED** **Not Approved** **Tabled**

Amount Approved: \$ _____ **Paid Date:** _____

With the following notations:

Action taken at Harrison ounty Commission meeting on: _____

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

DEPARTMENT OF THE TREASURY

Date: JUN 23 2003

WEST VIRGINIA BLACK HERITAGE
FESTIVAL INC
C/O ALLEN E LEE
916 W PIKE ST STE 910
CLARKSBURG, WV 26301

Employer Identification Number:
55-0741069
DIN:
17053147007003
Contact Person: ID# 31309
DEL TRIMBLE
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware

Letter 947 (DO/CG)

-2-

WEST VIRGINIA BLACK HERITAGE

of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Letter 947 (DO/CG)



Clarksburg Water Board
1001 S. Chestnut Street
Clarksburg, West Virginia 26301

Quality Tap Water Since 1911

CBW0828A 1380 1 AV 0.593
7000001418 00.0005.0196 1380/1



WV BLACK HERITAGE FESTIVAL
PO BOX 1614
CLARKSBURG WV 26302-1614

Phone (304) 623-3711
Fax (304) 624-8096
Web www.clarksburgwater.com
Hours Monday-Friday 8:00am - 4:00pm

See reverse side for additional information

Account Number	Bill Date	Payment Due Date	Service Location
4-02-4210-001	08/29/2025	09/18/2025	408 E B SAUNDERS WAY , CLARKSBURG, WV

Payment Due Date refers to current charges only

Balance and Since Your Last	Message To Customer
-----------------------------	---------------------

Balance Last Bill \$555.97
PAYMENT \$555.97
Balance Before Current Bill \$0.00

PD 09-17-2025

Current Charges			Billing Period And Meter Readings				
Description	Rates Set By	Amount	Date	Read Type	Reading	Units Used	1-Unit =
WATER	Clarksburg Water Board	\$451.87	Meter Number				
SEWER	Clarksburg Sanitary Board	\$715.91	60900999				
UTILITY TAX	Clarksburg City Council	\$23.36	07/22/2025		9088		
			08/24/2025	ACTUAL	9689	601	100 Gal
Total Current Charges		\$1,191.14					
Total Account Balance		\$1,191.14					
Payment To Remit By Due Date		\$1,191.14	Usage In 33 days				
Payment To Remit After Due Date		\$1,307.92	Type of Billing : Regular				

Please Refer to this Bill with your Payment



Amount Enclosed

Account Number

4-02-4210-001

Make Checks Payable To:

WV BLACK HERITAGE FESTIVAL

408 E B SAUNDERS WAY , CLARKSBURG, WV

Payment Due Date: 09/18/2025
Before Due Date-Pay: \$1,191.14
After Due Date-Pay: \$1,307.92



CLARKSBURG WATER BOARD
PO BOX 4790
CHARLESTON, WV 25364-4790

402421000100119114



CLARKSBURG WATER BOARD

A Municipal Corporation Serving Clarksburg Since 1887

WV BLACK HERITAGE FESTIVAL

PO BOX 1614

CLARKSBURG WV 26302-1614



Letter Issued 08/27/2025
Account Number 4-02-4210-001
Service Location 408 E B SAUNDERS WAY

Enclosed is the result of the DataLog completed at your service location on 08/26/2025.

The DataLog indicates that your usage has been flagged as:

Normal Usage no indications of abnormal usage

Intermittent Usage (The presence of water being used in at least 60 different 15 minute time blocks in 24 consecutive hours).

Continuous Usage (The presence of water being used in every 15 minute time block for 24 consecutive hours)

Please contact me at (304) 623-3711 upon receipt of this letter to discuss your DataLog.

Thank you.

Heather Smallwood
Clarksburg Water Board
Customer Service

1001 S. Chestnut St. Clarksburg, WV 26301

(304) 623-3711

Fax (304) 624-8096



Morgantown Security & Fire
819 Green Bag Road
Morgantown, WV 26508
Phone: 304.291.2525
www.morgantownsecurity.com

Itemized Proposal

Date: August 17, 2023

Attn: Chris Pride
WV Black Heritage Festival
Clarksburg, WV

Subject Price quote for the WV Black Heritage Festival - ICT Access Control System

Qty	Description	Each	Total
2	HES Electric Strike	\$ 375.36	\$750.72
2	ICT Card Reader - Mullion	\$ 439.60	\$879.20
21	PolyTrack	\$ 2.73	\$57.40
200	Access Control Cable	\$ 1.33	\$266.67
1	Misc. Material, Labor, Freight, etc...	MISC	\$5,173.33
Total			\$7,342.00

James D. Luffin
12-16-2023



CASTO Technical Services

We make buildings work...Better!

PO Box 627
540 Leon Sullivan Way
Charleston, WV 25301

304-346-8920 Fax
service@castotech.com

QUOTE

Client Name: WV Black Heritage Festival

Contact: James Griffin

Date: 9/19/2025

Quote Number: 214122

Location: Kelly Miller Community Center

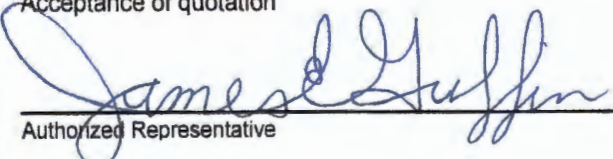
408 EB Saunders Way

Clarksburg, WV 26301

Description	Line Total
Investment is to replace (4) Blower Motors and (8) Blower Wheels for the Unit Ventilators that serve the Auditorium and Tenant Space.	\$8,565.29
Subtotal:	\$8,565.29
Estimated Sales Tax:	\$0.00
Total:	\$8,565.29

This is a quotation on the goods named and further subject to the standard terms and conditions attached hereto.

Acceptance of quotation


Authorized Representative

214122
Purchase Order #

EXCLUSIONS:

1. All asbestos testing and removal will be owner's responsibility
2. All roof work

CLARIFICATIONS:

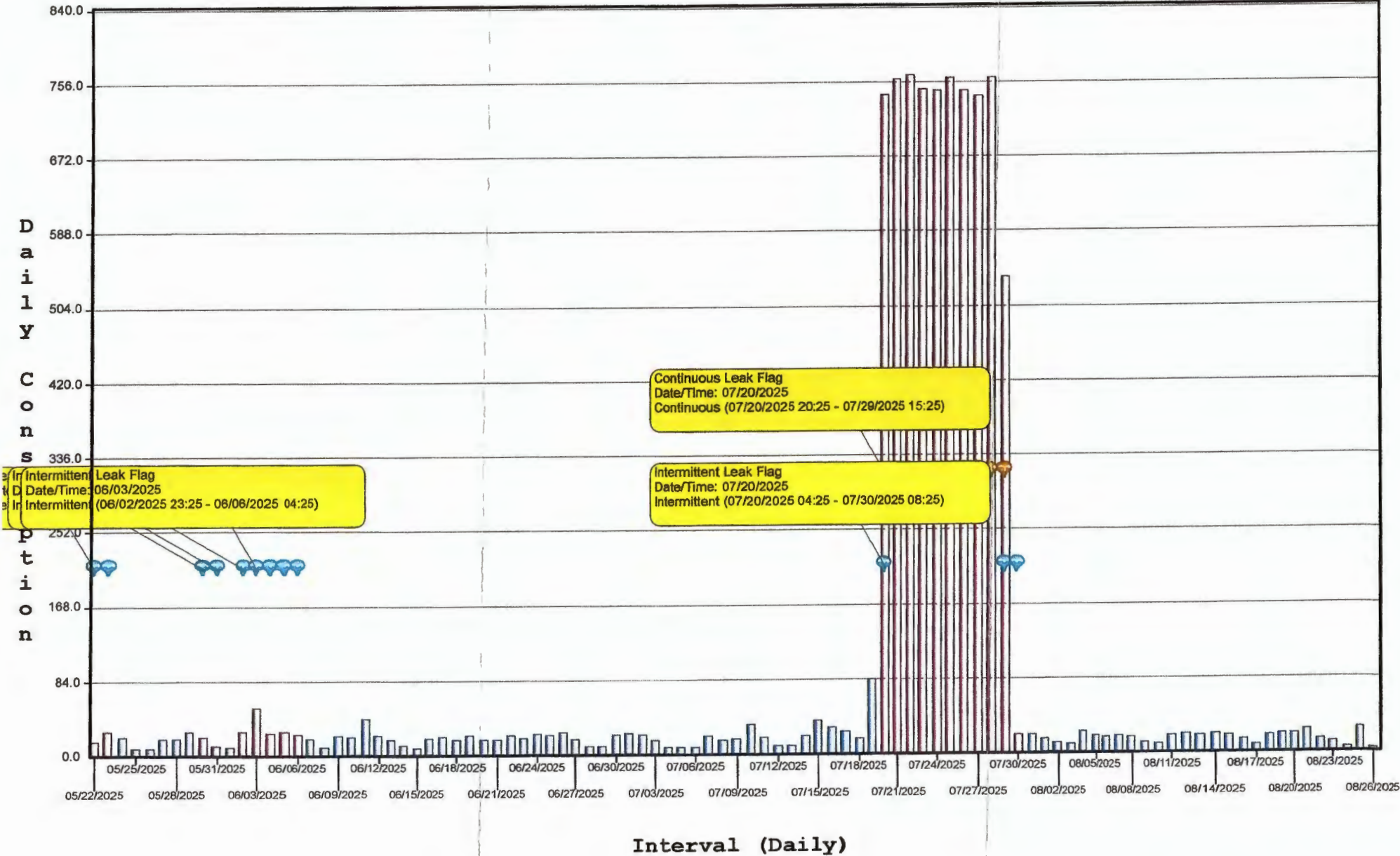
1. The price of a performance/payment bond is not included.
2. The cost of permits and inspections by outside authorities are not included.
3. Work will be performed during normal business hours (Monday-Friday, 8:00 a.m.-4:30 p.m.).
4. Our terms are net thirty days.
5. Price held firm for 45 days.
6. Standard Warranty - 1 year parts and 90 days labor.

