

**Harrison County Commission Meeting**  
**Wednesday, February 4, 2026**  
**10:00 A.M.**

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

**Join Zoom Meeting**

\*\*\*\*\*

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

Dial: 1-646-568-7788

Meeting ID: 762 816 0712

Passcode: 26301

**Appointments:**

**10:00 A.M.** --- Call to Order --- Invocation --- Pledge of Allegiance

**10:05 A.M.** --- Special Funding Request for Operation Firm Handshake Inc. requesting \$2,000.00 towards their annual Veterans Day of Recognition Event

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

**1. Public Comment Period**

**2. Consent Agenda**

**3. Payroll Change Notices:**

- A. Emily Henline – 911 – Rate Change – Effective 02/10/2026
- B. Charles Cooper – 911 – Rate Change – Effective 02/10/2026
- C. Kristian Wentz – 911 – Rate Change – Effective 02/10/2026
- D. Russell McKeen - Grants Administrator – New Hire – Effective 02/10/2026

**4. Minutes and/ or Amended Minutes of Previous Meetings**

- A. Regular Meeting Minutes for Wednesday, January 21, 2026

**5. Requisitions --- Purchase Orders --- Invoices**

- A. ARPA – GHPSD - \$13,543.30
- B. ARPA – Sun Valley PSD - \$9,600.00
- C. Quotes
- D. Vendor List of Payments

**6. Exonerations --- Corrective Tickets --- Joint Property Applications:**

- A. None

**7. Review—Discuss—Consider** Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements)

- A. \$6,044.33

**8. Review—Discuss—Consider** Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 A&B Bonds issued for the Charles Pointe Economic Opportunity Development District.

- A. \$2,825.00

**9. Review—Discuss—Consider** Orders and Election Orders as Presented by the Clerk

- A. Memorandum of Understanding for Elections (West Milford)

**10. Review—Discuss—Consider** Budget Revisions for the following:

- A. General County
- B. Vital Services

**11. 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)

**12. Review—Discuss—Consider** Budget Revisions for the Assessor

INCREASE		
001-406-341-00	Materials & Supplies	\$4,000.00
DECREASE		
001-406-221-00	Training	\$1,000.00
001-406-459-00	New Equipment	\$2,000.00
001-406-214-00	Travel	\$1,000.00

**13. Review—Discuss—Consider** Approval of a Purchase of an easement - Stenger Property (Farmland)

**14. Review—Discuss—Consider** Approval of a Purchase of an easement - Stark Property (Farmland)

**15. Review—Discuss—Consider** MOU with the Sheriff regarding Courthouse Security

**16. Review—Discuss—Consider** Park Ranger Structure

**17. Review—Discuss—Consider** Opioid Disbursements

**18. Review—Discuss—Consider** Distribution to County Fire Departments from County Fire Protection Fund

**19. Review—Discuss—Consider** Awarding the Bid for the Police Cruiser RFP

**20. Review—Discuss—Consider** Awarding the Bid for the Harrison County Commission Website Modernization RFP

**21. Review—Discuss—Consider** Letter to the West Virginia Alcohol Beverage Control Administration

- Almost Heaven Barn  
63 Jadewood Drive, Shinnston, WV 26431

**22. Administrator's Report**

**23. Commissioner Comments – Questions**

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

**A. Weekly Fiduciary Report from the County Clerk**

1. Wednesday, January 14, 2026 through Tuesday, January 20, 2026
2. Wednesday, January 21, 2026 through Tuesday, January 27, 2026

**B. Monthly Fiduciary Commission Settlements:**

1. David Duaine Vanhorn
2. Gene Taylor Dodd
3. Joyce Gee Fortney
4. Margaret Ann McKown
5. Robert James Stalnaker

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

1. Greater Harrison PSD Regular Meeting Minutes for December 18, 2025
2. Greater Harrison PSD Special Meeting Minutes for January 8, 2026
3. Assessors Letter to the Commission regarding Certification of Notices Mailed

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

**1. Review—Discuss—Consider** Activities at Parks & Rec (Potential Executive session to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee)

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

Date of Request: 1/15/2026  
 Organization Name: OPERATION FIRM HANDSHAKE INC.  
 Name and Title of Requester: MARTIN BRODERICK : PRESIDENT  
 Mailing Address of Organization and Responsible Person:  
831 LOST CREEK ROMMIES MILLS RD, LOST CREEK, WV 26385  
If approved, this is where the check will be sent  
 Telephone: 954-303-3727      Fax: \_\_\_\_\_  
 E-mail: OPERATIONFIRMANDSHAKE@OUTLOOK.COM

FEIN# <u>83-3098546</u>	Is your organization an IRS 501(c) 3 not-for-profit? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
If yes, attach IRS Status Letter	
If no, please explain:	

TOTAL Cost of Project/Activity: <u>\$11,400.00</u>	
Dollar Amount REQUESTED -	Grant: <u>\$2,000.00</u> Loan: <u>\$</u>
Was project funded previously by HCC? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If so, when <u>1/2025</u> ; how much: <u>\$2,000.00</u>	
Have you previously received funds from the Harrison County Commission: <input type="checkbox"/> Y <input type="checkbox"/> N	
If Yes, how much? If funded multi years - list by fiscal year?	
When: <u>2/2022</u>	; how much: <u>\$2,000.00</u>
When: <u>1/2023</u>	; how much: <u>\$2,000.00</u>
When: <u>1/2024</u>	; how much: <u>\$2,000.00</u>

Purpose of request (one sentence): <u>ANNUAL VETERANS EVENT (EVERY MAY) "DAY OF RECOGNITION"</u>	
If for a fair/festival/event, give dates and location: Date: <u>MAY 16TH</u> Location: <u>LOST CREEK, WV</u>	
Describe the proposed activities with dollar amounts to be funded by this request: <u>THIS IS AN ANNUAL VETERANS EVENT WHERE WE FEED, RE-UNITE, AND HONOR VETERANS. THIS EVENT WILL FEED UPWARDS OF 1000 PEOPLE. THE BUDGET FOR THIS EVENT IS ATTACHED. OUR ILLINOIS NATIONAL CHAPTER WILL HELP US KICK OFF OUR EVENT MAY 15TH, AND MAIN EVENT IS MAY 16TH.</u>	

Are your financial statements audited by an outside accounting firm? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If Yes, by whom: <u>KRISTEN DUFFEN</u>	

Do you plan to recognize the Harrison County Commission's contribution? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If Yes, how? <u>WITH A BANNER</u>	

**HARRISON COUNTY COMMISSION****SPECIAL FUNDING REQUEST**

(Name of Applicant) MARTIN BRODERICK 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) MARTIN BRODERICK, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) \_\_\_\_\_ 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) MARTIN BRODERICK 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 Mart Broderick; PRESIDENT

Date 1/15/2026

**For Official Use:**

This funding request is:

APPROVED

NOT APPROVED

TABLED

Amount Approved: \$ \_\_\_\_\_

Paid Date: \_\_\_\_\_

With the following notations:

Action taken at Harrison County Commission meeting on:

Name of Organization/Applicant \_\_\_\_\_

### FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: \$ \_\_\_\_\_  
ITEMIZED EXPENSES FOR THE AMOUNT RECEIVED FROM THE HCC (ATTACH EXTRA SHEETS IF NECESSARY OR DETAILED STATEMENT OF 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

## Board of Directors: Operation Firm Handshake

1. Martin Broderick: Chairman of the Board / President; Disabled USMC Veteran  
831 Lost Creek Romines Mill Rd.  
Lost Creek, WV 26385
2. Albert "Bud" Taylor: Vice Chairman / Vice President / Secretary; Army Veteran  
320 Rices Run Rd.  
Lost Creek, WV 26385
3. James Rogers: Finance Officer / Treasurer; Disabled Navy Veteran  
106 Haven Lane  
Lost Creek, WV 26385
4. James Kelley: Event Committee Director; Retired Air Force Colonel  
406 Woodstock Drive  
Lost Creek, WV 26385
5. Richard McClain: Event Committee Director; Disabled Retired Army Master Sergeant  
1625 Jake Run Rd.  
Lost Creek, WV 26385
6. Steve "Hayseed" Hall: Sgt at Arms  
509 Lost Creek Romines Mill Rd.  
Lost Creek, WV 26385

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

DEPARTMENT OF THE TREASURY

Date: DEC 20 2019

OPERATION FIRM HANDSHAKE INC  
C/O MARTIN DEAN BRODERICK  
831 LOST CREEK ROMINES MILL RD  
LOST CREEK, WV 26385

Employer Identification Number:  
83-3098546  
DLN:  
29053270301039  
Contact Person:  
TIMOTHY MOSLEY ID# 31889  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
September 17, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Operation Firm Handshake, Inc.</b>					
2 Business name/disregarded entity name, if different from above					
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.					
<input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► <b>501(C)3</b>					
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			Exempt payee code (if any) _____		
5 Address (number, street, and apt. or suite no.) See instructions. <b>831 Lost Creek Romines Mill Rd.</b>			Requester's name and address (optional)		
6 City, state, and ZIP code <b>Lost Creek, WV 26385</b>			Exemption from FATCA reporting code (if any) _____		
7 List account number(s) here (optional)					

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>						
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Employer identification number</b>									
<b>8</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>6</b>

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** **Signature of U.S. person** ► *Martin Broderick*

**Date** ► *2/15/2026*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
*Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.*
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

# OFHS "Day of Recognition" Event

## Itemized Budget

**\*(all food & paper products will be mostly from Sam's Club)\***

**\*(all prices are approximate based on today's prices)\***

- 1. Paper Products: cups, plates, forks, spoons, knives, napkins  
1500 of each = Approximately \$350.00**
- 2. Table Cloths: 30 plastic roll = \$14.00**
- 3. 1000 Hamburger Buns = \$228.00**
- 4. 1000 Hot Dog Buns = \$200.00**
- 5. (2) 300lb Hogs = \$800.00**
- 6. 1000 hot dogs = \$400.00**
- 7. 1000 hamburgers = \$3200.00**
- 8. Ketchup, Mustard, Mayo, Relish, Season Salt, Salt, Pepper:  
\$155.00 for approximately 1000 people**
- 9. 17 Sponsor Banners @ \$53.00 ea = \$901.00**
- 10. Live Entertainment = \$600.00 Eddie Davvisson Band**
- 11. Novelty give aways: Patriotic Balloons, Bracelets, etc....= \$350.00**
- 12. Operation Firm Handshake Tshirts (17 doz) = \$2,040.00  
(hat's, shirt's & trophies ordered from Special tee's every year)**
- 13. Operation firm Handshake hats (10 doz) = \$1,200.00**
- 14. Bounce House for kids = \$400.00**
- 15. Car Show Trophies for event Car Show = \$250.00**

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**Approximate Cost for event: \$11,034.00**

# **OPERATION FIRM HANDSHAKES**

## **2026 OPERATING BUDGET**

- 1. Staff Salaries: \$0 (Volunteers)**
- 2. Rent/Utilities: \$0 (all Donated by Director)**
- 3. Equipment /Supplies: \$11,400.00 annually for “Day of Recognition” event**
- 4. Marketing/Advertising: \$800.00 annually for advertising**
- 5. Insurance: \$1,004.00 annually**
- 6. Meetings: Once a month to organize upcoming events**
- 7. Accounting: \$1,200.00 annually**
- 8. Community Service Funding: \$12,000.00 annually**

**TOTAL ANNUAL OPERATING BUDGET: \$26,404.00**

# Harrison County Commission

## Payroll Change Notice

DATE OF CHANGE 02/10/2026	EMPLOYEE #	SOCIAL SECURITY NO       -			
NAME Henline, Emily		ADDRESS			
PHONE	CITY/STATE/ZIP		DEPARTMENT 911	SHIFT	

### THE CHANGE(S):

✓ All Applicable Boxes		FROM	TO
<input type="checkbox"/> DEPARTMENT			
<input type="checkbox"/> JOB			
<input type="checkbox"/> SHIFT			
<input checked="" type="checkbox"/> RATE		Pay Grade: 3-1	Pay Grade: 4-1
<input type="checkbox"/> ADDRESS/PHONE			
<input type="checkbox"/> BENEFIT PLAN			
<input type="checkbox"/> OTHER _____			
<input type="checkbox"/> OTHER _____			

### THE REASON FOR THE CHANGE(S):

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

### AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE 	DATE 01/28/2026
HUMAN RESOURCES MANAGER	DATE



# Harrison County Commission

## Payroll Change Notice

DATE OF CHANGE 02/10/2026	EMPLOYEE #	SOCIAL SECURITY NO
NAME Cooper, Charles		ADDRESS
PHONE	CITY/STATE/ZIP	DEPARTMENT 911
		SHIFT

### THE CHANGE(S):

✓ All Applicable Boxes		FROM	TO
<input type="checkbox"/> DEPARTMENT			
<input type="checkbox"/> JOB			
<input type="checkbox"/> SHIFT			
<input checked="" type="checkbox"/> RATE		Pay Grade: 3-1	Pay Grade: 4-1
<input type="checkbox"/> ADDRESS/PHONE			
<input type="checkbox"/> BENEFIT PLAN			
<input type="checkbox"/> OTHER _____			
<input type="checkbox"/> OTHER _____			

### THE REASON FOR THE CHANGE(S):

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

### AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE 	DATE 01/28/2026
HUMAN RESOURCES MANAGER	DATE

# Harrison County Commission Payroll Change Notice

DATE OF CHANGE 02/10/2026	EMPLOYEE #	SOCIAL SECURITY NO     -   -			
NAME Wentz, Kristian	ADDRESS				
PHONE	CITY/STATE/ZIP	DEPARTMENT 911		SHIFT	

## THE CHANGE(S):

✓ All Applicable Boxes		FROM	TO
<input type="checkbox"/> DEPARTMENT			
<input type="checkbox"/> JOB			
<input type="checkbox"/> SHIFT			
<input checked="" type="checkbox"/> RATE	Pay Grade: 3-1	Pay Grade: 4-1	
<input type="checkbox"/> ADDRESS/PHONE			
<input type="checkbox"/> BENEFIT PLAN			
<input type="checkbox"/> OTHER _____			
<input type="checkbox"/> OTHER _____			

## THE REASON FOR THE CHANGE(S):

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

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE <i>Travis M. Lutz</i>	DATE 01/28/2026
HUMAN RESOURCES MANAGER	DATE



# PAYROLL CHANGE NOTICE

DATE OF CHANGE 2-10-26	EMPLOYEE #	SOCIAL SECURITY NO       -					
NAME Russell McKeen	ADDRESS						
PHONE	CITY/STATE/ZIP			DEPARTMENT 401	SHIFT		

## THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input checked="" type="checkbox"/> RATE		B-1
<input type="checkbox"/> ADDRESS/PHONE		
<input type="checkbox"/> BENEFIT PLAN		
<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> OTHER _____		

## THE REASON FOR THE CHANGE(S):

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

## AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES MANAGER <i>Jen Lloyd</i>	DATE 1-30-26



At the regular meeting of the County Commission of Harrison County held on Wednesday, January 21, 2026, Commissioners Susan Thomas and David Hinkle were present. Commissioner Trecost was present via Zoom. Also present were Laura Pysz-Laulis - County Administrator, John Spires - County Clerk, and Trey Simmerman – County Attorney. Commissioner Thomas opened the meeting, said a prayer, and led those present in the Pledge of Allegiance to the flag.

1. Public Comment Period: NONE
2. Consent Agenda: Hinkle moved to approve Consent Agenda. Commission concurred.
3. Payroll Change Notices: Hinkle moved to approve 3A. Commission concurred.
  - A. Christian J. Nelson – 911 – Completion of Training – Effective 01/25/26
  - B. Place Holder - Grants Administrator – New Hire – Effective
4. Minutes and/ or Amended Minutes of Previous Meetings: Hinkle moved to approve 4A, B and C as presented. Commission concurred.
  - A. Special Meeting Minutes for Wednesday December 10, 2025
  - B. Regular Meeting Minutes for Wednesday December 17, 2025
  - C. Regular Meeting Minutes for Wednesday January 7, 2026
5. Requisitions --- Purchase Orders --- Invoices: Hinkle moved to approve 5B as presented. Commission concurred. Hinkle moved to approve 5C, except McKinley, Scolopio, and SafeCo. Commission concurred.
  - A. ARPA – None
  - B. Quotes
  - C. Vendor List of Payments

10:05 A.M. --- Nuisance Property Hearing – 3391 Mount Clare Road - Sam Pack: Hinkle moves to approve 30 day to remediate trash. Commission concurred.

10:10 A.M. --- Proclamation – National Stalking Awareness Month: Thomas read the Proclamation for National Stalking Awareness Month

10:15 A.M. --- Proclamation – Human Trafficking Prevention Month: Thomas read the Proclamation for Human Trafficking Prevention Month

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

A. Exonerations – See Exhibit A

B. Joint Property Applications – See Exhibit C

7. Review—Discuss—Consider Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the & Series 2008 A (Charles Pointe Project No. 2- North Land Bay Improvements): Hinkle moved to approve 7A. Commission concurred.

A. \$10,110.83

8. Review—Discuss—Consider Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2019 A&B Bonds issued for the Charles Pointe Economic Opportunity Development District: Hinkle moved to approve 8A. Commission concurred.

A. \$9,350.00

9. Review—Discuss—Consider Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2021 A & B (Development District No. 3 White Oaks Project No. 2): Hinkle moved to approve 9A. Commission concurred.

A. \$98.75

10. Review—Discuss—Consider Orders and Election Orders as Presented by the Clerk

A. Emergency Absentee Policy Adoption for 2026 Election Cycle – §3-3-5c(a)

B. Appointment of Ballot Commissioners by Executive Committees – Term beginning February 1, 2026 and ending December 31, 2027 (§3-1-19)

11. Review—Discuss—Consider Budget Revisions for the following: NONE

A. General County

B. Vital Services

12. Review—Discuss—Consider Rail Trail Update (Potential Executive Session pursuant to 6-9A-4(B)(9) to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision): Hinkle moved to enter Executive Session with Trey Simmberman – County Attorney, Chad Biller – Thrasher, and Laura Pysz-Laulis – County Administrator. Commission concurred. Hinkle moved to exit Executive Session. Commission concurred. Hinkle moved to budget \$2.5 million for the Southern Rail Trail from the VA Park to Mt. Clare Fire Department, Thrasher to look at combining contract already issued with new project and come back with a cost for Route 19 Bridge crossing. Commission concurred.

13. Review—Discuss—Consider Approving Levy Call for July 1, 2027 through June 30, 2031: Hinkle moved to approve Notice of Levy on Primary Election and staff to handle publication.

A. Transit Levy

B. Vital Service Levy

14. Review—Discuss—Consider Letter to the West Virginia Alcohol Beverage Control Administration: Hinkle moved to approve Letter to the West Virginia Alcohol Beverage Control Administration and affix signatures. Commission concurred.

• WVHotSpot.net, LLC (dba Dola Dairy Mart)

2978 Wallace Pike, Lumberport, WV 26386

15. Review—Discuss—Consider Directing legal to send correspondence to all Charles Pointe stakeholders related to impending property tax deadlines and payment status: Hinkle moved to have legal draft a letter all of the stakeholders that includes an invitation to a Work Session on Feb 4<sup>th</sup> at 1:00 PM. Commission concurred.

16. Review—Discuss—Consider A resolution authorizing the application for funds from the West Virginia Department of Agriculture for the WV Spay / Neuter Assistance Program, adopting all special conditions and assurances contained in said grant: Hinkle moved to approve the resolution authorizing the application for funds and affix appropriate signatures. Commission concurred.

17. Review—Discuss—Consider Replacing Commissioner Trecost on the Ambulance Authority Board with Commissioner Hinkle: Thomas moved to replace Commissioner Trecost with Commissioner Hinkle on the Ambulance Authority Board. Motion carried

18. Review—Discuss—Consider Awarding Bid for 2026 Aerial Photography: Hinkle moved to award bid for 2026 Aerial Photography to Thrasher. Commission concurred.

19. Review—Discuss—Consider Verizon Lease for Grafton Tower: No Action.

20. Review—Discuss—Consider Hiring Security for the Rail Trail: Staff to research Rail Trail security.

21. Review—Discuss—Consider MOU's for Parks & Recreation: Parks & Recreation director to come back Feb 4<sup>th</sup>, 2026.

22. Review—Discuss—Consider Details of the MOU for security: Hinkle asked legal counsel to review the levy call for security. Hinkle would like the MOU to include the Sheriff, Judges and the Commission.

23. Review—Discuss—Consider Travel Request for the following 911 employees to go to the WV SIRN – Regional Interoperability Committee Meeting at MECCA 911 – 911 Responders

Drive, Morgantown, West Virginia on January 28th, 2026: Hinkle moved to approve A and B. Commission concurred.

A. Paul Bump  
B. Travis Miller

24. Review—Discuss—Consider Travel Request for the following 911 employees to go to the NENA Enhanced Police Dispatching class at the Valley Park Conference Center in Hurricane, West Virginia on February 25th, 2026: Hinkle moved to approve travel request for A and B. Commission concurred.

A. Theresa Hawkins  
B. Tabitha Robey

25. Review—Discuss—Consider Travel Request for the following 911 employees to go to the Crisis Intervention Team (CIT) Dispatcher Certification class at the Monongalia County 9-1-1 Center in Morgantown on March 3rd, 2026: Hinkle moved to approve travel request for A through I. Commission concurred.

A. Lorenda McConnell  
B. Nina Loar  
C. Natasha McDaniel  
D. Corey Hagan  
E. Tyara Martin  
F. Rebecca Ayers  
G. Theresa Hawkins  
H. Tabitha Robey  
I. Brandon Delaney

26. Review—Discuss—Consider Travel Request for the following 911 employees to go to the WV 9-1-1 Emerging Technologies Symposium and NENA Preventing Telecommunicator Tunnel-Vision Course (Pre-Conference Class) at Four Points by Sheraton in Charleston, WV on March 22-26, 2026: Hinkle moved to approve travel request for A through E. Commission concurred.

A. Jade Haggerty  
B. Megan Rowand  
C. Gary Keith II  
D. Michael Coffey  
E. Natasha McDaniel

27. Administrator's Report: Laura Pysz-Laulis discussed the Levy being on the Ballot and Budget time.

28. Commissioner Comments – Questions: NONE

Hinkle moved to adjourn. Commission concurred.

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

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Susan Thomas, President

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Date

DRAFT

2022S-2162  
C-544730

## GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT

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

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

- a) That none of the items for which payment is proposed to be made has been requested from another funding source
- b) That each item for which the payment is proposed to be paid is or was necessary in connection with the project and constitutes a Cost of the project.
- c) That each of such costs has been otherwise properly incurred.
- d) That the payment for each of the items proposed is due and owing.

NOW, THEREFOR, BE IT RESOLVED the Greater Harrison County PSD has hereby authorized and directed the payment of the attached invoices which comprise Draw #13 as follows:

Vendor	Total	CWSRF Debt Forgivenes s	WVIJDC District 1 Grant	WVIJDC District 1 Loan	Economic Enhacement Grant	Harrison County ARPA
JD Utility Services LLC	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -
Thrasher Group	\$ 44,757.30	\$ -	\$ -	\$ 44,757.30	\$ -	\$ -
Pro Contracting Inc	\$ 305,281.21	\$ -	\$ -	\$ 77,527.03	\$ 227,754.18	\$ -
Breckenridge Corp	\$ 957,292.79	\$ -	\$ -	\$ -	\$ 957,292.79	\$ -
ECS Mid Atlantic LLC	\$ 13,543.30				\$ -	\$ 13,543.30
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,323,374.60	\$ -	\$ -	\$ 124,784.33	\$ 1,185,046.97	\$ 13,543.30

ADOPTED BY the Greater Harrison County Public Service District, at the board meeting held January 15, 2026:

By: Thomas Michael  
Its: Chairman Board Member

Wm. A. Brown  
Gen Manager

## SUN VALLEY PUBLIC SERVICE DISTRICT

IJDC No. 2022S-2148

IIIA Resolution #15

## RESOLUTION OF THE SUN VALLEY PUBLIC SERVICE DISTRICT

APPROVING INVOICES RELATING TO ACQUISITION AND CONSTRUCTION AND OTHER  
SERVICES FOR THE PROPOSED IIIA SEWER PROJECT AND AUTHORIZING  
PAYMENT THEREOF,

WHEREAS, the Sun Valley Public Service District has reviewed the invoices attached hereto for the the construction of the IIIA Sewer Project funded by WV Infrastructure and Jobs Deveopment Council ("IJDC") grants & Harrison County ARPA, and find as follows:

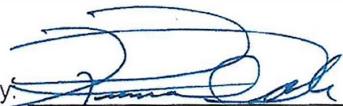
- a) That none of the items for which payment is proposed to be made has been requested from another funding source
- b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project.
- c) That each of such costs has been otherwise properly incurred.
- d) That the payment for each of the items proposed is due and owing.