**Thank you for your
business!**

Clarksburg Water Board
E-Coder R900i Data Logging Report
MIU#: 1580085694 for 05/22/2025 through 08/26/2025, WATER, 5/8" - 1" T-10, GALLONS

 Intermittent Leak Flag

 Continuous Leak Flag



Interval Date Range: 05/22/2025 - 08/26/2025

Interval Read Date	Interval Reading	Interval Consumption	Intermittent Leak	Continuous Leak
08/12/2025	96705.8	20.7		
08/13/2025	96723.8	18.1		
08/14/2025	96744.9	21.0		
08/15/2025	96762.9	18.1		
08/16/2025	96777.0	14.0		
08/17/2025	96785.2	8.2		
08/18/2025	96804.5	19.2		
08/19/2025	96823.9	19.7		
08/20/2025	96843.9	20.0		
08/21/2025	96868.7	24.6		
08/22/2025	96882.9	14.1		
08/23/2025	96894.0	10.9		
08/24/2025	96907.7	13.7		
08/25/2025	96923.9	26.3		
08/26/2025	96927.1	2.8		

Clarksburg Water Board
Data Logging Report Daily

MIU ID: 1580085694

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 05/22/2025 - 08/26/2025

Interval Read Date	Interval Reading	Interval Consumption	Intermittent Leak	Continuous Leak
05/22/2025	87995.0	15.4	☒	☐
05/23/2025	88022.5	27.4	☒	☐
05/24/2025	88042.2	19.7	☐	☐
05/25/2025	88049.9	7.6	☐	☐
05/26/2025	88057.2	7.3	☐	☐
05/27/2025	88075.4	18.1	☐	☐
05/28/2025	88094.4	19.1	☐	☐
05/29/2025	88121.2	27.3	☐	☐
05/30/2025	88141.6	20.1	☒	☐
05/31/2025	88152.7	11.1	☒	☐
06/01/2025	88162.5	9.7	☐	☐
06/02/2025	88188.6	26.6	☒	☐
06/03/2025	88242.8	54.1	☒	☐
06/04/2025	88267.9	25.0	☒	☐
06/05/2025	88295.6	27.5	☒	☐
06/06/2025	88318.7	23.1	☒	☐
06/07/2025	88337.0	18.3	☐	☐
06/08/2025	88346.8	9.7	☐	☐
06/09/2025	88369.6	22.7	☐	☐
06/10/2025	88389.6	20.3	☐	☐
06/11/2025	88431.1	41.3	☐	☐
06/12/2025	88452.6	21.6	☐	☐
06/13/2025	88469.8	17.1	☐	☐
06/14/2025	88479.9	10.3	☐	☐
06/15/2025	88487.9	7.8	☐	☐
06/16/2025	88506.4	18.5	☐	☐
06/17/2025	88526.8	20.4	☐	☐
06/18/2025	88544.2	17.5	☐	☐
06/19/2025	88566.0	21.8	☐	☐
06/20/2025	88583.4	17.4	☐	☐
06/21/2025	88600.2	16.9	☐	☐
06/22/2025	88622.5	22.1	☐	☐
06/23/2025	88641.9	19.5	☐	☐
06/24/2025	88665.0	23.2	☐	☐
06/25/2025	88686.8	21.6	☐	☐
06/26/2025	88711.4	24.6	☐	☐
06/27/2025	88728.9	17.5	☐	☐
06/28/2025	88739.0	10.2	☐	☐
06/29/2025	88748.6	9.5	☐	☐
06/30/2025	88769.9	21.4	☐	☐
07/01/2025	88792.8	22.9	☐	☐

West Virginia Black Heritage Festival Inc. (WVBHF)
GOVERNING BOARD LIST

<u>Name and Address</u>	<u>Stakeholder Group</u> <u>Designate Category</u> Provider, Family Representative, or Community Representative	<u>Agency Name</u> of Provider or <u>Community</u> <u>Representative</u>	<u>Phone</u> <u>Number</u>	<u>E-Mail</u>	<u>Executive</u> <u>Officer</u>
James E. Griffin PO Box 1614 Clarksburg, WV 26302-1614	Community Rep	WV Black Heritage Festival Inc.	304-641-9963	ffirg1@aol.com	Chairman
Dorian James 444 E.B. Saunders Way Clarksburg, WV 26301	Community Rep	WVDHHR/BCF/ Office of Info, Tech, & Training	304-627-4314	Dorian.a.james17@gmail.com Dorian.A.James@wv.gov	Vice Chairman
Toney O. Dixon 722 Magnolia Lane Bridgeport, WV 26330	Family Rep	Community Rep	304-695-2089	toneydixon@icloud.com	Secretary
Sherri L. James 444 E.B. Saunders Way Clarksburg, WV 26301	Family Rep	Community Rep	304-629-6777	Sherrilynnjames02@gmail.com	Treasurer
Sheddric Donaldson 106 Jenifer Lane Bridgeport, WV 26330	Family Rep	Community Rep	304-669-1577	sheddrickdonaldson@gmail.com	Treasurer Assistant
Catherine Burley 290 Clay Street Clarksburg WV 26301	Family Rep	Community Rep	304-476-1434	cburleyhcg@gmail.com	Member
Myra Couch 300 Philippi Street Clarksburg, WV 26301	Family Rep	Community Rep	412-708-4203	Myra.couch@va.gov	Member
Barbara Dillard 8305 Cost Avenue Stonewood, WV 26301	Family Rep	Community Rep	304-629-5399 304-622-2346	Dillardbarbara03@gmail.com	Member
Jon Dodds 1606 Oregon Avenue Fairmont, WV 26554	Family Rep	Community Rep	304-376-1776	tjondodds@hotmail.com	Member
Terri Donaldson 106 Jenifer Lane Bridgeport, WV 26330	Family Rep	Community Rep	304-641-0947	terri.donaldson@verizon.net	Member

<u>Name and Address</u>	<u>Stakeholder Group</u> <u>Designate Category</u> Provider, Family Representative, or Community Representative	<u>Agency Name</u> <u>of Provider or</u> <u>Community</u> <u>Representative</u>	<u>Phone</u> <u>Number</u>	<u>E-Mail</u>	<u>Executive</u> <u>Officer</u>
Joyce Griffin 212 Johnson Avenue Bridgeport, WV 26330	Family Rep	Community Rep	304-626-0322	jlgiffin2012@yahoo.com	Member
Franklin Hairston 638 S. 7 th Street Clarksburg, WV 26301	Family Rep	Community Rep	304-626-0933	Franknupi04@gmail.com	Member
Christine Harris 105 Denham Street Clarksburg, WV 26301	Family Rep	Community Rep	304-918-8125	Charris126494@gmail.com	Member
Danielle Harris 206 Duncan Avenue Clarksburg, WV 26301	Family Rep	Community Rep	304-627-9547	Misssharris520@gmail.com	Member
James Harris (Emeritus) 151 Hall Street Clarksburg, WV 26301	Family Rep	Community Rep	304-612-1604	j9harris@aol.com	Member
Gregory Hinton 814 Benoni Avenue Fairmont, WV 26554	Family Rep	Community Rep	304-557-0001	gthinton@gmail.com	Member
Dr. Yolanda Y. Hunter PHNP-BC, FNP-C 2126 Sardis Road Clarksburg, WV 26301	Provider Rep	Solace Behavioral Healthcare Services	304-641-1809 304-534-8582	Yolanda.hunter@solace-behavioral.com	Member
JoAnn James 101 Jenifer Lane Bridgeport, WV 26330	Family Rep	Community Rep	304-842-3929	Jo_d_james@yahoo.com	Member
Kristi James 101 Jenifer Lane Bridgeport, WV 26330	Family Rep	Community Rep	304-654-7070	Kristi.james@marshall.edu	Member
Frank Starks (Emeritus) 3450 Erva Drive Apt A168 Las Vegas NV 89117	Family Rep	Community Rep	304-694-8625	Bigfrankstarks0118@gmail.com	Member

<u>Name and Address</u>	<u>Stakeholder Group</u> <u>Designate Category</u> Provider, Family Representative, or Community Representative	<u>Agency Name</u> <u>of Provider or</u> <u>Community</u> <u>Representative</u>	<u>Phone</u> <u>Number</u>	<u>E-Mail</u>	<u>Executive</u> <u>Officer</u>
Debora Waugh P.O. Box 32 Clarksburg, WV 26301	Family Rep	Community Rep	304-641-3187	deborawaugh@gmail.com	Member
Theodore Wilson 614 S. 7 th Street Clarksburg, WV 26301	Family Rep	Community Rep	304-641-3193 304-203-3551	Deliverance6868@yahoo.com	Member
Debora Henderson 261 Magnolia Avenue Clarksburg, WV 26301	Family Rep	Community Rep	304 203-8490		Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member
	Family Rep	Community Rep			Member

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 ; Question: 304-624-8500

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

Date of Request:

11-7-2025

Organization Name:

Shinnston Turkey Trot, Inc

Name and Title of Requester:

Jason + Tammy Martin, Race Director

Mailing Address of Organization and Responsible Person:

500 Hood Ave, Shinnston, WV 26431

If approved, this is where the check will be sent

Telephone:

304, 694, 5977

Fax:

—

E-mail:

shinnstonturkeytrot@gmail.com

FEIN#

33-1905566

Is your organization an IRS 501(c) 3 not-for-profit?

☒ Y

☐ N

If yes, attach IRS Status Letter

If no, please explain:

TOTAL Cost of Project/Activity:

\$

Dollar Amount REQUESTED -

Grant:

\$

1500.00

Loan:

\$

Was project funded previously by HCC?

☒ Y

☐ N

If so, when

2024

; how much:

\$

1500.00

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:

2024

; how much:

\$

1500.00

When:

; how much:

\$

When:

; how much:

\$

Purpose of request (one sentence):

General funds to help host the event

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

Date:

11/27/2025

Location:

Shinnston

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

The money will be used for the general fund. This includes, but not limited to, Timing, Supplies, Entertainment, Signage, Nutrition, + advertising. Timing fee + chair bibs \$1500.00, Supplies \$500.00, Signage \$250.00, Entertainment 400.00, Nutrition \$500.00, Paid Ad on social media.

Are your financial statements audited by an outside accounting firm?

☒ Y

☐ N

If Yes, by whom:

Tetrick + Bartlett

Do you plan to recognize the Harrison County Commission's contribution?

☒ Y

☐ N

If Yes, how?

Advertisements, Signage, Social Media, Etc

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

Please attach to this Request the following:

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

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

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

Signature and Title of Applicant [Signature] Date 11/7/2025

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: \$ _____ Paid Date: _____

With the following notations:

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant

Shinnston Turkey Trot, INC

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: \$

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

	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

NAME OF PROJECT/EVENT:

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

INCOME SOURCE:

	\$
	\$
	\$
TOTAL	\$

EXPENSE ITEM:

	\$
	\$
	\$
TOTAL	\$

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

	\$
	\$
	\$
	\$
TOTAL	\$

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT

Applicant

Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

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

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

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

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

- a) "Harrison County Commission Special Funding Request Form", the most recent copy attached and Included for reference;
- b) All requested documentation as out lined In the "Special Funding Request Form,
- c) If previously funded, the "Final Report of the Special Funding Request Form", the most recent copy attached and included for reference.