NOW, THEREFOR, BE IT RESOLVED the Sun Valley PSD by as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

Vendor	Total	IJDC Grant	ARPA	EEG
	\$ -	\$ -	\$ -	
	\$ -		\$ -	
Thrasher Engineering	\$ 23,540.10	\$ 13,940.10	\$ 9,600.00	\$ -
	\$ -			
	\$ -	\$ -		
Total	\$ 23,540.10	\$ 13,940.10	\$ 9,600.00	\$ -

ADOPTED BY the Sun Valley Public Service District this 13th day of January 2026

By:


Its: Chairman


Board Member

Date of Meeting	2/4/2026	QUOTES		
Department	Vendor	Description	Price	Line Item #
911	Display This Way	(70) Cjief Kontour K1C Reduced Hgt Expansion Arm	\$13,447.00	027-711-459-00
911	Radiant Interactive Group	1 Year Licensing Fee foor Command Wellbeing and Incident Debrief Employee Wellness Platform	\$7,500.00	027-711-222-00

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COMMISSIONER'S SIGNATURE

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COMMISSIONER'S SIGNATURE

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COMMISSIONER'S SIGNATURE

Date of Meeting	2/4/2026	Invoice							
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Line Item #	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
246-712-213-00	911 Center	Mon Power	Salem Tower Electric Utility Bill							\$459.02
027-711-219-00	911 Center	Canon Financial Services	Copier Rental Fees for 911			\$261.95				
027-711-222-00	911 Center	Commerce District at Charles Pointe	911 Center Monthly Dues			\$374.62				
027-711-216-00	911 Center	Central Square Technologies	Annual Subscription Fee for 911 CAD system			\$70,338.31				
027-711-221-00	911 Center	WV 911 Council	Conference Registration for WV 9-1-1 Emerging Technologies Symposium & NENA Preventing Telecommunicator Tunnel-Vision Course			\$1,250.00				
027-711-211-00	911 Center	US Cellular	Monthly Cell phone and data service for 911 and OEM including IPADS and Cell Service for Tower Security Cameras			\$739.64				
027-711-223-00	911 Center	UniFirst Corp	Carpet Runner Service for JSJOC Charles Pointe			\$62.25				



027-716-341-00	Animal Control	Midwest Veterinary Supply	Supplies - Vaccines (5) Nobivac, (7) Vanguard B Oral Bordetella			\$3,428.25				
027-716-341-00	Animal Control	The Water Shop	Water Restock			\$50.22				
027-716-230-00	Animal Control	A-1 Exterminating	General Pest Control Services			\$75.00				
027-716-213-00	Animal Control	Mon Power	Animal Control Electric Utility Bill			\$268.32				
027-716-223-00	Animal Control	Audubon Animal Clinic	Vet Services for Agnus, Earl, Leonard, and Rusty			\$1,284.39				
027-716-213-00	Animal Control	Hope Gas	Animal Control Gas Utility Bill			\$931.41				
027-716-216-00	Animal Control	Harry Green 7 Acres	Parts - Plate #CY9962 - Mirror & Cover			\$260.48				
027-716-216-00	Animal Control	Fisher Auto Parts	Parts - (4) Trico Ice Winter Blade			\$77.00				
027-716-341-00	Animal Control	Tractor Supply Co	Dog food and litter restock			\$478.96				
207-442-567-03	ARPA	Sun Valley PSD	ARPA Funds Request - Phase IIIA Wastewater Collection System Project - Requisition #15						\$9,600.00	
207-442-567-01	ARPA	Greater Harrison County, PSD	ARPA Funds Request - Quiet Dell Sanitary Sewer Extension - Requisition #25						\$13,543.30	

001-406-341-00	Assessor	Visual Edge IT	HP M454 Toner - Multiple Colors	\$1,766.94						
001-406-341-00	Assessor	The Water Shop	Sweet Spring Water	\$66.00						
001-403-222-00	Circuit Clerk	WV Association of Circuit Clerks	Yearly Dues	\$300.00						
001-424-219-00	Commission	Hart Office Solutions	Copier Rerntal for the Commission - Proclamations	\$75.50						
001-424-230-00	Commission	UniFirst Corp	Weekly Rugs / Maintenance Contract for the Courthouse	\$142.26						
001-424-213-00	Commission	Mon Power	License Plate Readers Electric Utility Bill	\$51.54						
001-401-458-08	Commission	Harrison County Bank	Airport Property Payment	\$34,395.48						
001-401-458-07	Commission	MVB Bank	609 West Main Street Property Payment	\$6,222.12						
001-424-230-00	Commission	Pitney Bowes Global Financial Services	Postage Machine Lease for the Commission	\$2,271.84						
001-424-230-00	Commission	Advantage Technology	CD53 Indoor Dome Camera, 256GB, 30 Days Max, 10 Yr Camera License	\$4,323.35						
001-424-213-00	Commission	Hope Gas	Quiet Dell School Gas Utility Bill	\$656.51						
001-424-213-00	Commission	Hope Gas	Public Safety Building Gas Utility Bill	\$1,182.46						

001-424-213-00	Commission	Mon Power	General Services Building Electric Utility Bill	\$10,803.24						
001-424-219-00	Commission	Hart Office Solutions	Copier Rental for the Commission	\$25.00						
001-401-240-00	Commission	Curtis Diaz	Wellness Reimbursement Ground Zero Fitness	\$160.00						
001-424-219-00	Commission	Visual Edge IT	Copier Rental for Planning	\$344.16						
001-424-223-00	Commission	McKinley Architecture	Site Visit - review failure of courthouse annex wall	\$977.50						
001-424-213-00	Commission	Mon Power	Courthouse Annex Electric Utility Bill	\$28,569.75						
001-424-213-00	Commission	Town of Nutter Fort	Water, Sewer, Garbage	\$463.56						
001-424-213-00	Commission	Hope Gas	1117 Good Hope Pike Gas Bill	\$502.28						
001-424-213-00	Commission	Hope Gas	Parks & Rec Gas Bill	\$49.03						
001-424-213-00	Commission	Clarksburg Water	633 W. Pike St Water Bill	\$281.44						
001-424-230-00	Commission	Chem-Aqua	Water Treatment Program for the Courthouse	\$310.14						
001-424-341-00	Commission	Visual Edge IT	Black Toner	\$379.98						
001-424-223-00	Commission	McKinley	Annex Wall	\$977.50						
001-401-223-00	Commission	Glen Elk Iron	Gym Membership for the month of December, 2025	\$256.00						
001-424-341-00	Commission	Staples	Supplies - Air Sanitizer, Copy Paper	\$1,672.00						

001-424-219-00	Commission	Hart Office Solutions	Copier Rental for Voters Registration	\$54.54						
001-424-219-00	Commission	Hart Office Solutions	Copier Rental for Vital Statistics	\$124.28						
001-424-211-00	Commission	US Cellular	Harrison County Commission Phone Bill	\$8,152.36						
001-424-341-00	Commission	US Bank - Amazon	Logitech Webcam for Commissioner Hinkle	\$187.09						
001-401-223-00	Commission	Greg Scolapio	(3) Law Enforcement Fire Arms Qualifications plus Range Fee	\$125.00						
001-442-458-59	Commission	SafeCo Services Corp	Demolition of upper sections of Royal Chrysler Building in Shinnston	\$15,000.00						
001-424-459-01	Commission	Schindler	Schindler Elevator Modernization - Pay App #1	\$188,670.00						
001-401-218-00	Commission	Piney Bowes - Purchase Power	Postage for the Commission	\$11,163.70						
001-424-216-00	Commission	Alpha Energy Solutions	HVAC Service Call for the Annex	\$630.00						
001-424-216-00	Commission	Alpha Energy Solutions	HVAC Service Call for the Extension Office	\$1,110.00						
001-424-216-00	Commission	Alpha Energy Solutions	HVAC Service Call for the Sheriff's Office	\$1,058.28						



001-401-220-00	County Clerk	The Exponent Telegram	Legal Ad - Notice of Administration to Creditors, Distributees & Legatees	\$143.18						
001-401-220-00	County Clerk	The Exponent Telegram	Legal Ad - Notice of Ancillary Filing without any Administration to Creditors, Distributees & Legatees	\$67.58						
001-717-341-00	County Garage	Whaley Distributing Company	Supplies - (49) Rock Salt 50#	\$440.51						
001-717-217-00	County Garage	Toothman Ford	Parts - Dump Truck - (1) Service Engine Assembly, (1) JC3Z 6006 B- Cor, (1) JC3Z 6006 B - Cor	\$9,998.82						
001-717-341-00	County Garage	Frey's Auto Supply & Service	Supplies - Contour Blades	\$324.00						
001-717-217-00	County Garage	Chenoweth Ford	Parts - Plate #503755 - Socket Assembly	\$444.50						
001-717-217-00	County Garage	Harry Green 7 Acres	Parts - Plate #503779 - 4 Wheel Alignment	\$135.95						
001-717-217-00	County Garage	Fisher Auto Parts	Parts - Plate #B54922 - Mobil Oil, Engine Oil	\$76.41						

001-717-341-00	County Garage	Sandys	Supplies - Energizer 8 pack AA Lithium Batteries	\$25.99						
001-717-341-00	County Garage	Whaley Distributing Company	Supplies - Snap in Valve for GM, Passenger Weight	\$58.89						
001-717-343-00	County Garage	Wholesale Tire Inc	Stock - Tires - (8) 255/60R18 GoodYear Eagle Enforcer A/W BSW 108V	\$1,104.00						
001-424-230-00	Courthouse	WV Division of Labor Safety Section	Certificate of Operation Fee for Jail / Magistrates	\$90.00						
001-424-230-00	Courthouse	Vertical Transport Consulting	Annual Elevator Inspection PRV - Jail / Magistrates	\$249.68						
057-450-223-00	Farmland	BesTitle Title Agency	Multiple Invoices - Title Examination Fee for Robert Suan & Robert Strenger	\$1,200.00						
019-713-213-00	Fire Department	Mon Power	Fire Fighters Training Building Electric Bill	\$236.02						
026-713-567-05	Fire Department	Lumberport Fire Departments	Reimbursement for Expenses					\$14,385.30		
041-443-567-16	Fire Department	West Milford VFD	County Fire Protection							\$14,812.50
041-443-567-15	Fire Department	Wallace VFD	County Fire Protection							\$14,812.50

041-443-567-14	Fire Department	Summit Park VFD	County Fire Protection								\$14,812.50
041-443-567-13	Fire Department	Stonewood VFD	County Fire Protection								\$14,812.50
041-443-567-12	Fire Department	Spelter VFD	County Fire Protection								\$14,812.50
041-443-567-11	Fire Department	Shinnston VFD	County Fire Protection								\$14,812.50
041-443-567-10	Fire Department	Salem VFD	County Fire Protection								\$14,812.50
041-443-567-09	Fire Department	Renoldsville VFD	County Fire Protection								\$14,812.50
041-443-567-08	Fire Department	Nutter Fort VFD	County Fire Protection								\$14,812.50
041-443-567-07	Fire Department	MT Clare VFD	County Fire Protection								\$14,812.50
041-443-567-06	Fire Department	Lumberport VFD	County Fire Protection								\$14,812.50
041-443-5637-05	Fire Department	Lost Creek VFD	County Fire Protection								\$14,812.50
041-443-567-04	Fire Department	Johnstown VFD	County Fire Protection								\$14,812.50
041-443-567-01	Fire Department	Clarksburg Fire Department	County Fire Protection								\$14,812.50
041-443-567-02	Fire Department	Bridgeport Fire Department	County Fire Protection								\$14,812.50
041-443-567-03	Fire Department	Anmoore VFD	County Fire Protection								\$14,812.50
001-442-341-00	Grants	Sandy's Hardware	Invoices for Repair work done on Bridges on Rail Trail	\$262.83							
001-700-214-00	Law Enforcement	Curt Diaz	Per Diem Training Dates	\$238.00							
001-700-various	Law Enforcement	Trapuzzano's	Shirts, Handcuffs, Uniforms	\$2,821.26							

001-700-219-00	Law Enforcement	US Cellular	Cellular Bill	\$2,286.99						
200-735-459-00	Law Enforcement	Champion Industries	Key Tags	\$305.50						
001-700-345-00	Law Enforcement	Bennys Boothill	Safety Toe Shoes - Talkington & Richardson	\$349.91						
001-700-345-00	Law Enforcement	Robins Perfect Fit	Diaz - Repair front and back pocket, patches	\$26.00						
001-700-214-00	Law Enforcement	Jon Flanagan	Per Diem Training Dates 2/25/26 - 2/27/26	\$238.00						
001-700-223-00	Law Enforcement	Theodore A. Glance	Evaluation - New Hire Candidate	\$1,575.00						
001-700-221-00	Law Enforcement	Elaine Cruise	Training for LE	\$2,500.00						
001-700-221-00	Law Enforcement	Megan Hauser	Training for LE	\$2,500.00						
001-700-221-00	Law Enforcement	Keith Zullig	Supplies, Evaluation and Time - Training LE	\$1,325.00						
001-700-214-00	Law Enforcement	First Guaranty Bank	Credit Card Charges for Matheny II	\$45.06						
001-424-341-00	Maintenance	Whaley Distributing Company	Supplies - (48) Ice Melt 50# Calcium Chloride	\$1,343.52						
001-424-341-00	Maintenance	Lowes	Supplies - (1) Fire Extinguisher, (1) Fire Extinguisher 2, (6) 32-ct Purified Water	\$97.72						

001-424-341-00	Maintenance	Robertson Heating Supply Co	Supplies - (1) 6" 26Ga SL Pipe, (1) Fusion 10 oz cement single step medium pvc	\$33.97						
001-424-341-00	Maintenance	State Electric Supply Co	Multiple Invoices - Metal Cabinet Mount, Cable, Ties	\$1,023.66						
001-424-341-00	Maintenance	State Electric Supply Co	Supplies - Plastic Cable Guards, PVC Junction, Hex Lag Bolts	\$155.04						
001-424-341-00	Maintenance	Sandy's	Supplies - Pro Drain Opener	\$32.38						
001-424-343-00	Maintenance	Wholesale Tire	Tires - Plate #B54922 (4) gOODyEAR Wrangler DuraTrac	\$836.08						
027-900-213-00	Parks & Rec.	Mon Power	Ellis Property Electric Utility Bill			\$46.00				
027-900-213-00	Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			\$10.00				
027-900-213-00	Parks & Rec.	Mon Power	Spelter Park Electric Utility Bill			\$10.00				
027-900-230-00	Parks & Rec.	UniFirst Corp	Weekly Rug and Maintenance Supplies			\$34.92				
027-900-347-00	Parks & Rec.	US Bank	Walmart - Storage Bins & Boxes			\$229.20				
027-900-211-00	Parks & Rec.	US Cellular	Elevator Phone Bill			\$83.08				

027-900-213-00	Parks & Rec.	Mon Power	Spelter Ball Park Electric Utility Bill			\$30.52				
027-900-213-00	Parks & Rec.	Enlarged Hepzibah	Water and Sewer for Spelter Ball Field			\$90.65				
027-900-223-00	Parks & Rec.	Advantage Occupational Medicine	RAPID Drug Screen for Parks Employee			\$55.00				
027-900-215-00	Parks & Rec.	Smallwood Sanitation	Clean out Parks & Rec Building			\$995.46				
027-900-213-00	Parks & Rec.	Mon Power	Wallace Park Electric Utility Bill			\$88.35				
027-900-223-00	Parks & Rec.	McKinley Architecture & Engineering	Dec 21 - Jan 24, 2026 Discussions on next steps / reduce costs for lighting project at Summit Park Fields. TEAMS Meeting with Architect and Project Manager			\$341.25				
027-900-219-00	Parks & Rec.	VEIT, LLC (Visual Edge IT)	Monthly Copy Charges			\$23.85				
027-900-347-00	Parks & Rec.	US Bank - Amazon	Business Card Holder, Officce Desk Refernce Organizer			\$98.21				
027-900-215-00	Parks & Rec.	US Bank - Amazon	Mop Head			\$12.63				
027-900-230-00	Parks & Rec.	UniFirst Corp	Weekly Rug and Maintenance Supplies			\$87.44				

027-900-215-00	Parks & Rec.	Sandy's	Wet Dry Vac and Squeegee for Resurfacing floor removing residue			\$211.99				
027-900-219-00	Parks & Rec.	McCarty's	Monthly Rent for Porta John - January, 2026			\$125.00				
027-900-215-00	Parks & Rec.	Marsh	Rock Salt and Nitrile Gloves			\$321.95				
027-900-215-00	Parks & Rec.	Liberty Distributors	Mop Heads for Waxing Rec Building Floors			\$50.00				
001-439-223-0	Planning	Pinnacle Consultants	5 Invoices - Asbestos Testing for Multiple Addresses	\$240.00						
001-439-223-00	Planning	Pinacle Consultants	Multiple Invoices - Asbestos testing for multiple addresses	\$60.00						
001-439-222-00	Planning	US Bank	Association of State Floodplain Managers Membership for Robert Leonard	\$180.00						
001-405-230-00	Prosecutors Office	AT&T Mobility	Wireless Service	\$138.30						
001-405-349-00	Prosecutors Office	Bradford County Sheriff's Office	Out of State Subpoena Service	\$40.00						
001-405-223-00	Prosecutors Office	Allison J. Kelley, CCR	State v. Andrew Debolt, Transcript - Excerpt of 1-15-26 Final Pretrial	\$242.55						

001-405-349-00	Prosecutors Office	Jacksonville Sheriff's Office	Out of State Subpoena Service	\$40.00						
027-952-215-00	Senior Center	Chem-Aqua	Water Treatment Program for the Senior Center			\$288.75				
001-408-349-00	Statewide Computer Network	State Tax Division Operations Dept	CPU Processing, Printer, WVNET, Data Circuits, System Support, Misc - Billing for July, August, September, 2026	\$96,613.08						
				\$468,005.24	\$0.00	\$102,963.36	\$519.00	\$14,385.30	\$23,143.30	\$238,459.02
						Grand Total:	\$847,475.22			

2/4/2026

\_\_\_\_\_  
Commissioner's Signature

\_\_\_\_\_  
Date of Meeting

\_\_\_\_\_  
Commissioner's Signature

\_\_\_\_\_  
Commissioner's Signature

**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. (02/04/26)**

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

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Development Agreement or the Indenture of Trust for the Series 2008 A Bonds, dated March 5, 2008 as supplemented and amended (the "Series 2008 A Trust Indenture") between the Issuer and UMB Bank as substitute trustee under the Series 2008 A Trust Indenture.
2. The amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund is necessary to pay Administrative Expenses incurred during the preceding six month period.
3. The amount requested to be disbursed from the Series A Administrative Expense Fund by this Requisition: (a) is a portion of the Administrative Expenses authorized for funding under the Series 2008 A Trust Indenture and Development Agreement, and (b) is an authorized expenditure under the Project Plan and the Act.
4. The total amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund pursuant to this Requisition is **\$6,044.33**
5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **\$6,044.33**. 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) **\$6,044.33** 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 4<sup>th</sup> day of February, 2026.

THE COUNTY COMMISSION OF  
HARRISON COUNTY

By: \_\_\_\_\_  
Commissioner

**Schedule I**  
to Requisition

Copies of Invoices or Statements  
(Attached)

MuniCap, Inc.	Invoice #092025-284	Date: 09/29/2025	\$2,887.50
UMB Bank	Invoice #1037500	Date: 01/20/2026	\$1,947.33
Jackson Kelly	Invoice #1256107	Date: 01/14/2026	\$1,209.50
		<b>Total</b>	<b>\$6,044.33</b>

# INVOICE

**MuniCap, Inc.**

Suite 210  
8965 Guilford Road

**Invoice Date**

9/29/2025

**Invoice #**

092025-284

Balance Due

\$2,887.50

Remit check to:

or

Wire Instructions:

Bill To:

Mrs. Susan Thomas  
County Commission of Harrison  
County WV  
229 South 3rd Street  
Clarksburg, WV 26301

MuniCap, Inc.  
8630 M Guilford Road #263  
Columbia, MD 21046

*Our banking info has changed:  
Fulton Bank, N.A.  
National P...  
2000*

Project

Charles Pointe Consulting

2263

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

**Invoice Date**

9/29/2025

**Invoice #**

092025-284

**MuniCap, Inc.**

Suite 210  
8965 Guilford Road

Terms	Client #
Net 30, ...	2263

Project Charles Pointe Consulting

Item	DATE	Description	Hrs	Amount
Exec VP (DS)	8/4/2025	Update excise and property tax projections.	3.5	962.50
Exec VP (DS)	8/5/2025	Research comparable sales.	2.5	687.50
Exec VP (DS)	8/6/2025	Revise, proof, and circulate projections. Attend conference call.	2	550.00
Exec VP (DS)	8/8/2025	Revise projections based on comments. Proof and circulate.	2.5	687.50
		Subtotal Fees:		2,887.50

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

**Total**

\$2,887.50

DS

Billing Inquiries? Call (443) 539-4104

E

2000

**JACKSONKELLY**<sub>PLLC</sub>  
Attorneys at Law

3000 Swiss Pine Way Suite 200  
Morgantown, WV 26501  
TELEPHONE 304-284-4100  
EMPLOYER I.D. NO. 550394215

Page: 2

January 14, 2026  
Invoice No. 1256107

34382  
Charles Pointe Community Enhancement District

For Legal Services Rendered through December 31, 2025.

Matter 301  
TIF Bond Assessments

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/01/25	M. Imbrogno	Submitting notice and agenda for posting for December board meeting.	0.30	88.50
12/03/25	M. Imbrogno	Corresponding regarding board meeting; reviewing draft meeting materials.	1.00	295.00
12/04/25	M. Imbrogno	Reviewing correspondence regarding meeting matters.	0.30	88.50
12/05/25	M. Imbrogno	Attending regular December board meeting.	0.50	147.50
12/08/25	M. Imbrogno	Reviewing correspondence regarding execution of assessment documents.	0.10	29.50
12/10/25	M. Imbrogno	Reviewing correspondence between County bond counsel and Municap regarding adjustments to tax tickets in connection with amendments to assessment roll.	0.10	29.50
12/11/25	M. Imbrogno	Preparing a circulating draft December meeting minutes.	0.80	236.00
12/15/25	M. Imbrogno	Reviewing correspondence among board members regarding draft meeting minutes.	0.20	59.00
12/16/25	M. Imbrogno	Corresponding regarding meeting minutes.	0.10	29.50
12/17/25	M. Imbrogno	Handling execution of board meeting minutes.	0.30	88.50
12/22/25	M. Imbrogno	Corresponding regarding execution and approval of board meeting minutes.	0.20	59.00
12/23/25	M. Imbrogno	Corresponding with County Administrator regarding submission of board meeting minutes for County files.	0.20	59.00
Total Hours			4.10	
Services				\$ 1,209.50
Total This Matter				\$ 1,209.50

cc: Laura Pysz  
lpysz@harrisoncountywv.gov

**PAYMENT DUE February 13, 2026**



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

Invoice 1037500

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**Account Detail**  
**Charles Pointe Project 2008AB**

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**Account Number: 141961.1**

**Administrative Fees**

Administration Fee	\$458.33
Extraordinary Administration Fees	1,489.00
<b>Administrative Fees Total</b>	<b>\$1,947.33</b>
<b>Account Total</b>	<b>\$1,947.33</b>

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**REQUISITION FOR PAYMENT FROM  
ADMINISTRATIVE EXPENSE FUND**

\$36,500,000

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

\$12,280,000

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

**REQUISITION FOR PAYMENT NO. 115 (02/04/26)**

The County Commission of Harrison County, a public corporation and governing body of Harrison County, a political subdivision of the State of West Virginia (the "*Issuer*"), by its Authorized Officer, hereby certifies in connection with this Requisition for Payment from Administrative Expense Fund (the "*Requisition*") pursuant to an Indenture of Trust (the "*Indenture*") for the above captioned bonds (the "*Series 2019 Excise Tax Bonds*"), dated as of August 16, 2019, by and between the Issuer and Wilmington Trust, N.A., as trustee, pursuant to which UMB Bank, N.A., serves as successor trustee (the "*Trustee*"), and agreed to by the Charles Pointe Economic Opportunity Development District Board (the "*District Board*") and pursuant to a Development Agreement for the Series 2019 Excise Tax Bonds, dated as of August 16, 2019 (the "*Development Agreement*") by and among the Issuer, the District Board, Genesis Partners, Limited Partnership, a West Virginia limited partnership (the "*Developer*") and Charles Pointe Crossing, LLC, a West Virginia limited liability company (the "*Site Developer*") that:

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

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Administrative Expenses authorized for funding under the Indenture and Development Agreement, (b) is an authorized expenditure under the Project Plan and the EODD Act, and (c) such requested expenditures, when combined with previous disbursements from the Administrative Expense Fund during the current Bond Year do not exceed \$80,000 in the aggregate for such Bond Year.

3. The total amount requested to be disbursed pursuant to this Requisition is \$2,825.00 As set forth in the invoices attached hereto, of the total amount of such disbursement:

(a) \$ -0- is to be paid to the Issuer, the District Board, the Developer or Site Developer as reimbursement to the Issuer, the District Board, the Developer or Site

Developer for an invoice or statement previously paid by the Issuer, the District Board, the Developer or the Site Developer; and

(b) **\$2,825.00** is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this 4<sup>th</sup> day of February, 2026.

THE COUNTY COMMISSION OF  
HARRISON COUNTY

By: \_\_\_\_\_  
Commissioner

**Schedule I  
to Requisition**

Copies of Invoices or Statements  
(Attached)

UMB Bank                    Invoice #1037523                    Date: 01/20/2026                    \$ 2,825.00

**Total                    \$ 2,825.00**



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

Invoice 1037523

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**Account Detail**  
**Charles Pointe EODD 2019ABC**

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**Account Number: 158735.1**

**Administrative Fees**

Administration Fee	\$625.00
Extraordinary Administration Fees	2,200.00
<b>Administrative Fees Total</b>	<b>\$2,825.00</b>
<b>Account Total</b>	<b>\$2,825.00</b>

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## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is hereby entered into by and between the Harrison County Commission (“County”) and the Town of West Milford, West Virginia, (“Town”), referred to jointly as the “Parties,” which sets forth the intergovernmental agreement for the County to administer the Town’s regularly scheduled elections concurrently with the statewide primary elections as set forth in Chapter 3 of the West Virginia Code, or both as agreed in this MOU, as authorized by West Virginia Code §§ 3-1-31 and 8-5-5.

WHEREAS, the County, through its County Clerk, is responsible for the administration of statewide elections in the County;

WHEREAS, the Town, through its Town Recorder, is currently responsible for the administration of its municipal elections;

WHEREAS, the Town desires for the County to administer its regularly scheduled municipal elections concurrently with the statewide primary elections;

WHEREAS, the Town has satisfied its obligations to amend its Municipal Code pursuant to West Virginia Code § 8-5-5(b) and/or Senate Bill 50 (2025) to establish its Municipal Election Date(s) on the same day as a regularly scheduled statewide primary;

WHEREAS, the Town has scheduled its elections for every two years to be held on the same day as a regularly scheduled statewide primary;

WHEREAS, the Town has satisfied its obligations to align its municipal voting precinct boundaries in the Town, if any, with the voting precinct boundaries established by the County pursuant to West Virginia Code § 8-5-5(b), and the County has aligned the County voting precinct boundaries with the Town boundaries pursuant to West Virginia Code § 3-1-5(b).