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

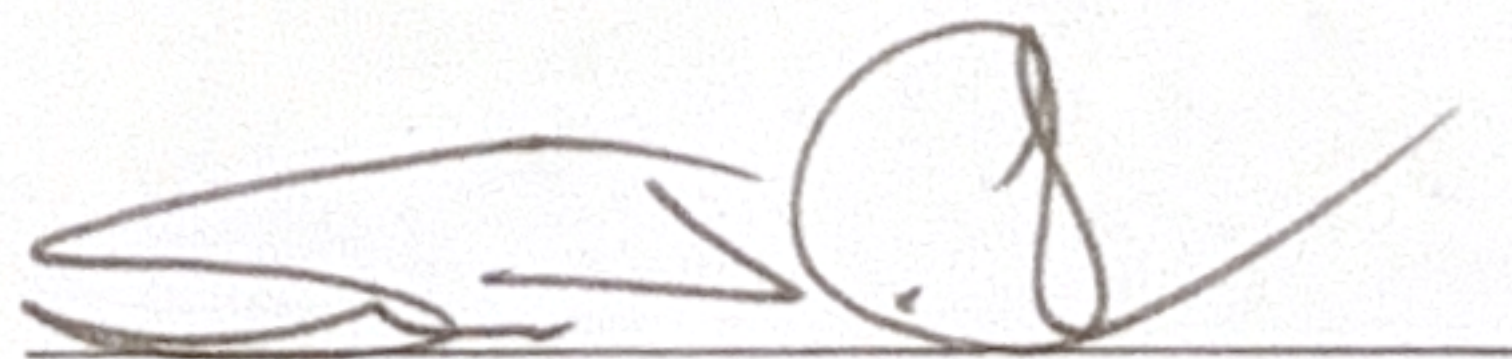
- 1. Apple Butter Festival - City of Salem
- 2. Fort New Salem Holiday - Christmas Activity
- 3. Frontier Days - City of Shinnston ,
- 4. Glen Elk Village Wine Musical & Art? Festival

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

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

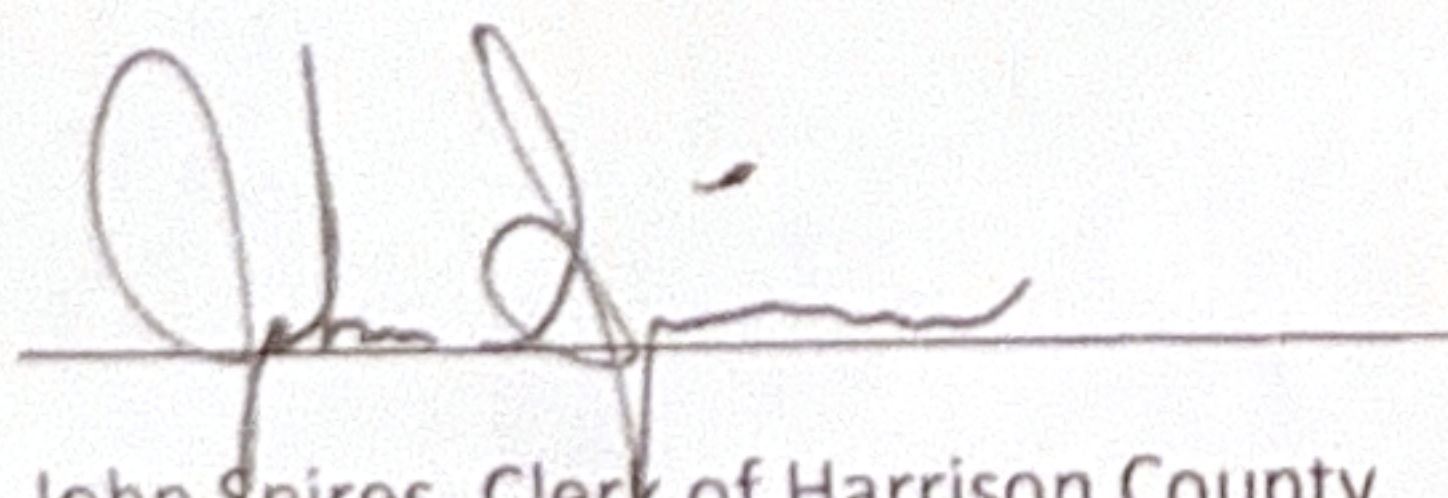
Now, therefore be it further resolved, the Harrison County Commission does hereby direct the administrative staff with the Office of the County Commission to take the necessary steps to communicate and provide this Order to the entities and agencies that have received funding during the past four fiscal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

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



Susan J Thomas, President

Attest:



John Spires, Clerk of Harrison County

Harrison County Commission Payroll Change Notice

DATE OF CHANGE 11-25-2025	EMPLOYEE #	SOCIAL SECURITY NO	
NAME Kovar, McKenzie		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 911	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☒ RATE	PG 3-1 (\$16.91/hr.)	PG 4-1 (\$17.79/hr)
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

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

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>Andrew D. Bailey</i>	DATE 11-12-2025
HUMAN RESOURCES MANAGER	DATE



PAYROLL CHANGE NOTICE

DATE OF CHANGE 12-15-25	EMPLOYEE #	SOCIAL SECURITY NO	
NAME Kimberly Malejko		ADDRESS	
PHONE	CITY/STATE/ZIP	DEPARTMENT 900	SHIFT

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☒ JOB		Director of Parks + Rec.
☐ SHIFT		
☒ RATE		E-1
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER _____		
☐ OTHER _____		

THE REASON FOR THE CHANGE(S):

☒ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☐ RESIGNATION
☐ TRANSFER	☐ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE
☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)	
TYPE OF LEAVE _____	
☐ OTHER (Explain) New hire for the position of Director of Parks + Rec.	

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>Laura Kelly</i>	DATE 11-12-2025
HUMAN RESOURCES MANAGER <i>John L. Kelly</i>	DATE 11-12-25



At the regular meeting of the County Commission of Harrison County held on Wednesday, November 5, 2025, Commissioners Susan Thomas, Patsy Trecost II, and David Hinkle were present. Also present were Laura Pysz-Laulis - County Administrator, John Spires - County Clerk, and Trey Simmerman – County Attorney. Commissioner Thomas opened the meeting. Commissioner Trecost said a prayer and led those present in the Pledge of Allegiance to the flag.

1. Public Comment Period: Gregg Dale – Hillside Christian Academy, thanked the commission for their help and explained that the school is seeking tax relief for 2024. Chenitta Tate – United States Small Business Administration, spoke about the benefits and services offered.

10:05 A.M. --- Presenting Mike Book Retirement Plaque for 46 years of service.

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

3. Payroll Change Notices: Hinkle moved to approve A, B, and C. Commission concurred. Hinkle moved to approve E, F, and G. Commission concurred. Hinkle moved not to approve H, I, and J. Trecost and Hinkle voted for. Thomas voted against. Motion carried. Hinkle moved to approve D. Commission concurred.

A. Carol Hall – County Clerk – New Hire – Effective November 10, 2025

B. Carrie Watkins – 911 – Resignation – Effective October 11, 2025

C. Rick Valdez – Assessor – Promotion – Effective November 10, 2025

D. Brandy Salinetto – Commission – New Hire, Grant Writer/Administrator – Effective November 17, 2025

E. R.A. Titchenal – Law Enforcement – Last Day Effective October 16, 2025

F. David Marple - Security – Resignation – Effective November 1, 2025

G. Rickey Brown – Security – Resignation – Effective October 15, 2025

H. Larry Thompson II – Security – New Hire – Effective October 15, 2025

I. Steve Junkins – Security – New Hire – Effective October 15, 2025

J. Shine Kellison – Security / Staging – Transfer – Effective October 10, 2025

4. Minutes and/ or Amended Minutes of Previous Meetings: Hinkle moved to approve October 15, 2025 as presented. Commission concurred.

A. Regular Meeting Minutes for October 15, 2025

5. Requisitions --- Purchase Orders --- Invoices: Hinkle moved to approve requisitions excluding Vendor #25039 in the amount of \$11,250.87. Commission concurred.

A. ARPA – Sun Valley – Draw #14 - \$2,135.00

B. ARPA – Greater Harrison PSD – Draw #24 - \$9,500.00

C. Quotes

D. Vendor List of Payments

6. Exonerations --- Corrective Tickets --- Joint Property Applications: Hinkle moved to approve Exonerations. Commission concurred.

A. Exonerations

7. Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2021 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements: Hinkle moved to approve. Commission concurred.

A. Series 2008A - \$8,910.08

B. Series 2019A&B – \$10,376.75

C. Series 2021 A&B - \$863.75

8. Review—Discuss—Consider: Trecost moved to step away as governing body, permit Administrator to re-coup funds spent from Department of Environmental Protection. DEP committed to reimburse funds. Commission concurred.

A. McKinley (CEC) proposals for Additional testing / scanning at site of Royal Chrysler Building in Shinnston

B. Approve total project costs up to \$500,000 for repair / remediation of Royal Chrysler Building property and neighboring properties if required. Potentially reimbursable by DEP's DLAP grant.

9. Review—Discuss – Consider Distributing Opioid Funds in the amount of \$306,151.10: Hinkle supplied a handout that detailed funding amounts and unencumbered funds. Hinkle moved to move discussion to the first meeting in December. Commission concurred.

10. Review—Discuss—Consider DOH Contract for 1.3M Bridge (Per DOH, attachment A-1 does not apply for this contract but is required to be included): Hinkle moved to approve DOH contract and send the state a check for \$288,800.00. Commission concurred.

11. Review—Discuss—Consider Giving the 6th floor IT room (old court reporters room) to Probation: Trecost moved to approve use of additional space, contingent on the Court House space studies results. Commission concurred.

12. Review—Discuss—Consider Duties of Courthouse Security and Memorandum of Understanding with the Sheriff for Courthouse Security Personnel (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion,

transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee): Laura Pysz-Laulis recommends that security falls under the Commission. Trecost moved to rewrite the order and rescind the current order and issue the new order at a later date. Commission concurred.

13. Review—Discuss—Consider Appointing a Director of Parks & Rec (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee): Hinkle moved to enter Executive Session with Commissioners and Trey Simmerman – County Attorney. Thomas and Hinkle voted for. Trecost voted against. Motion carried. Thomas moved to enter regular session. Commission concurred. Hinkle moved to send offer letter to Kim Malejko. Commission concurred.

14. Review—Discuss—Consider Going out to bid to purchase two new Cruisers for the Sheriff's Office: Hinkle moved to approve to go out to bid for two potential new cruisers for the Sheriff's office. Commission concurred.

15. Review—Discuss—Consider Budget Revisions for the Prosecuting Attorney: Hinkle moved to approve Budget Revisions for the Prosecuting Attorney. Commission concurred.

From:	To:
405-341 Materials & Supplies \$550.00	405-222 Dues & Subscriptions \$500.00
	405-348 Charges by Other Gov Units \$50.00

16. Review—Discuss—Consider 2026 Holiday Schedule: Hinkle moved to approve 2026 Holiday Schedule. Commission concurred.

17. Review—Discuss—Consider 2026 Commission Meeting Schedule: Hinkle moved to approve 2026 Commission Meeting Schedule. Commission concurred.

18. Review—Discuss—Consider Review—Discuss—Consider WV DEP Right of Entry Agreements: Hinkle moved to approve WV DEP Right of Entry Agreements and affix appropriate signatures. Commission concurred.

A. NI Miller Mine Drainage Phase I

B. Contract NI – West Fork #9

19. Review—Discuss—Consider Reappointing the following existing member to the Greater Harrison PSD Board whose terms will expire on December 8, 2025: Hinkle moved to approve reappointment of A, B, C, and D. Commission concurred.

A. James Scudere

B. Raymond Mark Leonard

C. Ruth Ann Messenger

D. Thomas Roy Michael

20. Review—Discuss—Consider Rail Trail Update (Potential Executive Session pursuant to 6-9A4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): Update on Rail Trail from Rt. 19 to Reynoldsville from Thrasher.

21. Review—Discuss—Consider Update on Sewer (Potential Executive Session pursuant to 6-9A4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): Laura Pysz-Laulis mentioned that the manhole has been installed and is working. Trey Simmerman stated that the Rycon settlement agreement received.

22. Review—Discuss—Consider Update on Ellis Property (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): No Update.

23. Review—Discuss—Consider Resolution authorizing the application to the State of West Virginia for Grant Funds under the Land and Water Conservation Fund, to erect lighting as (Phase II) AT THE Summit Park Softball/Baseball Park Upper Field: Hinkle moved to approve resolution to apply to the State of West Virginia for Grant Funds under the Land and Water Conservation Fund . Commission concurred.