THEREFORE, the Parties hereto agree to the following:

## TERMS AND CONDITIONS

1. The County shall concurrently hold the Town general election concurrently with the regularly scheduled statewide primary election in even-numbered years on a two year basis beginning with the regularly scheduled statewide primary election scheduled for May 12, 2026.
2. The Town shall share in the administrative costs of the County holding the Town's regularly scheduled election(s), which costs shall not exceed the Municipalities' *pro rata* share of voters registered in the Town compared with the total registered voters in the County pursuant to West Virginia Code § 8-5-5(i). The Town's maximum *pro rata* share in the administrative costs of the election is calculated as follows:

$$\frac{(\text{Town total reg. voters})}{(\text{County total reg. voters})} = \underline{Y} \%$$

$$\underline{Y} \% \times (\text{total cost of election}) = \text{Town's total maximum share in the election costs}$$

3. The expected administrative costs are the costs of the poll workers for precincts located within the Town's municipal limits. The Town shall pay for one-half of the costs of such poll workers. Such expense is limited by Section 2 and the maximum *pro rata* share.
4. The County shall not charge any other administrative costs associated with the election, such as costs of mailing absentee ballots. The Parties acknowledge that the reason for foregoing such costs is that the County would incur such costs regardless of the Town election.
5. The Town shall pay any and all administrative costs and expenses incurred by the County in connection with a challenge to or recount of a Town election, and the Town shall fully indemnify and defend the County in any and all such proceedings, whether judicial, administrative or otherwise.
6. The County shall be responsible for selecting poll workers, election commissioners, and other temporary election workers for each election, as permitted by law following the submission of the lists of election workers by county political party executive committees pursuant to West Virginia Code § 3-1-30.
7. The Town Recorder for the Town shall be the office to which Candidate Certificates of Announcement and associated filing fees shall be filed, subject to the following:
  - a. The Town shall retain all filing fees for its elections.
  - b. The Town Recorder shall deliver, and the County shall receive (through the County Clerk), all Candidate Certificates of Announcement within three business days following the close of the filing period, all Write-In Certificates of Announcement within three business days following the close of the Write-In filing period, all appointments to fill vacancies in nomination or on the ballot within three business days following the close

of the appointment period, and all official Candidate Withdrawal Form within three business days following the close of the withdrawal period.

8. The Town Recorder shall collect all financial disclosures from candidates for Town offices and review and file all financial disclosures according to West Virginia law. The Town shall fully indemnify and defend the County in relation to all Town financial disclosures reviewed and filed by the Town, and any challenges and/or proceedings, judicial, administrative, or otherwise, which relate to Town candidate financial disclosures.
9. Except for publication of the Sample Ballot, which shall be the duty of the County as required by law, the County and Town shall be separately and solely responsible for all notices required by any applicable law and neither Party shall be responsible for publishing any notice required by the other Party including but not limited to notice concerning proposed levies or levy renewals, public hearings concerning charter amendments or ordinances, or other legal advertisements, unless otherwise agreed in a subsequent writing between the Parties. So that the public interest is served in avoiding confusion in the election process, the County and Town agree to coordinate as to public notices and the publication of public notices.
10. The County's Board of Ballot Commissioners shall prepare, proof, and approve the official ballot to be administered to Town voters as required by law for any elections held by the County in accordance with this MOU. Notwithstanding the foregoing, the Town shall have its Town Recorder and/or Town Manager, or similarly situated official, review and approve that portion of the ballot that relates to the Town's elections prior to approval by the County's Board of Ballot Commissioners. The Town shall fully indemnify and defend the County in relation to all Town official ballots reviewed and approved by the Town, and any challenges and/or proceedings, judicial, administrative, or otherwise, which relate to an official Town approved ballot.
11. The County shall hold the drawing for order/place on the ballot for candidates for Town offices.
12. The County, under the authority of the County Clerk as provided in West Virginia Code § 3-3-1 *et seq.*, shall be the official filing office for all Absentee Ballot Applications submitted by Town voters, and shall be responsible for reviewing and issuing all Absentee Ballots to applicants.
13. The County Board of Canvassers shall superintend and conduct the Canvass for all elections, including Municipal elections held concurrently with the regularly scheduled statewide primary or general elections, or both as agreed in this MOU, and shall declare and certify the results of said election(s) as provided by law.
14. The County Board of Canvassers shall conduct any recount and contest filed by any Town candidate or voter, as the case may be and as permitted by law.
15. The County will provide for early voting in the same manner as for other elections.

16. Nothing in this MOU shall terminate any legal obligations of the Parties concerning the administration of any election except as otherwise expressly herein provided and agreed.

TOWN OF WEST MILFORD

HARRISON COUNTY COMMISSION

---

By: Todd Somers  
Its: Mayor

---

By Laura Pysz  
Its County Administrator

**DEPT**      **County Commission**

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
401-220-00	Advertising	\$ 120,000	\$ 50,000		\$ 170,000	Additional Funds
401-566-00	Transfer to Other Fu	\$ 4,588,373		\$ 56,000	\$ 4,532,373	Reduction
401-222-00	Dues and Subs	\$ 80,000	\$ 6,000		\$ 86,000	Additional Funds

 Within Account line  
item adjustments

Department Net Revision:      \$ 56,000      \$ 56,000

**DEPT**      **Courthouse**

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
424-216-00	Equipment	\$ 60,000	\$ 10,000		\$ 70,000	Additional Funds
424-215-00	Building	\$ 600,000		\$ 10,000	\$ 590,000	Reduction
424-231-00	Fire Service Fee	\$ 17,000	\$ 1,000		\$ 18,000	Additional Funds
424-353-00	Computer Software	\$ 238,335		\$ 1,000	\$ 237,335	Reduction
					\$ -	
					\$ -	

 Within Account line  
item adjustments

Department Net Revision:      \$ 11,000      \$ 11,000

DEPT Planning						
Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
439-230-020	Contractual	700	250		\$ 950	Additional Funds
439-221-00	Training	1100		250	\$ 850	Decrease
439-108-00	Overtime	\$ 21	\$ 250		\$ 271	Additional Funds
439-103-00	Salaries	251,077	-	250	\$ 250,827	Decrease

Department Net Revision:      \$ 500      \$ 500

Within Account line item adjustments

**DEPT**      **Garage**

Line Number	Line Description	Original Budget	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
717-341-00	Material and Supplies	\$ 18,200	\$ 1,500		\$ 19,700	Additional Funds
717-343-00	Oil and Tires	\$ 275,000		\$ 1,500	\$ 273,500	Decrease

**Department Net Revision:** \$ 1,500 \$ 1,500 Within Account line item adjustments

## DEPT Parks &amp; Rec

Line Number	Line Description	Original	Increase Amount	Decrease Amount	Revised Budget	Comment Notation
900-108-00	Overtime	\$ 3,000	\$ 1,000		\$ 4,000	Additional Funds
900-109-00	Extra Help	\$ 69,455		\$ 1,000	\$ 68,455	Reduction
900-216-00	Equipment	\$ 2,500	\$ 7,500		\$ 10,000	Additional Funds
900-459-00	New Equipment	\$ 20,000		\$ 7,500	\$ 12,500	Reduction
Within Account line item adjustments						
Department Net Revision:		\$ 8,500	\$ 8,500			



*Harrison County Assessor*

*Allen R. Ferree*

*229 S Third Street  
Clarksburg, WV 26301-2958  
Phone (304) 624-8510 Fax (304) 626-1066*



January 20, 2026

Harrison County Commission  
Susan Thomas  
David Hinkle  
Patsy Trecost

Commissioners,

Please make the following transfers regarding my current budget for fiscal year 2025-2026:

**INCREASE**

001-406-341-00	MATERIALS AND SUPPLIES	\$4,000
----------------	------------------------	---------

**DECREASE**

001-406-221	TRAINING	\$1,000
001-406-459	NEW EQUIPMENT	\$2,000
001-406-214	TRAVEL	\$1,000

Thank you in advance for your time and consideration with this matter.

Allen R. Ferree  
Harrison County Assessor

## Harrison County Farmland Protection Board

229 South 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor  
Clarksburg, WV 26301

January 27, 2026

Dear Harrison County Commission,

The Harrison County Farmland Protection Board would like for the Commission to approve the purchase of a Farmland Protection Easements in Harrison County. The easement have been ranked and approved for purchase by the Harrison County Farmland Protection Board. The easement that we are asking to be considered are as follows:

Robert Stenger-	170 +/- acres
	Offer Amount: \$340,000

Attached to this letter are the following items: Tax Maps for the parcel, Appraisal, Offer and Acceptance Letter from the Landowner and the board minutes showing approval of purchase. All purchases are pending Harrison County Commission approval.

Sincerely,

Mimi Riffle  
Administrator  
Harrison County Farmland Protection Board

# Harrison County Farmland Protection Board

Harrison County Commission

Attn: Harrison County Farmland Protection

229 South 3<sup>rd</sup> St, 3<sup>rd</sup> Floor

Clarksburg, WV 26301

November 21, 2025

Mr. Stenger,

Dear Mr. Stenger,

This letter serves to document the appraisal results for your easement.

The appraisal easement value came back lower than your asking price. The results are as follows:

Value As-Is:	\$646,000
Value of Remainder:	\$306,000
Easement Value:	\$340,000

Accordingly, the offer for your conservation easement is listed above.

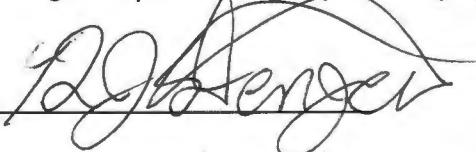
Please confirm your intentions by marking "accept" or "decline" in the box below, sign where noted and return this page to me within 30 days. The board's obligation is to pay 100% of the easement value pending the Harrison County Commission approval. The current offer is:

- \$340,000 for 170.12 +/- acres with one (1) existing residential site, and one (1) additional homesite reserved.



Mimi Riffle  
Administrator

I have reviewed the information provided above and understand that the offer for a conservation easement on my land will be established in accordance with the easement value determined by the appraisal and pending county commission approval. My signature below acknowledges that I wish to proceed as follows:



11/29/2025

Accept  Decline

I accept

## Harrison County Farmland Protection Board

### Meeting Minutes March 14, 2025, at 10 am

- The Harrison County Farmland Preservation Board called the regular meeting of March 14, 2025 to order at 10 A.M. at the Harrison County GSA Building in the 3<sup>rd</sup> floor conference room. All motions passed unanimously unless otherwise stated. Members present were Bill Suan, Orpha Swiger, William Coffindaffer, Laura Pysz, and Jimmy Smith. Patsy Trecost and Benjamin Davisson was absent. Others present were Mimi Riffle and Charlotte Shaffer
- Quorum was met
- Laura Pysz made the motion to accept the minutes as presented from the December 10, 2024, meeting. Motion was seconded by Orpha Swiger. **Motion Carried.**
- Treasury report was **\$1,723,311.75** balance as of 2/28/2025.
- Motion was made by Laura to accept treasury report and file for audit. A second by Bill Suan was made. **Motion carried.**
- Mimi gave an update on the Richard Law and David Romine easements. Richard Law's easement was closed on February 19, 2025 and David Romine's easement was closed today, prior to the start of the meeting. Mimi will speak with the Assessor's office about getting the farmland land classification put on these properties.
- Chong Easement- Charlotte reported to the group that there could be an issue with the survey on the Chong easement. Right now, a neighbor is stating that his survey shows a different boundary line. An oil and gas company cut down trees where the property line is located which could be where the discrepancy begins. Michael Ash was the surveyor for Harrison County Farmland for the Chong easement, at this time he has not been able to be reached.
- Mimi presented the board with a new application. Mr. Stenger's application was presented to the board. The Harrison County Farmland Protection Board members ranked the application. The Stenger farm's ranking ended up at 255 points. Laura made the motion that Mimi request a Title Search to be completed on the property. Orpha seconded the motion. **Motion carried.** Jimmy Smith made the motion to proceed with the Stenger application pending the title search and for Mimi to advertise/request bids for an appraisal to be completed on this property. Orpha seconded the motion. **Motion carried.** Laura made the motion that once bids are received that Mimi could accept the lowest bid up to \$12,000. Bill Suan seconded the motion. **Motion carried.**
- Tabled Items: The Stark property easement application had been put on hold due to the closing of the other easements. Now that the easements are closed, Mimi will return to searching for an appraiser for the property.
- Other New Business: It was brought to the board's attention that Harrison County Farmland Protection is only receiving a portion of the Excise Tax Fee. Currently, we are receiving \$1.50 for every \$1,000. The state max is currently \$2.20 per \$1,000. With the program growing and

more applications being received it would be wise for the board to request the max amount to match what the state's max is. Laura made the motion that the board send a request to the County Commission asking them to increase the excise tax to the max amount of \$2.20 per \$1,000 to match the state amount. Orpha seconded the motion. **Motion carried.**

- Meeting was adjourned at 11:22 am.



**Myers & Woods**  
APPRAISAL GROUP, INC.

October 28, 2025

Harrison County Farmland Protection Board  
c/o Ms. Mimi Riffle  
1701 West Main Street  
Clarksburg, WV 261701

RE: The Robert Stenger Property  
170+/- Acres  
Tax Map No. 406-08  
Harrison County, WV

Dear Ms. Riffle:

At your request, I have considered the property captioned above. Please note that there has not been a physical inspection of the property. It was requested to value the subject property "as is" and "as encumbered" with a hypothetical conservation easement that would limit the property so that it may never be divided or sold separately except as a whole and also limits the number of dwellings on the property.