24. Review—Discuss—Consider Resolution accepting funds from the WV Courthouse Facilities Improvement Fund – Phase II Elevator (\$100,000.00) Hinkle moved to approve resolution and affix president's signature. Commission concurred.

25. Review—Discuss—Consider Travel request for 911 Employees to go to a Class for ICS300: Intermediate ICS for Expanding Incidents in Morgantown, West Virginia on December 2-4, 2025: Hinkle moved to approve travel request for A and B. Commission concurred.

A. Jacob Hyre

B. Nina Loar

26. Review—Discuss—Consider Travel Request for 911 Employees to go Crisis Intervention Team – 911 Dispatcher Certification in Morgantown, West Virginia on November 6, 2025: Hinkle moved to approve travel request for A through E. Commission concurred.

A. Justin Norman

B. Travis Miller

- C. Becca Martin
- D. Lorenda McConnell
- E. Megan Fox

27. Review—Discuss—Consider Travel Request for 911 Employees to go to a Class for APCO Active Shooter Incidents for Public Safety Communications at West Virginia Northern Community College in New Martinsville, WV on December 1, 2025: Hinkle moved to approve travel request for A and B. Commission concurred.

- A. Tyara Martin
- B. Lindsay Atha

28. Review—Discuss—Consider Travel Request for 911 Employees to go to a NENA Class- Reset, Refuel, & Restore Your Purpose in 911 at Washington County Emergency Management in Marietta, Ohio on December 10, 2025: Hinkle moved to approve travel request for A through I. Commission concurred.

- A. Justin Norman
- B. Nina Loar
- C. Consuela Jones
- D. Corey Hagan
- E. Jason Sheff
- F. Mica Love
- G. Megan Fox
- H. Becca Ayers
- I. Tess Hawkins

29. Administrator's Report: Laura Pysz-Laulis stated that the Court House elevator part is being delivered and spoke of Mike Books retirement party date and time.

30. Commissioner Comments – Questions (NONE)

Trecost moved to adjourn. Commission concurred.

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

Susan Thomas, President

Date

Date of Meeting	11/19/2025	QUOTES		
Department	Vendor	Description	Price	Line Item #
County Clerk	National Band & Tag Company	Supplies - (1400) 3 year Rabies Tags, (8800) 1 Year Rabies Tags	\$2,660.00	003-716-341-00
County Clerk	Casto & Harris	Supplies - (200) Blank Election Envelopes, (150) Election Envelopes for Canvassing, (250) Election Stub Return Envelopes, (250) Provisional Return Election Envelopes, (250) Spoiled Ballot Envelope, (20RL) I VOTED Stickers, (3) Signature Poll Book Binders	\$2,512.50	001-413-341-00

 COMMISSIONER'S SIGNATURE

 COMMISSIONER'S SIGNATURE

 COMMISSIONER'S SIGNATURE

Date of Meeting	11/19/2025	Invoice							
Department	Vendor	Description	General County Fund	E-911	Vital Services Levy	Community	Community	ARPA	Other as
Name	Name	Note	001	007	027	Corrections	Improvement Fund 026	Fund	Needed
911 Center	APCO International	APCO Communications Training Officer Instructor Recert, APCO Emergency Medical Dispatcher Instructor Recert, APCO Communications Center Supervisor			160.00				
911 Center	Lowes	Lysol Disinfectant wipes, duster refills, small funnels to refill cleaning bottles at JSJOC Charles Pointe			32.24				
911 Center	Waste Management	Trash Disposal Service for JSJOC Charles Pointe			197.27				
911 Center	Alpha Energy Solutions	Replaced faulty blower motor on upstairs air conditioning unit for the EOC and OEM offices at JSJOC Charles Pointe			630.00				

911 Center	The Water Shop	Bottled Water Delivery for JSJOC Charles Pointe			37.50				
911 Center	UniFirst Corp	Carpet Runner Service for JSJOC Charles Pointe			62.25				
911 Center	Language Line Service	Subscription for 24/7 phone assistance for interpreter service to assist with non-english speaking 911 callers			44.85				
911 Center	EIP Holdings II, LLC	December 2025 lease payment - Grafton Tower site							\$1,000.00
911 Center	First Guaranty Bank	Three Dozen Donuts - Refreshments for Bullying & Negativity Class 11/4/25			44.91				
911 Center	First Guaranty Bank	Brownies & Fruit Tray - Refreshments for Bullying & Negativity Class 11/5/25			57.75				
911 Center	APCO International	APCO Law Enforcement Communications Instructor Recert, APCO Public Safety Telecommunicator Instructor Recert			125.00				
911 Center	Harrison Rural Electric Association	911 Center Electric Utility Bill - Lost Creek Location			539.59				

911 Center	Harrison Rural Electric Association	912 Center Electric Utility Bill - Genesis Blvd. Location			2333.31				
911 Center	PACE Shredding	Professional Shredding Service for 911			43.00				
911 Center	Frontier	Backup Data Circuit for PK Tower to JSJOC Charles Pointe			766.00				
911 Center	JT Martin Fire & Safety	Service Fee for annual inspection of all fire extinguishers (18) for 911 and OEM			154.50				
911 Center	Alpha Energy Solutions	HVAC service agreement for Salem, PK, and Lost Creek Tower sites							933.33
911 Center	Alpha Energy Solutions	HVAC service agreement for Grafton & Shinnston Tower sites							708.33
911 Center	Alpha Energy Solutions	HVAC service agreement for JSJOC Charles Pointe			800.00				
911 Center	APCO International	(1) APCO CTO 6th Ed. Recertification			35.00				
911 Center	Frontier	911 Center Phone Bill			4984.17				
Ambulance Authority	Anmoore EMS	September 2025 Allotment - 172 runs @ \$32.40/run			5572.80				

Ambulance Authority	Bridgeport Fire Dept/EMS	September 2025 Allotments for BEMS 51 (98 Runs) & BEMS 52 (94 Runs) @ \$32.40/run			6220.80				
Ambulance Authority	Harrison County EMS	September 2025 Allotments for EMS 61 (282 Runs), EMS 62 (68 Runs), EMS 63 (163 Runs), EMS 67 (150 Runs) @ \$32.40/run			21481.20				
Ambulance Authority	Nutter Fort VFD	September 2025 Allotment - 66 runs @ \$32.40/run			2138.40				
Ambulance Authority	City of Salem	September 2025 Allotment - 26 runs @ \$32.40/run			842.40				
Animal Control	A-1 Exterminating Co., Inc.	General Pest Control Services for Animal Control			\$140.00				
Animal Control	US Bank - Amazon	(5) Uniform Pants			\$180.45				
Animal Control	US Cellular	Animal Control Phone Bill			\$245.64				
Animal Control	Lowes	Cleaning Supplies			\$294.00				
Animal Control	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for Animal Control			\$366.67				
Animal Control	The Water Shop	Water for Animal Control			\$50.22				
Animal Control	Enterprise Sanitation	Garbage Utility Bill for Animal Control			\$178.01				
Animal Control	A-1 Exterminating Co., Inc.	General Pest Control Services for Animal Control			\$50.00				

ARPA	The Thrasher Group	North Bend Rail Trail - Survey, Environmental, Engineering, Electrical Engineering Design, Construction Inspection, Material Testing, Crosswalk Signaling						\$103,117.50	
Circuit Clerk	First Guaranty Bank	Credit Card Statement and late payment fee	\$193.73						
Circuit Clerk	First Guaranty Bank	Training at Pipestem Resort for WVACO (Lunch)	\$12.68						
Commission	WesBanco	Trustee Fee	\$2,500.00						
Commission	First Guaranty Bank	Finance Charge	\$31.04						
Commission	Charter Communications	Internet Service for the Extension Office	\$219.99						
Commission	Mon Power	License Plate Readers Electric Utility Bill	\$34.74						
Commission	Software Systems Incorporated	Courthouse Contractual - Level 2 & 3 Maintenance - October 2025	\$2,014.20						
Commission	Hart Office Solutions	Copier Rental for Vital Statistics	\$127.93						

Commission	US Cellular	Harrison County Commission Phone Bill	\$1,363.26						
Commission	The Arc of Harrison County, Inc.	Billing for the month of October, 2025 for Darius Jackson - 63 Hours	\$693.00						
Commission	Frontier	Courthouse Fiber Internet	\$179.81						
Commission	Stationers	Multiple Invoices - Supplies	\$667.20						
Commission	Advantage Technology	Harrison County Commission Monthly Billing for November, 2025 - (400) Office 365 G1 (GCC) Annual Commitment Paid Monthly, & (10) Office 365 G3 (GCC) Annual Commitment Paid Monthly	\$4,230.00						
Commission	A-1 Exterminating	General Pest Control Services for the Senior Center	\$90.00						
Commission	A-1 Exterminating	General Pest Control Services for the Sheriff's Office	\$90.00						
Commission	A-1 Exterminating	General Pest Control Services for the GSA Building	\$210.00						
Commission	A-1 Exterminating	General Pest Control Services for the Old DHHR Building	\$173.25						

Commission	US Cellular	Harrison County Commission Phone Bill	\$691.18						
Commission	WVNews - The Exponent Telegram	Dues & Subscriptions Renewal	\$312.00						
Commission	PACE Shredding	Professional Shredding Service	\$228.00						
Commission	First Guaranty Bank	Retirement Cake for Mike Book	\$69.99						
Commission	First Guaranty Bank	Retirement Cake for Gina Jones	\$69.99						
Commission	Staples	Supplies	\$2,114.10						
Commission	Lexis Nexis	(5) WV Children, Youth and Family Laws Annotated 2025 Edition	\$651.96						
Commission	US Bank	Quiet Dell School Water Utility Bill	\$44.89						
Commission	TLG Printing Service, LLC	Supplies - (2) Full Color Business Cards	\$110.00						
Commission	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for the Annex	\$1,041.67						
Commission	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for the Extension Office & Old DHHR Building	\$477.78						
Commission	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for the GSA Building	\$1,091.67						
Commission	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for the Sheriff's Office	\$941.67						

Commission	UniFirst Corp	Weekly Rugs / Maintenance Contract for the Courthouse	\$181.38						
Commission	Civic & Environmental Construction, Inc	Invoice #4 for Site Feasibility Study at Ellis Property	\$1,536.00						
Commission	Frontier	Courthouse Phone Service Bill	\$22.32						
Commission	Mon Power	General Service Building Electric Utility Bill	\$10,568.17						
Commission	Hart Office Solutions	Copier Rental for the Assessors Office	\$251.95						
Commission	Hope Gas	Quiet Dell School Gas Utility Bill	\$229.48						
Commission	Hope Gas	1117 Good Hope Pike Gas Utility Bill	\$172.80						
Commission	Hope Gas	Public Safety Building Gas Utility Bill	\$235.44						
Community Corrections	Alcohol Monitoring Systems, Inc	October 2025 - CAM Dailiy Monitoring Fee, Remote Breath Monitoring Fee, Remote Breath Monthly Fee				\$3,236.65			
Community Corrections	Proforma	Event Tent plus Shipping				\$1,088.00			
Community Corrections	Micro Distributing II, LTD	Hair Mega Panel, 16 Panel Drug Test, Additional Substances Test				\$54,432.85			