The property consists of 170.12 acres of agricultural land located north of Route 270 (Hawk Highway) in Harrison County, West Virginia. The property is identified for real estate tax purposes by the Harrison County Commissioner of Revenue as Tax Map No. 405-08. The land is rolling and is comprised of approximately 48 acres of wooded land while the balance is open tillable fields. The property is improved by multiple agricultural storage structures, buildings, and a small pond. After considering the improvements it has been determined that they are not impacted by the conservation easement. Therefore, the property is appraised under the hypothetical condition that the property is vacant.

Value "As Is"	170.12 acres @ \$3,800 =	\$646,000 (R)
Value "As Encumbered"	170.12 acres @ \$1,800 =	\$306,000 (R)
<b>Estimated Easement Value</b>	=	<b>\$340,000</b>

Harrison County Farmland Protection Board  
October 28, 2025  
Page 2

I strongly recommend you consult with your accountant to fully understand how the donation will impact your individual return. I hope the information presented is sufficient, if you have any questions, or need further clarification, please feel free to contact me.

Attached is a Uniform Standards of Professional Appraisal Practice (USPAP) compliance form, which is required when an opinion of value is being provided. My signed Certification is also attached.

Respectfully,



Wesley Woods, MAI  
Certified General Real Estate Appraiser  
WV License No. 342  
Expires 09/30/2026

## **UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE COMPLIANCE**

Under the Uniform Standards of Professional Appraisal Practice (USPAP) (2024 Edition), certain reporting requirements are necessary when reporting an opinion of value. These compliance pages are intended to satisfy the USPAP requirements.

**CLIENT:** Harrison County Farmland Protection Board c/o Ms. Mimi Riffle

It is noted that this is a Restricted Appraisal Report and additional information is available in our work file that will provide a better understanding of, and our arrival at the respective value opinion and conclusions of this assignment.

**INTENDED USE:** The intended use of this restricted appraisal report is to provide an opinion of value for a proposed conservation easement.

**INTENDED USERS:** The intended users of the report are the owners and their legal counsel.

**IDENTIFICATION OF THE SUBJECT PROPERTY:** The real property being appraised is 170.12 acres in Harrison County, West Virginia. The Harrison County Commissioner of the Revenue identifies the property as Tax Map No. 405-08.

**PROPERTY INTEREST APPRAISED:** Fee Simple and Fee Simple subject to a hypothetical conservation easement.

**SALES HISTORY:** There have been no conveyances of the property within the preceding three (3) years. The property is not presently offered for sale.

**TYPE OF VALUE:** Market Value (See USPAP Page U-3)

**EFFECTIVE DATES:** The effective date of this opinion of value is August 27, 2025. The date of this report is October 28, 2025.

**SCOPE OF WORK:** To arrive at an opinion of value for the subject site, we researched sales in the general market area and region; and spoke with several market participants. Various maps and other exhibits were obtained to assist us in our report preparation.

**APPRAISAL METHODS USED:** The Land Value by Sales Comparison Approach is the method employed to estimate the value of the subject property. No other approaches to value were considered or used for this analysis. The Cost Approach and Income Capitalization Approach are not applicable for this property type.

**PROPERTY USE:** The subject property is presently being used for agricultural purposes.

**EXTRAORDINARY ASSUMPTIONS:** It is an extraordinary assumption that the property is in the same physical condition as what can be seen from the most current aerial maps available online. Additionally, it is an extraordinary assumption that the conservation easement will be recorded as currently proposed.

HYPOTHETICAL CONDITIONS: The value of the property as encumbered is a hypothetical condition. The improvements are omitted from the appraisal, and the property is appraised as though vacant.

## CERTIFICATION

**SUBJECT PROPERTY:** **170.12 Acres in Harrison County, VA**  
**Tax Map No. 405-08**

**DATE OF VALUATION:** **August 27, 2025**

<b>ESTIMATED VALUES:</b>	<b>As-Is –</b>	<b>\$646,000</b>
	<b>As Encumbered –</b>	<b><u>\$306,000</u></b>
	<b>Easement Value –</b>	<b>\$340,000</b>

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct;
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions;
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved;
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
- I have not performed a previous appraisal, or any other valuation service, of the subject property within the three (3) years prior to this assignment;
- My engagement in this assignment was not contingent upon developing or reporting predetermined results;
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal;
- This report is intended to comply with the Code of Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute. It is further intended to comply with the Uniform Standards of Professional Appraisal Practice (USPAP);
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute;
- Wesley D. Woods has made a personal inspection of the appraised property that is the subject of this report.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report I, Wesley D. Woods, have completed the Standards and Ethics Education Requirement of the Appraisal Institute.
- I currently hold an appropriate state certification allowing the performance of real estate appraisals in connection with federally related transactions in the state in which the subject property is located.
- This appraisal assignment was not based upon a requested minimum valuation, specific valuation, or the approval of a loan.

- My current or future employment has not been conditioned upon the appraisal producing a specific value or value within a given range.



---

Wesley D. Woods, MAI  
Certified General Real Estate Appraiser  
WV License No. 342  
Expires 09/30/2026

## Tax Cards

# Sheriff of Harrison County

## Harrison County Real Property



Tax Year: 2024 Account Number: 06291087  
Ticket #: 0000043195 Taxpayer I.D.:  
District: 12 - GRANT-OUTSIDE

Property Owner	Property Description
STENGER ROBERT J  454 STONEPOT RD LOST CREEK, WV 263856804 Lending Institution:	166.25 AS LOST CREEK O&G (INC COAL-STONEPOT)  Map/Parcel: 406 / 0008 0000 0000 Lot Size: Acreage: Book: 1621 Page: 54

Tax Class: 2  
Homestead Exemption: None  
Back Tax: None  
Exoneration: None  
Prior Delinquents: None  
Special Disposition: None

### ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	32220	32220	
Building	6120	6120	
Total	38340	38340	219.88

DUE: First Half: **none due** Second Half: **none due** Total Due: **none due**

### PAYMENTS RECEIVED:

	First Half	Second Half
Net	219.88	219.88
Discount	5.50	5.50
Interest	.00	.00
Total	214.38	214.38

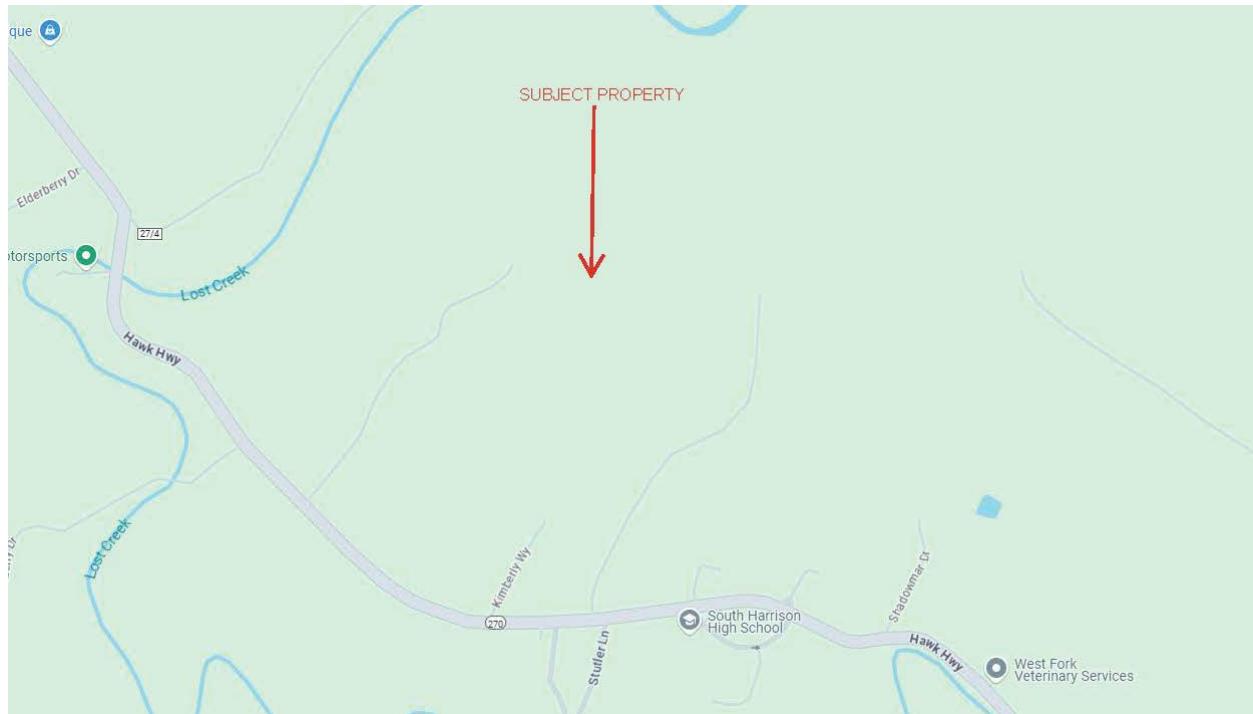
Date	08/20/2024	08/20/2024
------	------------	------------

Please Remit Payment (if any) to: Sheriff of Harrison County  
229 South 3rd Street  
Clarksburg, WV 26301  
Or call (304) 624-8685 with questions.

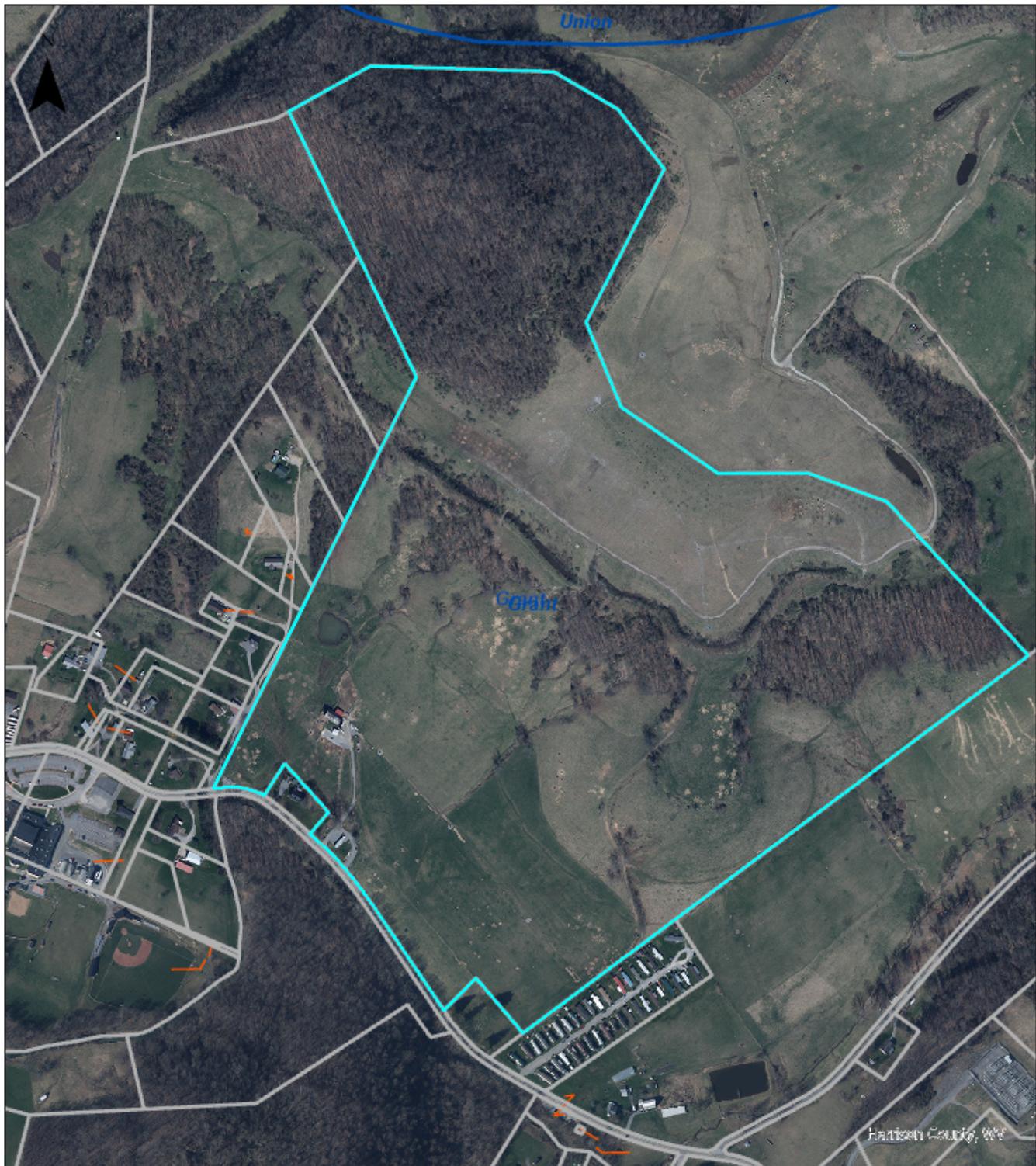
## Aerial Map



## Location Map



# Harrison County Tax Parcel Viewer



**Joseph R. Romano**  
**Harrison County Assessor**

Date: 4/8/2025

All tax maps created under the provisions of reappraisal legislation are the property of the Assessor of Harrison County, West Virginia and the reproduction, copying, modification, distribution or sale of such tax maps or any copies thereof without the written permission of the Harrison County Assessor is prohibited by law.

0 0.05 0.1 0.2 0.3 0.4 mi

## Harrison County Farmland Protection Board

229 South 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor  
Clarksburg, WV 26301

January 27, 2026

Dear Harrison County Commission,

The Harrison County Farmland Protection Board would like for the Commission to approve the purchase of a Farmland Protection Easements in Harrison County. The easement have been ranked and approved for purchase by the Harrison County Farmland Protection Board. The easement that we are asking to be considered are as follows:

Samuel Stark-	30+/- acres
	Offer Amount: \$60,000

Attached to this letter are the following items: Tax Maps for the parcel, Appraisal, Offer and Acceptance Letter from the Landowner and the board minutes showing approval of purchase. All purchases are pending Harrison County Commission approval.

Sincerely,

Mimi Riffle  
Administrator  
Harrison County Farmland Protection Board

## Harrison County Farmland Protection Board

Harrison County Commission  
Attn: Harrison County Farmland Protection  
229 South 3<sup>rd</sup> St, 3<sup>rd</sup> Floor  
Clarksburg, WV 26301

November 21, 2025

Mr. Stark,

Dear Mr. Stark,

This letter serves to document the appraisal results for your easement.

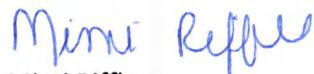
The appraisal easement value came back lower than your asking price. The results are as follows:

Value As-Is:	\$135,500
Value of Remainder:	\$75,500
Easement Value:	\$60,000

Accordingly, the offer for your conservation easement is listed above.

Please confirm your intentions by marking "accept" or "decline" in the box below, sign where noted and return this page to me within 30 days. The board's obligation is to pay 100% of the easement value pending the Harrison County Commission approval. The current offer is:

- \$60,000 for 30.12 +/- acres with no existing residential site, and no additional homesite reserved.



Mimi Riffle  
Administrator

I have reviewed the information provided above and understand that the offer for a conservation easement on my land will be established in accordance with the easement value determined by the appraisal and pending county commission approval. My signature below acknowledges that I wish to proceed as follows:



Accept  Decline

## Harrison County Farmland Protection Board

### Meeting Minutes September 27, 2024 @ 11:00 am

- The Harrison County Farmland Preservation Board called the regular meeting of September 27, 2024 to order at 11:01 A.M. at the Harrison County GSA Building in the 3<sup>rd</sup> floor conference room. All motions passed unanimously unless otherwise stated. Members present were Bill Suan, Orpha Swiger, William Coffindaffer, Laura Pysz, and Benjamin Davisson. Patsy Trecost and Jimmy Smith were present via phone or zoom. Others present were Susan Thomas and Mimi Riffle
- Quorum was met
- Laura Pysz made the motion to accept the minutes as presented from the July 12, 2024 meeting. Motion was seconded by Bill Suan. **Motion Carried.**
- Treasury report was **\$1,792,245.18** balance as of 8/31/2024.
- Motion was made by Laura to accept treasury report and file for audit. A second by Bill Suan was made. **Motion carried.**
- Mimi informed the group that the surveys have been received and are ready to put on file with the Deed of easement.
- Mimi informed the group that she received two quotes from Baseline Document Preparers. A third quote was not received. The first quote received came from Matt Monroe, he can complete both properties baseline documents for \$4,751.20. The second quote is from Evan Blumenstein and his quote was for \$4,163.69. Evan will not be able to complete the documents until mid-Jauanry 2025 while, Matt Monroe can complete by the end of November.
- Laura Pysz made the motion that the Harrison County Farmland Protection Board accept the quote from Matt Monroe even though the cost is slightly higher, he can complete the baseline documents within the timeline needed to close both easements the beginning of January. Motion was seconded by Ben Davisson. **Motion Carried.**
- Laura made the motion that Mimi is to work with the local attorney Mary Robinson to begin drafting the Deed of Easement for both the Romine and Law properties with a closing date being no later than January 15, 2025. A seconded to the motion was received by Bill Suan. **Motion carried.** Ben reviewed the title work to assure that we did not have any other legal work needed prior to getting ready for closing. He noted that a second signer would be needed for the Romine property.
- Tabled Items: Mimi reminded the board that if the Stark property is purchased while in the flood plain that this would benefit them. Laura made the motion to have Mimi proceed to secure a Title Search on the Stark property and if it comes back free and clear than she is to proceed with bidding for an appraiser to come appraise the property. Mimi can accept a bid from the lowest bidder as long as it is under \$6,000. Bill Suan seconded the motion. **Motion carried.**

- Other New Business:
  - Mimi told the Board that she has received a few phone calls and few people have requested packets and information about easements. Now we wait for more applications to be received. Mimi will send a copy of the information packet to Charlotte to have in the planning office as well as to the County Administrator. She will also speak to the assessor's office about getting them the information that they need about who they can call with questions.
- The next meeting date will be determined.
- Adjournment was made by Suan at 11:52 pm.



**Myers & Woods**  
APPRAISAL GROUP, INC.

October 28, 2025

Harrison County Farmland Protection Board  
c/o Ms. Mimi Riffle  
301 West Main Street  
Clarksburg, WV 26301

RE: The Samuel Stark Property  
30.12+/- Acres  
Tax Map Nos. 405-60 and 405-61  
Harrison County, WV

Dear Ms. Riffle:

At your request, I have considered the property captioned above. Please note that there has not been a physical inspection of the property. It was requested to value the subject property "as is" and "as encumbered" with a hypothetical conservation easement that would limit the property so that it may never be divided or sold separately except as a whole and also limits the number of dwellings on the property.

The property consists of 30.12 acres of agricultural land located east of Milford Street in Harrison County, West Virginia. The property is identified for real estate tax purposes by the Harrison County Commissioner of Revenue as Tax Map Nos. 405-60 and 405-61. The land is rolling and is comprised of approximately 30 acres of open tillable fields. The property is unimproved and features 5,000 feet of frontage along the West Fork River. The method of valuation is the land sales comparison approach.

Value "As Is"	30.12 acres @ \$4,500 =	\$135,500 (R)
Value "As Encumbered"	30.12 acres @ \$2,500 =	\$ 75,500 (R)
<b>Estimated Easement Value</b>	=	<b>\$ 60,000</b>

Harrison County Farmland Protection Board  
October 28, 2025  
Page 2

I strongly recommend you consult with your accountant to fully understand how the donation will impact your individual return. I hope the information presented is sufficient, if you have any questions, or need further clarification, please feel free to contact me.

Attached is a Uniform Standards of Professional Appraisal Practice (USPAP) compliance form, which is required when an opinion of value is being provided. My signed Certification is also attached.

Respectfully,



Wesley Woods, MAI  
Certified General Real Estate Appraiser  
WV License No. 342  
Expires 09/30/2026

## **UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE COMPLIANCE**

Under the Uniform Standards of Professional Appraisal Practice (USPAP) (2024 Edition), certain reporting requirements are necessary when reporting an opinion of value. These compliance pages are intended to satisfy the USPAP requirements.

**CLIENT:** Harrison County Farmland Protection Board c/o Ms. Mimi Riffle

It is noted that this is a Restricted Appraisal Report and additional information is available in our work file that will provide a better understanding of, and our arrival at the respective value opinion and conclusions of this assignment.

**INTENDED USE:** The intended use of this restricted appraisal report is to provide an opinion of value for a proposed conservation easement.

**INTENDED USERS:** The intended users of the report are the owners and their legal counsel.

**IDENTIFICATION OF THE SUBJECT PROPERTY:** The real property being appraised is 30.12 acres in Harrison County, West Virginia. The Harrison County Commissioner of the Revenue identifies the property as Tax Map Nos. 405-60 and 405-61.

**PROPERTY INTEREST APPRAISED:** Fee Simple and Fee Simple subject to a hypothetical conservation easement.

**SALES HISTORY:** There have been no conveyances of the property within the preceding three (3) years. The property is not presently offered for sale.

**TYPE OF VALUE:** Market Value (See USPAP Page U-3)

**EFFECTIVE DATES:** The effective date of this opinion of value is August 27, 2025. The date of this report is October 28, 2025.

**SCOPE OF WORK:** To arrive at an opinion of value for the subject site, we researched sales in the general market area and region; and spoke with several market participants. Various maps and other exhibits were obtained to assist us in our report preparation.

**APPRAISAL METHODS USED:** The Land Value by Sales Comparison Approach is the method employed to estimate the value of the subject property. No other approaches to value were considered or used for this analysis. The Cost Approach and Income Capitalization Approach are not applicable for this property type.

**PROPERTY USE:** The subject property is presently being used for agricultural purposes.

**EXTRAORDINARY ASSUMPTIONS:** It is an extraordinary assumption that the property is in the same physical condition as what can be seen from the most current aerial maps available online. Additionally, it is an extraordinary assumption that the conservation easement will be recorded as currently proposed.

HYPOTHETICAL CONDITIONS: The value of the property as encumbered is a hypothetical condition.

## CERTIFICATION

**SUBJECT PROPERTY:** **30.12 Acres in Harrison County, VA**  
**Tax Map Nos. 405-60 and 405-61**

**DATE OF VALUATION:** **August 27, 2025**

<b>ESTIMATED VALUES:</b>	<b>As-Is –</b>	<b>\$135,500</b>
	<b>As Encumbered –</b>	<b><u>\$ 75,500</u></b>
	<b>Easement Value –</b>	<b>\$ 60,000</b>

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct;
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions;
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved;
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
- I have not performed a previous appraisal, or any other valuation service, of the subject property within the three (3) years prior to this assignment;
- My engagement in this assignment was not contingent upon developing or reporting predetermined results;
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal;
- This report is intended to comply with the Code of Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute. It is further intended to comply with the Uniform Standards of Professional Appraisal Practice (USPAP);
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute;
- Wesley D. Woods has made a personal inspection of the appraised property that is the subject of this report.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report I, Wesley D. Woods, have completed the Standards and Ethics Education Requirement of the Appraisal Institute.
- I currently hold an appropriate state certification allowing the performance of real estate appraisals in connection with federally related transactions in the state in which the subject property is located.
- This appraisal assignment was not based upon a requested minimum valuation, specific valuation, or the approval of a loan.

- My current or future employment has not been conditioned upon the appraisal producing a specific value or value within a given range.



---

Wesley D. Woods, MAI  
Certified General Real Estate Appraiser  
WV License No. 342  
Expires 09/30/2026

## Tax Cards

# Sheriff of Harrison County

## Harrison County Real Property



Tax Year: 2024 Account Number: 06442094  
Ticket #: 0000076838 Taxpayer I.D.:  
District: 20 - UNION-OUTSIDE

Property Owner	Property Description
STARK SAMUEL S  5651 GOOD HOPE PIKE CLARKSBURG, WV 263016859 Lending Institution:	18.12 AS WEST FORK  Map/Parcel: 405 / 0060 0000 0000 Lot Size: Acreage: Book: 1327 Page: 1048

Tax Class: 2

Homestead Exemption: None

Back Tax: None

Exoneration: None

Prior Delinquents: None

Special Disposition: None

### ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	1680	1680	
Building	0	0	
Total	1680	1680	9.64

**DUE: First Half: none due Second Half: none due Total Due: none due**

### PAYMENTS RECEIVED:

	First Half	Second Half
Net	9.64	9.64
Discount	.00	.24
Interest	.00	.00
Total	9.64	9.40

Date	09/26/2024	09/26/2024
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Please Remit Payment (if any) to: Sheriff of Harrison County  
229 South 3rd Street  
Clarksburg, WV 26301  
Or call (304) 624-8685 with questions.