Community Corrections	US Bank	Amazon - furniture Polish, pens, wrist/mouse pad & Fedex - Sept. Billing				\$105.87			
Community Corrections	WV News	Yearly Subscription				\$214.08			
Community Corrections	Redwood Toxicology Laboratory, Inc	(200) UA Cups, plus shipping				\$919.55			
County Clerk	The Exponent Telegram	Legal Ad's	\$653.60						
County Clerk	ES&S Electronic Systems & Software, LLC	Maintenance	\$97,254.75						
Fire Department	Mon Power	Fire Fighters Training Building Electric Utility Bill							\$79.43
Fire Department	Reynoldsville Fire Department	Engine Payment Reimbursement					\$6,703.15		
Law Enforcement	First Guaranty Bank	Deputies Credit Card Charges	\$832.54						
Law Enforcement	First Guaranty Bank	Deputies Credit Card Charges	\$1,821.55						
Law Enforcement	Trapuzzano's	Pants, Name Tag, Holster, Shirt, Jacket and Badge	\$916.54						
Law Enforcement	Theodore A. Glance	Return to Duty Evaluations	\$1,500.00						
Law Enforcement	Trapuzzano's	Flashlight and Holster	\$420.88						
Law Enforcement	US Cellular	Cellular Bill	\$201.12						
Law Enforcement	Optimum	Internet	\$156.02						

Law Enforcement	David C. Harris	Auto Fatality Investigation	\$800.00						
Law Enforcement	Trapuzzano's	Ties - Security	\$42.00						
Law Enforcement	First Guaranty Bank	Mealey Credit Card Charges							\$116.97
Law Enforcement	US Cellular	Cellular Bill	\$2,286.99						
Law Enforcement	First Guaranty Bank	Deputies Credit Card Charges	\$237.97						
Law Enforcement	First Guaranty Bank	Kraemer Credit Card Charges	\$1.89						
Law Enforcement	Truist	Deputy Harris Credit Card Charges	\$140.00						
Magistrates	The Water Shop	Water for Harrison County Magistrate Mike Weiss	\$27.00						
Maintenance	Liberty Distributors Inc	Supplies - (20) Wypall x80 Wipers 160/cs	\$63.14						
Maintenance	Robertsons Heating Supply Co	Supplies - Toilet for Judge McCarthy's restroom	\$144.58						
Maintenance	Sandy's True Value	Supplies - Keys for Probation moving to 1st floor	\$49.64						
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			\$21.60				
Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			\$54.55				
Parks & Rec.	Mon Power	Ellis Property Electric Utility Bill			\$46.00				

Parks & Rec.	Enterprise Sanitation	Garbage Utility Service for Parks & Rec.			\$439.57				
Parks & Rec.	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for the Rec. Center			\$238.89				
Parks & Rec.	Visual Edge IT	Copier Rental for Parks & Rec			\$29.37				
Parks & Rec.	Hope Gas	Parks & Rec Gas Utility Bill			\$29.99				
Process	TLG Prioritng Services	Door Hangers for Process and Business Cards			\$402.00				
Prosecuting Attorney	Chambers Co. Sheriff's Office	Out of State Subpoena Service Case No. 25-JA-178 THRU 181	\$25.00						
Prosecuting Attorney	Trish Dettori	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	Rachel Romano	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	Jamie Armstrong	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						

Prosecuting Attorney	Linda Hausman	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	John Lamham	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	Laura Pickens	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	Brad Pustolski	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	Gina Renzelli	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						
Prosecuting Attorney	William Walker	WVPAI Winter Seminar (Dec. 3-5, 2025 Oglebay Resort) Mileage Reimbursement and GSA Per Diem	\$332.12						

[illegible]

Storage Garage	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for the Storage Garage	\$366.67						
			\$182,003.99	\$0.00	\$3,574.42	\$59,997.00	\$6,703.15	\$103,117.50	\$2,838.06
					Grand Total:	\$358,234.12			

Commissioner's Signature

11/19/2025

Date of Meeting

Commissioner's Signature

Sent to Bookkeeping to be paid early 0/0/25

Commissioner's Signature

Sent to Bookkeeping to be paid early 0/0/25

From: 11 / 19 / 2025 To: 11 / 19 / 2025 Apply Filter Clear

<u>Owner</u>	<u>Amount</u>
WE-R-FARMERS LLC	20.75
WE-R-FARMERS LLC	20.95
WE-R-FARMERS LLC	21.21
WE-R-FARMERS LLC	4.65
WE-R-FARMERS LLC	20.64
WE-R-FARMERS LLC	20.97

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 19th day of November, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WE-R-FARMERS LLC** whose address is, PO BOX 397 GLENVILLE WV 26351, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **900** on **.3333 INT 50 AC O&G RICE RUN (CONS #43730)**, Class **3/4** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2020**, resulting in a difference in assessed value of **900**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2020**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The office did not receive a copy of the Certificate of Cancellation therefore this account was not transferred back to Robert C Dawson Agt. Exonerate a value of 900 at Class 3 rate of levy to correct the overcharge.

District: **12 - GRANT-OUTSIDE**Account No. **6591725**Ticket No. **42403**Tax Year **2020**Parcel ID: **129999065917250000**

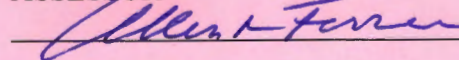
Amount Exonerated: \$20.75

Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR



PRESENT:

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**

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Upon application of DMCNEMAR for **WE-R-FARMERS LLC** whose address is, PO BOX 397 GLENNVILLE, WV 26351, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **900** on **.3333 INT 50 AC O&G RICE RUN (CONS #43730)**, Class **3/4** in **GRANT-OUTSIDE**, 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 **900**. 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 office did not receive a copy of the Certificate of Cancellation therefore this account was not transferred back to Robert C Dawson Agt. Exonerate a value of 900 at Class 3 rate of levy to correct the overcharge.

District: **12 - GRANT-OUTSIDE**Account No. **6591725**Ticket No. **42501**Tax Year **2021**Parcel ID: **129999065917250000**

Amount Exonerated: \$20.95

Prosecuting Attorney
(or)

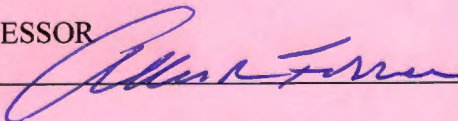
APPROVED: President, County Commission

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR



EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

Real Estate

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

David Hinkle

Susan J. Thomas

Patsy Trecoast II

On the 19th day of November, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WE-R-FARMERS LLC** whose address is, PO BOX 397 GLENVILLE, WV 26351, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **900** on **.3333 INT 50 AC O&G RICE RUN (CONS #43730)**, Class **3/4** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2022**, resulting in a difference in assessed value of **900**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2022**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The office did not receive a copy of the Certificate of Cancellation therefore this account was not transferred back to Robert C Dawson Agt. Exonerate a value of 900 at Class 3 rate of levy to correct the overcharge.

District: **12 - GRANT-OUTSIDE**Account No. **6591725**Ticket No. **42766**Tax Year **2022**Parcel ID: **129999065917250000**

Amount Exonerated: \$21.21

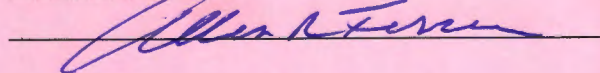
PRESENT:

Prosecuting Attorney

(or)

APPROVED: President, County Commission_____
PRESENT: Tax Commissioner_____
ATTEST: County Clerk_____
ORDER ENTERED TO STATE AUDITOR

ASSESSOR



EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

Real Estate

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

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

On the 19th day of November, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WE-R-FARMERS LLC** whose address is, PO BOX 397 GLENNVILLE, WV 26351, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **200** on **.3333 INT 50 AC O&G RICE RUN (CONS #43730)**, Class **3/4** in **GRANT-OUTSIDE**, 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 **200**. 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 office did not receive a copy of the Certificate of Cancellation therefore this account was not transferred back to Robert C Dawson Agt. Exonerate a value of 200 at Class 3 rate of levy to correct the overcharge.

District: **12 - GRANT-OUTSIDE**Account No. **6591725**Ticket No. **43078**Tax Year **2023**Parcel ID: **129999065917250000**

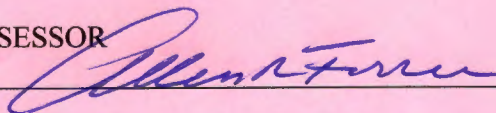
Amount Exonerated: \$4.65

Prosecuting Attorney
(or)

PRESENT: Tax Commissioner

ATTEST: County Clerk

ASSESSOR



PRESENT:

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 19th day of November, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WE-R-FARMERS LLC** whose address is, PO BOX 397 GLENVILLE, WV 26351, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **900** on **.3333 INT 50 AC O&G RICE RUN (CONS #43730)**, Class **3/4** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2024**, resulting in a difference in assessed value of **900**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2024**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The office did not receive a copy of the Certificate of Cancellation therefore this account was not transferred back to Robert C Dawson Agt. Exonerate a value of 900 at Class 3 rate of levy to correct the overcharge.

District: **12 - GRANT-OUTSIDE**Account No. **6591725**Ticket No. **43706**Tax Year **2024**Parcel ID: **129999065917250000**

Amount Exonerated: \$20.64

PRESENT:

Prosecuting Attorney
(or)

APPROVED: President, County Commission

PRESENT: Tax Commissioner

ORDER ENTERED TO STATE AUDITOR

ATTEST: County Clerk

ASSESSOR



EXONERATIONS

STATE OF WEST VIRGINIA

COUNTY OF HARRISON

Real Estate

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

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

On the 19th day of November, 2025 issued the following order, which was made and entered, to-wit:

Upon application of DMCNEMAR for **WE-R-FARMERS LLC** whose address is, PO BOX 397 GLENVILLE, WV 26351, who proved to the satisfaction of the Commission that said property owner is aggrieved by an erroneous assessment of **900** on **.3333 INT 50 AC O&G RICE RUN (CONS #43730)**, Class **3/4** in **GRANT-OUTSIDE**, Harrison County, West Virginia, which should have been assessed at **0**, Class **3/4** in and for the year **2025**, resulting in a difference in assessed value of **900**. The Commission therefore, orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed, in and for the year **2025**, if the same has not been paid, and if it has been paid, that the Sheriff refund the same to them.

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

The office did not receive a copy of the Certificate of Cancellation therefore this account was not transferred back to Robert C Dawson Agt. Exonerate a value of 900 at Class 3 rate of levy to correct the overcharge.

District: **12 - GRANT-OUTSIDE**Account No. **6591725**Ticket No. **44529**Tax Year **2025**Parcel ID: **129999065917250000**

Amount Exonerated: \$20.97

PRESENT:

Prosecuting Attorney

(or)

PRESENT: Tax Commissioner_____
ATTEST: County Clerk_____
ASSESSOR_____
APPROVED: President, County Commission_____
ORDER ENTERED TO STATE AUDITOR

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

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

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

REQUISITION FOR PAYMENT NO. (11/19/25)

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

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

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

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

4. The total amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund pursuant to this Requisition is **\$236.00**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **\$236.00**. As set forth in the invoices attached hereto, of the total amount of such disbursement:

- (a) \$ -0- is to be paid to the Developer as reimbursement to the Developer for an invoice or statement previously paid by the Developer to an entity that is not affiliated with the Developer; and
- (b) **\$236.00** is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this **19th day of November, 2025.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Jackson Kelly	Invoice #1251238	Date: 11/11/2025	\$ 236.00
---------------	------------------	------------------	-----------

Total	\$ 236.00
--------------	------------------

JACKSONKELLY PLLC
Attorneys at Law

P.O. BOX 45705

BALTIMORE, MD 21297-5705

TELEPHONE 304-340-1000 FAX 304-340-1130

EMPLOYER I.D. NO. 550394215

34382
Charles Pointe Community Enhancement District
c/o Harrison County Commission
Attn: Michelle Tonkin
301 West Main Street
Clarksburg, WV 26301-2974
mtonkin@harrisoncountywv.com
lpysz@harrisoncountywv.com
maimbrogno@jacksonkelly.com

November 11, 2025
Invoice No. 1251238

Total Amount of Current Invoice # 1251238

\$236.00

****PLEASE RETURN THIS PAGE WITH REMITTANCE****

NOTE: Should you have any questions please contact JK_Finance@jacksonkelly.com.

ACH Instructions

To ensure proper credit to your account, please include the invoice number(s) being paid.

BANK

If you would prefer to have your invoices emailed or need to update your current email on file, please contact us at JK_Billing@jacksonkelly.com.

PAYMENT DUE December 11, 2025

2006

JACKSONKELLY PLLC
Attorneys at Law
P.O. BOX 45705
BALTIMORE, MD 21297-5705
TELEPHONE 304-340-1000 FAX 304-340-1130
EMPLOYER I.D. NO. 550394215

Page: 2
November 11, 2025
Invoice No. 1251238

34382
Charles Pointe Community Enhancement District

For Legal Services Rendered through October 31, 2025.

Matter 301
TIF Bond Assessments

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/02/25	M. Imbrogno	Reviewing draft memorandum from Municap regarding reallocation of certain CED assessment payments on certain residential parcels.	0.50	147.50
10/23/25	M. Imbrogno	Reviewing correspondence between county bond counsel and revenue consultant regarding updating of 2025 tax bills and related matters.	0.30	88.50
		Total Hours	0.80	
		Services		\$ 236.00
		Total This Matter		\$236.00

cc: Laura Pysz
lpysz@harrisoncountywv.gov

If you would prefer to have your invoices emailed or need to update your current email on file, please contact us at JK_Billing@jacksonkelly.com.

PAYMENT DUE December 11, 2025

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

**ORDER ADMINISTRATIVELY CLOSING
DELINQUENT OR UNPROGRESSED ESTATES**

1. Pursuant to the provisions of West Virginia Code 44-2-19a, the County Commission entered an Order to Show Cause against the personal representative of the below estates on the 8th day of July, 2025, requiring the respective appointed personal representatives to file a statement within thirty (30) days after the mailing of the specific Order to Show Cause why the County Commission should not find the personal representative delinquent in his or her administration of the respective estate and why the County Commission should not remove the personal representative from office, administratively close the estate, or take such other action against the personal representative as may be proper as allowed by the laws of the State of West Virginia.
2. At a previous date, the County Clerk mailed a specific Order to the appointed personal representatives and to other interested parties, and more than thirty (3) days after the mailing of the specific Orders have elapsed.
3. The personal representatives are still delinquent in his or her administration of their respective estates, or the County Clerk has received no verified statement of the personal representatives, or upon review of any statement received by the County Clerk, the Clerk found and determined that good cause has not been shown.
4. At a previous date, the County Clerk mailed a Report and Notice to the appointed personal representatives and other interested parties so informing the personal representatives that GOOD CAUSE HAS NOT BEEN SHOWN and notifying the personal representatives and other interested parties of the hearing before the County Commission to be held on the 19th day of November, 2025.
5. A notice of the hearing before the County Commission to held the 19th day of November was published on the 15th day of October in Clarksburg Telegram a newspaper of general circulation in this County in accordance with the provisions of law.
6. A hearing before the County Commission in this matter was held on the 19th day of November, 2025, at 10:05am o'clock, at the General Service Building.
7. At the hearing, no good cause was shown by any person or otherwise known to the County Commission as to why the following estates should not be administratively closed.

NOW, THEREFORE, upon consideration of all the above, the County Commission **FINDS** that, pursuant to the provisions of the West Virginia Code §44-2-19a, the following estates are delinquent or have not been duly closed within a period of three years from the opening of such estates and in which no progress, or unsatisfactory progress, has been made towards the settlement of such estates, and the County Commission does hereby **ORDER** that the appointed personal representatives appearing below

are **REMOVED** from office and the below estates are **ADMINISTRATIVELY CLOSED**, all in accordance with the laws of the State of West Virginia. Any bond of the below named personal representatives who has been hereby removed, and the sureties or obligors thereon, shall remain and be open and liable for action in accordance with the law including the provisions of West Virginia Code §44-1-26.

Name of Decedent	Name of Personal Representative	Decedent's Date of Death
Gary Layne Ash	David Burton Ash	6/22/2005
Donley G Barr	James C Barr	1/18/1994
Gina Marie Barth	Robert Howard Barth	2/18/2022
William E Batten	Harold S Wolfe	12/17/1980
James P Beverly Sr	Patricia Ann Beverly	11/1/1985
Hurley Brooks Bowers	Jane Ann Bowers-McCutcheon	1/20/2021
Winfield Conway Cain Jr	Angel D Floyd	4/22/2022
Richard Lee Davis	Carolynne Davis	10/8/2021
Rita Nelle Hammond	Rita Ann Hammond	7/5/2021
Marguerite Sue Hawkins	James E Hawkins Jr	1/23/2022
Clarence W Hebb	Betty J Hebb	12/5/1997
Betty Jo Jones	Joseph Andrew Wendt	7/9/2022
Reva Belle McCallister	Christopher Paul McCallister	11/17/2021
Lester Henry Stinebiser	Jason Edward Scott	6/19/2019
James Edward Lucante	Marcella Georgianna Lucante Bragg	3/15/2021
Ina Grace Pennington	Jennifer Douglas	11/2/2021
William walter Strugarek	Marianne Strugarek	9/6/2021
Shirley P Westfall	Benjamin Scott Parks Stephen A Wickland	3/1/2022
Donna Sue Williams	David W Bolyard Jr	1/14/2022
Patty Jo Williams	Melissa Kim Bond	5/25/2001
Paul W Winters	James W Rogers	6/6/2021

All of which is accordingly ADJUDGED, ORDERED, and DECREED this 19th day
Of November, 2025.

County Commissioner, President

County Commissioner

County Commissioner

DEPT OEM

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
711-211-00	Telephone	\$ 18,140	\$ 25,000		\$ 43,140	Additional Funds
711-222-00	Dues	\$ 210,540		\$ 37,000	\$ 173,540	Reduction
711-214-00	Travel	\$ -	\$ 2,000		\$ 2,000	Additional Funds
711-221-00	Training	\$ 5,000	\$ 10,000		\$ 15,000	Additional Funds

Within Account line item
adjustments

Department Net Revision:	\$ 37,000	\$ 37,000
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DEPT Parks & Rec

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
900-226-00	Professional Services	\$ 10,000	\$ 15,000		\$ 25,000	Additional Funds
900-215-02	Maintenance-Grounds	\$ 65,830		\$ 15,000	\$ 50,830	Reduction

Within Account line item
adjustments

Department Net Revision:	\$ 15,000	\$ 15,000
---------------------------------	------------------	------------------

REPORT DATE 11/06/2025
SYSTEM DATE 11/06/2025
FILES ID I

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
VITAL SERVICES LEVY
AS OF 11/2025

PAGE 1
TIME 12:10:14
USER EJK

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-711-103-00						
SALARIES/EMP/BUREAU	180000.00		35432.92		144567.08	19.68
027-711-104-00						
FICA/EMP/BUREAU	15300.00		3409.19		11890.81	22.28
027-711-105-00						
INSURANCE/BUREAU	30000.00		3409.32		26590.68	11.36
027-711-106-00						
RETIREMENT/EMP/BUREAU	16200.00		3248.98		12951.02	20.05
027-711-108-00						
OVERTIME/BUREAU	250.00		47.21		202.79	18.88
027-711-109-00						
EXTRA HELP/BUREAU	22000.00		8480.89		13519.11	38.54
027-711-112-00						
LONGEVITY/BUREAU	1800.00		620.00		1180.00	34.44
027-711-211-00						
TELEPHONE	18140.00	7138.35	22968.84		-4828.84	126.61
027-711-212-00						
PRINTING	1000.00				1000.00	
027-711-213-00						
UTILITIES	5000.00	115.19	2920.11		2079.89	58.40
027-711-214-00						
TRAVEL			1988.97		-1988.97	
027-711-215-00						
FIRE & RESCUE M&R BLDG	5000.00		11.95		4988.05	.23
027-711-216-00						
M&R EQUIPMENT	50000.00		9860.73		40139.27	19.72
027-711-219-00						
RENTS	2800.00		1173.84		1626.16	41.92
027-711-221-00						
TRAINING	5000.00		10677.00		-5677.00	213.54
027-711-222-00						
DUES	210540.00		25538.60		185001.40	12.13
027-711-223-00						
PROFESSIONAL SERVICES	25000.00		6359.60		18640.40	25.43
027-711-230-00						
FIRE & RESCUE CONTRACTUAL	2000.00		1136.29		863.71	56.81
027-711-341-00						
MATERIALS & SUPPLIES	5000.00		708.43		4291.57	14.16
027-711-459-00						
NEW EQUIPMENT	773576.00		557.08		773018.92	.07
027-711-566-00						
TRANSFER OTHER FUNDS	184919.00				184919.00	
027-711-567-01						
BRIDGEPORT FIRE DEPT	15000.00				15000.00	
027-711-567-02						
SALEM VFD	30000.00		6680.38		23319.62	22.26
027-711-567-03						
SHINNSTON VFD	30000.00				30000.00	
027-711-567-04						
SPELTER VFD	30000.00		24104.55		5895.45	80.34

+25,000

+2,000

+10,000

(25,000)

Dues

REPORT DATE 11/06/2025
SYSTEM DATE 11/06/2025
FILES ID I

HARRISON COUNTY COMMISSION
STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
VITAL SERVICES LEVY
AS OF 11/2025

PAGE 9
TIME 12:10:14
USER EJK

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
027-900-103-00						
PARKS & REC SALARIES	391020.00		96258.03		294761.97	24.61
027-900-104-00						
PARKS & REC FICA	42000.00		8174.09		33825.91	19.46
027-900-105-00						
INSURANCE	55000.00		9407.44		45592.56	17.10
027-900-106-00						
PARKS & REC RETIREMEMT	35750.00		8670.93		27079.07	24.25
027-900-108-00						
OVERTIME	3000.00		2391.65		608.35	79.72
027-900-109-00						
PARKS & REC EXTRA HELP	119455.00		9480.75		109974.25	7.93
027-900-112-00						
LONGEVITY	3000.00		947.50		2052.50	31.58
027-900-211-00						
TELEPHONE	2600.00		924.81		1675.19	35.56
027-900-212-00						
PRINTING	1500.00				1500.00	
027-900-213-00						
UTILITIES	40000.00	1488.67	12854.35		27145.65	32.13
027-900-214-00						
TRAVEL	2500.00				2500.00	
027-900-215-00						
M & R BUILDING	20000.00		9648.01		10351.99	48.24
027-900-215-01						
MAINTENANCE-GROUNDS/PARKS	65830.00		15118.24		50711.76	22.96
027-900-215-02						
MAINTENANCE-ELLIS	30000.00		10128.85		19871.15	33.76
027-900-216-00						
M & R EQUIPMENT	2500.00		1520.41		979.59	60.81
027-900-219-00						
RENTS	15000.00		1392.40		13607.60	9.28
027-900-220-00						
ADVERTISING	1000.00				1000.00	
027-900-221-00						
TRAINING	1800.00				1800.00	
027-900-222-00						
DUES	1000.00		349.00		651.00	34.90
027-900-223-00						
PROFESSIONAL SERVICES	10000.00		23527.83		-13527.83	235.27
027-900-226-00						
WORKER'S COMP PARKS	9000.00				9000.00	
027-900-230-00						
CONTRACTUAL	1500.00		705.52		794.48	47.03
027-900-231-00						
FIRE SERVICE FEES	545.00		544.74		.26	99.95
027-900-240-00						
REFUNDS/REIMBURSEMENTS	1000.00				1000.00	
027-900-341-00						
MATERIALS & SUPPLIES	20000.00		5870.34		14129.66	29.35

✓ (15,000)

+ 15,000

County Commission of Harrison County, West Virginia**ORDER****Courthouse Security Personnel****Operational Control and Supervisor – Funding Responsibility**

Whereas, per statute, in particular §7-7-7, as interpreted by the Supreme Court of West Virginia, a County Commission is a joint employer with other constitutional officials for employees of the County; and,

Whereas, the Harrison County Commission has caused a Vital Services Levy to be presented to the voters of Harrison County which provides funding for courthouse security personnel; and,

Whereas, said Levy has been approved by the voters of Harrison County through the fiscal year ending June 30, 2022; and,

Whereas, the Harrison County Commission will utilize revenue from the Levy, and supplemental appropriations if necessary, to provide funding for courthouse security personnel; and,

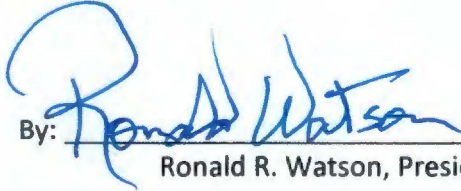
Whereas, it is the desire and intent of the Harrison County Commission to maintain control and responsibility of any and all funding sources for courthouse security personnel; and,

Whereas, the Harrison County Commission does hereby charge and delegate operational control and supervision of all courthouse security personnel to the Harrison County Sheriff and his/her designated Chief of Courthouse Security; and,

Whereas, the Harrison County Sheriff is in agreement and concurs with this Order;

Now, therefore be it resolved, the Harrison County Commission does hereby direct the administrative staff with the Office of the County Commission to take the necessary steps to communicate and provide this Order to the appropriate officials and staff.

Order is hereby approved and entered this the 24th day of May, 2017.

By: 
Ronald R. Watson, President

Attest:


Susan J. Thomas, Clerk of the County Commission

Harrison County Commission

Request to Attend Meeting

Name Paul Bump

Department 911

Destination Beckley, WV

Travel Dates 12/05/2025

Reason WV 911 Council Meeting

Total Estimated Cost

\$ 0.00

Transportation

\$ \$0.00

Air

\$0.00

Private Vehicle:

Mileage

0

x .70

\$ 0.00

Rental Car

\$0.00

Lodging

\$ 0.00

Registration

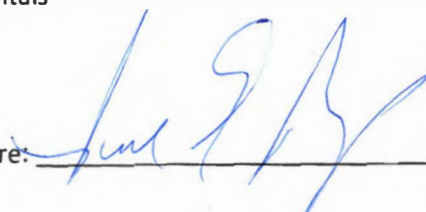
\$ 0.00

Meals (Estimated)

\$ 0.00

Incidentals

\$ 0.00

Employee Signature: Date: 11/12/2025

Approving Authority: _____

Date: _____

(County Commission or Constitutional Official)

County Commission Action

() Approve () Disapprove

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

Date: _____

Harrison County Commission

Request to Attend Meeting

Name Travis Miller

Department 911

Destination Beckley, WV

Travel Dates 12/05/2025

Reason WV 911 Council Meeting

Total Estimated Cost \$ 0.00

Transportation \$ 0.00

Air \$ 0.00

Private Vehicle:

Mileage 0 X .70 \$ 0.00

Rental Car \$ 0.00

Lodging \$ 0.00

Registration \$ 0.00

Meals (Estimated) \$ 0.00

Incidentals \$ 0.00

Employee Signature: Travis Miller Date: 11/12/25

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

County Commission Action

() Approve () Disapprove

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

Date: _____

Harrison County Commission

Request to Attend Meeting

Name Chris Cutright

Department 911

Destination Beckley, WV

Travel Dates 12/05/2025

Reason WV 911 Council Meeting

Total Estimated Cost \$ 0.00

Transportation \$ \$0.00

Air \$0.00

Private Vehicle:

Mileage 0 X .70 \$ 0.00

Rental Car \$0.00

Lodging \$ 0.00

Registration \$ 0.00

Meals (Estimated) \$ 0.00

Incidentals \$ 0.00

Employee Signature: Date: November 12, 2025

Approving Authority: _____ Date: _____

(County Commission or Constitutional Official)

County Commission Action

() Approve () Disapprove

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

Date: _____

Harrison County Commission

Request to Attend Meeting

Name Bianca Jamen

Department 911

Destination West Virginia Northern Community College, New Martinsville Campus

Travel Dates December 3, 2025

Reason APCO Cybersecurity Fundamentals

<u>Total Estimated Cost</u>		\$ 140.00
Transportation		\$ \$0.00
Air	\$ 0.00	
Private Vehicle:		
Mileage	0 x .70	\$ 0.00
Rental Car	\$ 0.00	
Lodging		\$ 0.00
Registration		\$ 140.00
Meals (Estimated)		\$ 0.00
Incidentals		\$ 0.00

Employee Signature:  Date: 2025/1/04

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

County Commission Action

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

() Approve () Disapprove

Date: _____

Harrison County Commission

Request to Attend Meeting

Name Gary Keith

Department 911

Destination West Virginia Northern Community College, New Martinsville Campus

Travel Dates December 3, 2025

Reason APCO Cybersecurity Fundamentals

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

Employee Signature:  Date: 10-29-25

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

County Commission Action

() Approve () Disapprove

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

Date: _____

Harrison County Commission

Request to Attend Meeting

Name Natasha McDaniel

Department 911

Destination West Virginia Northern Community College, New Martinsville Campus

Travel Dates December 3, 2025

Reason APCO Cybersecurity Fundamentals

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

Employee Signature: Natasha McDaniel Date: 10/29/25

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

County Commission Action () Approve () Disapprove

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

Date: _____

Harrison County Commission

Request to Attend Meeting

Name Michelle Payton
 Department 911
 Destination West Virginia Northern Community College, New Martinsville Campus
 Travel Dates December 3, 2025
 Reason APCO Cybersecurity Fundamentals

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

Employee Signature: M. Payton Date: 10-29-25

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

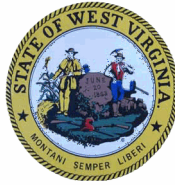
County Commission Action () Approve () Disapprove

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

Date: _____

United States of America

State of West Virginia



County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, October 29, 2025, through Tuesday, November 11, 2025

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before 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, October 29, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **LOIS ERNESTINE CAPLINGER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

TODD CAPLINGER, who was named in the last will and testament of **LOIS ERNESTINE CAPLINGER**, deceased, as 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, **JESSICA LINDSEY** was appointed and qualified as ADMINISTRATOR of the estate of **TRESA KAY STARCHER**, deceased. Bond was 10,000.00.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BRYANT BAILEY** was appointed and qualified as ADMINISTRATOR of the estate of **JANICE LEE BAILEY**, deceased. Bond was 10,000.00.

On, Friday, October 31, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **NAOMI JEAN WILLIAMS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

EUNICE CADE TAYLOR, who was named in the last will and testament of **NAOMI JEAN WILLIAMS**, 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, **LORI HOSTUTTTLER** was appointed and qualified as ADMINISTRATOR of the estate of **NORA B HOSTUTTTLER**, deceased. Bond was 80,000.00.

On, Monday, November 3, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **EDWARD BOND DAVIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MARCIA A BROUGHTON, who was named in the last will and testament of **EDWARD BOND DAVIS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, November 4, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **EARL WILLIAM LADD**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

NORMA JANE LADD, who was named in the last will and testament of **EARL WILLIAM LADD**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly certified copy of the last will and testament of **HARRY I KENNEDY**, deceased, late a resident of TYLER, WEST VIRGINIA, was admitted to record.

A duly exemplified copy of the last will and testament of **HARRY W MERGLER**, deceased, late a resident of CUYAHOGA, OHIO, was admitted to record.

On, Wednesday, November 5, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **PETER DEPAOLA** was appointed and qualified as ADMINISTRATOR of the estate of **MARIANN MOONEY**, deceased. Bond was 25,000.00.

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

ROBERT BRADLEY TWIGG, who was named in the last will and testament of **ROBERT EUGENE TWIGG**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

DENISE DAWN KELLY, who was named in the last will and testament of **ROBERT EUGENE TWIGG**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

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

CARL DANIEL CLIFTON JR, who was named in the last will and testament of **MARY RUTH CLIFTON**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

CYNTHIA LYNN SNIDER, who was named in the last will and testament of **JOHN TROY SNIDER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **WAYNE ROSS LEWIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

LYNELLE MARIE ZICKEFOOSE, who was named in the last will and testament of **WAYNE ROSS LEWIS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **PATIA PARKER FINDLEY**, deceased, late a resident of MARION, FLORIDA, was admitted to record.

On, Thursday, November 6, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **NAOMI JEAN BYRNE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

BARBARA VANCE, who was named in the last will and testament of **NAOMI JEAN BYRNE**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, November 7, 2025, the following matters were disposed of in the presence of the Clerk:

A duly certified copy of the last will and testament of **CARL F MARTIN**, deceased, late a resident of UPSHUR, WEST VIRGINIA, was admitted to record.

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

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **MICHAEL SCOTT UNDERWOOD** was appointed and qualified as ADMINISTRATOR of the estate of **RICHARD LYNN UNDERWOOD**, deceased. Bond was 50,500.00.



John R Spires
Clerk of the Harrison County Commission

Wednesday, November 19, 2025

Confirmed

Sun Valley Public Service District
Regular Board Meeting
Tuesday, October 14, 2025

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

Present

Richard “Gregg” Dale
 Connor Thompson

Employees

Kevin Short

Also Present

Cody Turner
 Zack Dobbins
 Doug Mazer
 Charles Mazer
 Shawn Mazer

1. Approval of Minutes

Connor Thompson made a motion to approve the minutes from the Regular Board meeting on Tuesday September 9, 2025, as read. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

- A. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Water Revenue to Water working Capital Reserve Savings Account for FY 2025-2026 and discussed. After discussion, Connor Thompson made a motion to approve the CWCR (Current Cash Working Capital Reserve, Water Revenue to Water working Capital Reserve Savings Account for FY 2025-2026. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**
- B. Kevin provided the Board with a copy of the CWCR (Current Cash Working Capital Reserve), Sewer Revenue to Sewer working Capital Reserve Savings Account for FY 2025-2026 and discussed. After discussion, Connor Thompson made a motion to approve the CWCR (Current Cash Working Capital Reserve, Sewer Revenue to Sewer working Capital Reserve Savings Account for FY 2025-2026. 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 9/11/25 through 10/14/25. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

3. Phase IIIB Sewer Project

Zack informed the Board that he had the 9th Payment Request for the Phase IIIB Sewer Collection System Upgrades Project. After discussion, Connor Thompson made a motion to approve Resolution #9 for the Phase IIIB Sewer Project, with \$3,500.00 going to JD Utility Services, LLC; with \$30,073.00 going to Thrasher Engineering; and \$372,362.86 going to Pro Contracting Inc., for a grand total of \$405,935.86 to be submitted to WVDEP (SRF) and the WV WDA EEG. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.

4. Phase IIIA Sewer Project

Zack informed the Board that he had the 14th Payment Request for the Phase IIIA Sewer Collection System Upgrades Project. After discussion, **Connor Thompson made a motion to approve Resolution #14 for the Phase IIIA Sewer Collection Upgrades Project, with \$2,135.00 going to Sun Valley PSD Reimbursement, for a grand total of \$2,135.00 to be submitted to Harrison County ARPA. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**

5. Thrasher Engineering Progress Report

Cody Turner gave the Board a progress report on the construction.

Phase IIIA – Cody and Kevin informed the Board that they started Smoke Testing on Monday, so we can get IIIA closed out. Kevin said they did Liberty Middle School and Mountaineer Elementary School and the Football Complex and the Baseball field. Kevin said they found a few issues, but nothing major and most of it being on their end. Today, they did Skana Aluminum and a section over on Sun Valley Road and a little section in Wolf Summit. Kevin said on Wednesday they will be smoke testing from RD Wilson and they will be concentrating on the area clear through to Chiefton. Then, on Thursday and Friday they will be doing approximately 27 customers on the far end of Lake Floyd. Zack Dobbins said that the smoke testing cost \$14,000.00 and there is still \$11,000.00 on the County Commission that Thrasher Engineering has a bill for finishing up on Construction stuff. Zack said we still have \$39,000.00 left, but if you remember Wayne said do not come back asking for anything, but after we get finished, if there is anything left, Zack will go back and ask. Kevin said we have to be careful, as it has to be Project related or Infrastructure. Zack and Kevin and the Board continued discussion on how to use the remaining funds.

Phase IIIB – Cody said we are 308 days into Contract Time Elapsed; 439 days to Substantial Completion which is February 21, 2026 and 469 days to Final Completion which is March 23, 2026. As of September 19, 2025 we are about 3 weeks behind schedule, but even with those weeks included, he feels we are 60% to 65% completed. Cody said they will continue laying 8" SDR 35 upstream of Davisson Run Road and working towards Liberty High School. They will finish spur lines on Old Davisson Run and then they will move to Fletcher Heights.

Indian Run – Zack informed the Board that we got the Binding Commitment from WVIJDC for the Indian Run Water Line Extension Project. Zack said this was the last thing they needed and Cody got the form filled out and it was submitted yesterday. Zack said they have the Health Department permit which by-passes the specs, etc. so you don't have to do anything when they get to this. Zack said that they don't have the letter yet, but based on what they saw when they go onto their website it has already got it ready for the first draw to start submitting for reimbursement, so that is a good sign. Zack and Cody believe that we will have some final documentation in the next week or two. Cody said there is a meeting on October 28, 2025 with the Infrastructure and they plan on being at this meeting. Kevin informed the Mazer's that they need to get the ROW's signed and notarized and brought back to the office as soon as possible. Doug Mazer said that he would drop them off in the morning. The Mazer's asked if it is possible to get started on the Line Extension by spring and Kevin said hopefully, but it depends on how bad of a winter we have. Zack and Cody and the Board continued discussion on the proceedings.

6. Manager's Report

A. Kevin provided the Board with copies of the Delinquency report that includes Lake Floyd PSD

and Sun Valley PSD sewer showing the total amounts still past due before charges were created on September 26, 2025 and discussed.

- B. Kevin provided the Board with copies of the Water and Sewer Bond Payment Schedule and advised the Board that all of the Bond payments are paid to date.
- C. Kevin provided the Board with a copy of the Water Loss Report for July 2025 through June 2026. Kevin informed the Board that we had a Water Loss of 23.29% for the month of September, 2025. He said that we have a 19.22% adjusted Water Loss for FY 2025-2026. Kevin and the Board discussed this in detail.
- D. Kevin provided the Board with a copy of the Water and Sewer spreadsheets that show the total amount billed compared to the total amount purchased for the month of September, 2025 and discussed.
- E. Kevin provided the Board with a copy of the Vendor Invoice Report dated 09/30/25, for Sun Valley PSD Water & Sewer and discussed.
- F. Kevin provided the Board with copies of October and November calendar's and discussed.
- G. Kevin informed the Board that he told Steve Turner that he wanted him to get the Lake Floyd PSD bank accounts closed down and get the checks to us, so we can get them in our bank account and move forward. Kevin said there is still some DEP things that are not closed out, but we can't close it out because we don't have access to their administrative system at the DEP. Kevin said the DEP would not talk to us because Lake Floyd PSD has an outstanding dredging permit and another permit. The DEP does not send you a bill until after the permit is a year old. Kevin and the Board continued discussion on closing out Lake Floyd PSD.
- H. Kevin informed the Board that an executive director from 811 (Miss Utility) stopped in at the office last week and informed us that Lake Floyd PSD has not paid their 811 bill for over a year. Since Lake Floyd PSD does not exist anymore, we at Sun Valley PSD is responsible to pay the bill. The director said that we have to remove Lake Floyd PSD from our map and delete it. He said you can't get access to it for 1 (one) day until you first pay the bill. The total cost was \$279.00, so we paid their bill. The next day, the director showed up again and this time he gave Cathy an email password and login to their system. We then had to go in and close out all of Lake Floyd PSD's Miss Utilities and transfer them to Sun Valley PSD.

7. **Next Board Meeting**

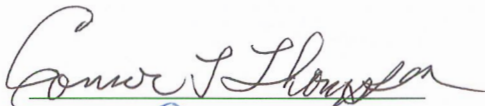
Connor Thompson announced that the next Board meeting would be November 11, 2025.

8. **Adjournment**

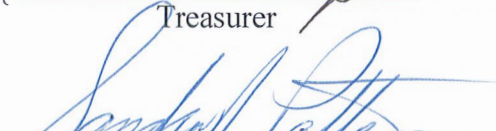
There being no further business, **Connor Thompson made a motion to adjourn the meeting. Gregg Dale seconded the motion. All in favor, none opposed and none abstained.**



Chairman



Treasurer



Secretary

aja

**Sun Valley Public Service District
Regular Board Meeting**

**Tuesday
November 11, 2025
3:30 PM**

AGENDA

1. Call meeting to order
2. Reading of the Minutes, Approval of Check Signing Document and CWCR Document
3. Manager's Report
4. Old Business
5. New Business
 - A. Review & Approve 15th Payment Request for Phase III-A Sewer Collection System Upgrades Project from ARPA Funds.
 - B. Review & Approve 10th Payment Request for Phase III-B Sewer Collection System Upgrades Project
6. Public Comments
7. Adjournment

10/31/25

Sun Valley PSD

10/31/25 04:39:06

C-3.

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

** OPEN INVOICES ** DUE DATE: 10/31/25 ** BANK:ALL

** BEGINNING DATE: 1/01/62 - ENDING DATE: 10/31/25 **

** PAY-TO VENDOR **

ALL FUNDS

	ACCOUNT #	TITLE	QUAN	AMOUNTS	QUAN	BALANCES
B	80 923 400 00	OUTSIDE SERVICES-ACCOUNTING	2	7,508.30	2	7,508.30
	FUND# 80	WATER FUND	2	7,508.30	2	7,508.30
B	81 795 100 00	OUTSIDE SERVICES-ACCOUNTING	24	32,644.99	24	32,644.99
	FUND# 81	SEWER FUND	24	32,644.99	24	32,644.99
		ALL FUNDS	26	40,153.29	26	40,153.29

**Enlarged Hepzibah Public Service District
Regular Board Meeting**

**Monday
November 10, 2025
4:30 PM**

AGENDA

1. Call meeting to order
2. Reading of the Minutes, Approval of Check Signing Document and CWCR Document
3. Manager's Report
4. Old Business
5. New Business
6. Public Comments
7. Adjournment

**THIS MEETING WILL BE HELD AT SUN VALLEY PUBLIC
SERVICE DISTRICT'S OFFICE, LOCATED AT 18 SABLE CIRCLE,
REYNOLDSVILLE, WV 26422**

**PLEASE NOTE THAT THE TIME OF THIS
MEETING HAS BEEN MOVED UP FROM
THE USUAL TIME OF 4:30 PM TO 11:00 AM**



Eric Nelson
Secretary of Revenue

**WEST VIRGINIA
TAX DIVISION**

Matthew Irby
Tax Commissioner

November 12, 2025

President, Harrison County Commission
Harrison County Courthouse
301 West Main Street
Clarksburg, West Virginia 26301

Dear Commission President:

This letter is to certify that Allen Ferree, Assessor of Harrison County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Ferree to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

Matthew Irby
Tax Commissioner

MI/ct

cc: Assessor of Harrison County
Clerk of Harrison County

**ASSESSOR ADDITIONAL DUTIES - 2025
SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)**

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2024 to June 30, 2025 in the manner prescribed by the State Tax Commissioner.	☒	☐
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2024 – June 30, 2025) by entering this information in the IAS/CAMA system.	☒	☐
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>8742</u>)	☒	☐
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	☒	☐
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	☒	☐
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	☒	☐
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide an explanation. _____	☒	☐

STATEMENT OF COMPLETION

State of West Virginia

County of Harrison

I, the undersigned, Allen R. Ferree, Assessor
of Harrison County, hereby certify that I have substantially completed each additional
duty described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax
Commissioner.

10/31/2025
Date

Allen R. Ferree
Signature of Assessor



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

October 21, 2025

Letter of Gratitude and Celebration

Dear Heavenly City Community

Expressions of Love couldn't let a day go by following the 2025 Extravaganza fundraising event without saying "Thank You"! While we are already contemplating how to best grow the event and expanding community outreach and HOPE, we pause to celebrate what "you" helped achieve.

With over 200 attendees, community donations that supported 25 silent auctions, 20 live auctions and over 75 prize raffles, alongside generous sponsors like "you", EOL was able to raise \$54,306 and with zero overhead!

The names at the bottom of this letter are not just signatures, they represent the grateful hearts of EOL members for your support and for helping to make the 2025 Extravaganza event a huge success!

As we work throughout the year to fulfill our mission, we look forward in sharing our journey with you!

With Sincere Gratitude,

Blessings Judy Bonamico
Lisa Bennett
Gloria Lynch
Ann Wanstad
Brenda McCreight
Eudora Crowley
Sue Dumas
Jackie Goff
Judy Maxwell
Kim Goff