# Sheriff of Harrison County

## Harrison County Real Property



Tax Year: 2024 Account Number: 06442101  
Ticket #: 0000076839 Taxpayer I.D.:  
District: 20 - UNION-OUTSIDE

Property Owner	Property Description
STARK SAMUEL S  5651 GOOD HOPE PIKE CLARKSBURG, WV 263016859 Lending Institution:	12 AS WEST FORK  Map/Parcel: 405 / 0061 0000 0000 Lot Size: Acreage: Book: 1327 Page: 1048

Tax Class: 2

Homestead Exemption: None

Back Tax: None

Exoneration: None

Prior Delinquents: None

Special Disposition: None

### ASSESSMENT:

Assessment	GROSS	NET	TAX (1/2 Year)
Land	1200	1200	
Building	0	0	
Total	1200	1200	6.88

**DUE:** First Half: **none due** Second Half: **none due** Total Due: **none due**

### PAYMENTS RECEIVED:

	First Half	Second Half
Net	6.88	6.88
Discount	.00	.17
Interest	.00	.00
Total	6.88	6.71

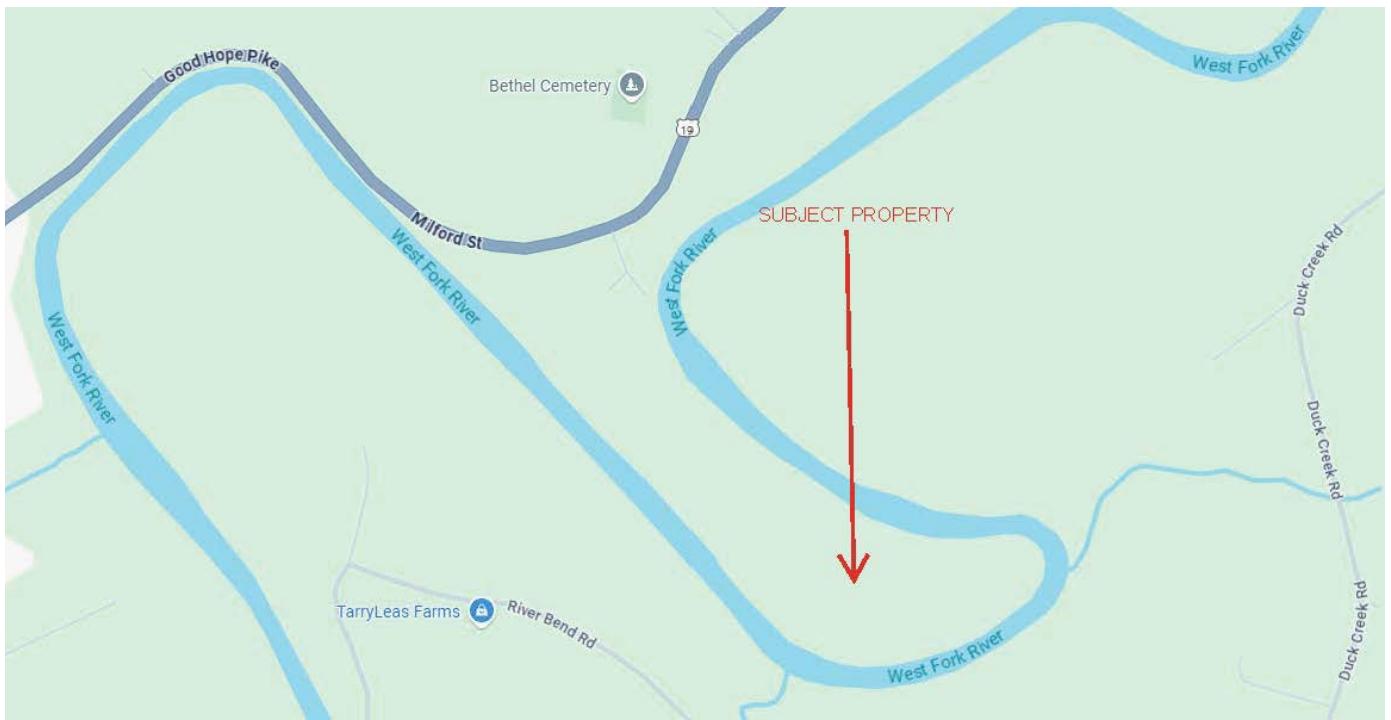
Date	09/26/2024	09/26/2024
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Please Remit Payment (if any) to: Sheriff of Harrison County  
229 South 3rd Street  
Clarksburg, WV 26301  
Or call (304) 624-8685 with questions.

## Aerial Map



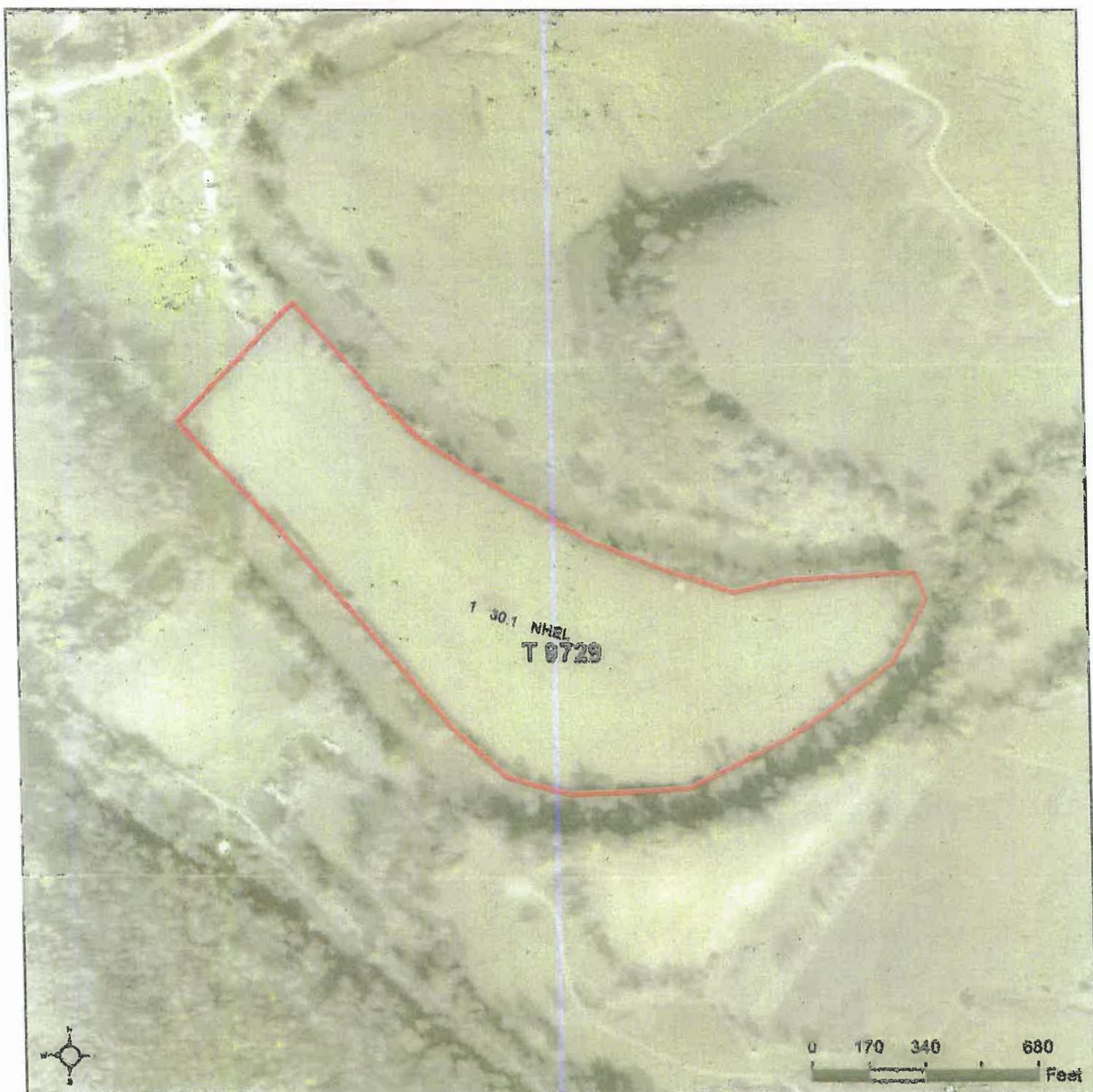
## Location Map





United States  
Department of  
Agriculture

Harrison County, West Virginia



**Common Land Unit**

Cropland

Tract Boundary

Wetland Determination Identifiers

Restricted Use

Limited Restrictions

Exempt from Conservation

Compliance Provisions

**Tract Cropland Total: 30.10 acres**

**2017 Program Year**

Map Created December 15, 2016

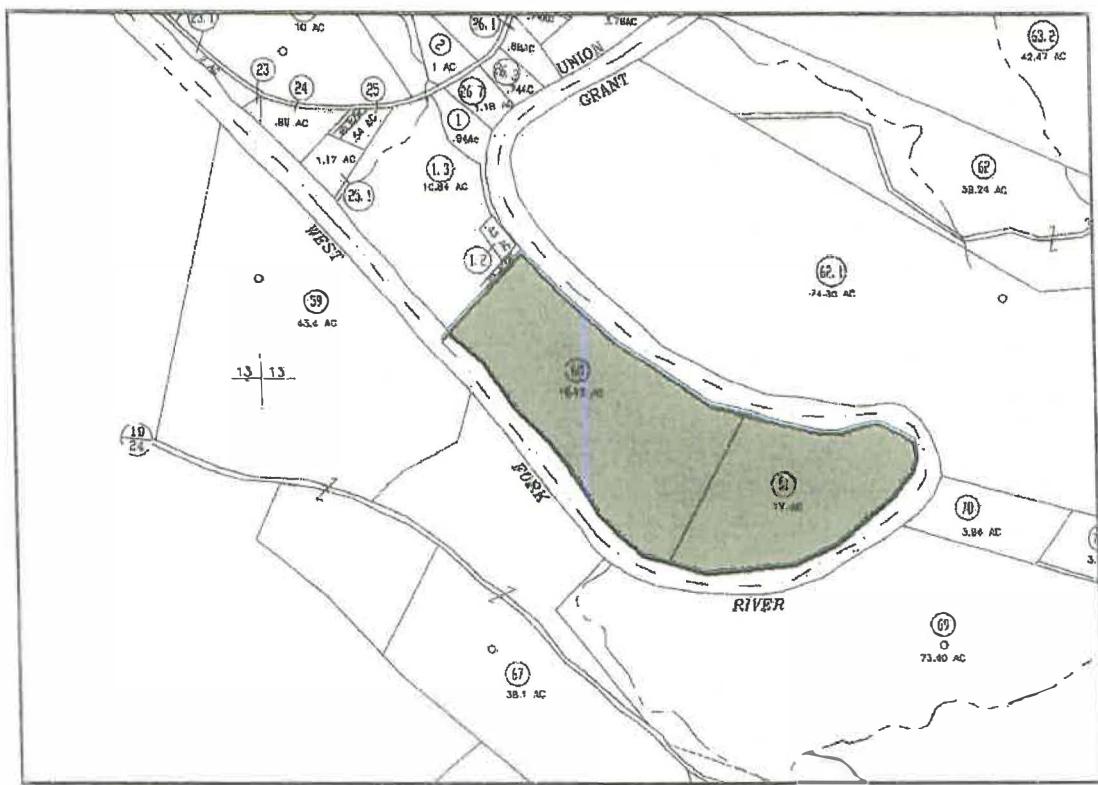
**Farm 1228**

**Tract 9729**

United States Department of Agriculture (USDA) Farm Service Agency (FSA) maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership; rather it depicts the information provided directly from the producer and/or National Agricultural Imagery Program (NAIP) imagery. The producer accepts the data 'as is' and assumes all risks associated with its use. USDA-FSA assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact boundaries and determinations or contact USDA Natural Resources Conservation Service (NRCS).

## Tax Assessor's Map

Borrower/Client	Samuel S Stark			
Property Address	Rt 1			
City	Lost Creek	County	Harrison	
Lender	Farm Credit of the Virginias			
	State	WV	Zip Code	26385



February 4<sup>th</sup>, 2026

WVABCA  
Licensing Department  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, West Virginia 25302

Dear Commissioner,

This letter is to advise you that the Harrison County Commission has no objections to an ABCA License being issued to Almost Heaven Barn at 63 Jadewood Drive, Shinnston, West Virginia, 26431. This was discussed and approved at the February 4<sup>th</sup>, 2026 Harrison County Commission Meeting. Please let us know if any further information is needed.

Sincerely,

---

Susan J. Thomas, President  
Harrison County Commission

**Zoning Form**

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

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

**To: Municipal Clerk or Recorder**

Under the requirements set forth in W.Va. Code § 11-16-8(a)(5), a person intending to apply for a license to operate a WVABCA licensed Class B establishment at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the WVABCA. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Class B licensed establishment issued pursuant to the provisions of § Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: Almost Heaven Barn

DBA (Doing Business As): \_\_\_\_\_

Address of Establishment: 63 Jadewood Dr. Shinnston WV 26431  
(Street/Route) (City) (State) (Zip Code)

Applicant's Name(s): Holt Angela Lynn  
(Last) (First) (Middle)

\_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_  
(Last) (First) (Middle)

General Description of Premises: event center

This Notice has been filed with the Clerk or Recorder of the City/Town of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Applicant's Signature(s): Angela Holt Date: 1-30-26

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

State of West Virginia



County of Harrison, ss:

## Clerk's Fiduciary Report

### Estate from Wednesday, January 14, 2026, through Tuesday, January 20, 2026

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

#### On, Wednesday, January 14, 2026, the following matters were disposed of in the presence of the Clerk:

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

**DEBORAH ROWH**, who was named in the last will and testament of **NANCY SUE CAIN**, 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, **PATRICIA WRIGHT** was appointed and qualified as **ADMINISTRATRIX** of the estate of **CODY JAMES WRIGHT**, deceased. Bond was 1,000.00.

#### On, Friday, January 16, 2026, the following matters were disposed of in the presence of the Clerk:

The said estate of **ROBERT F HORNER**, deceased was referred to **NORMAN FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

A duly exemplified copy of the last will and testament of **SANDRA STRINGER**, deceased, late a resident of SUMTER, FLORIDA, was admitted to record.

#### On, Tuesday, January 20, 2026, the following matters were disposed of in the presence of the Clerk:

A duly exemplified copy of the last will and testament of **JOHN A BOYCE**, deceased, late a resident of FRANKLIN, OHIO, was admitted to record.

A handwritten signature in black ink, appearing to read "John R Spires".

John R Spires  
Clerk of the Harrison County Commission

Wednesday, February 4, 2026

Confirmed

# United States of America

A-2.

State of West Virginia



County of Harrison, ss:

## Clerk's Fiduciary Report

**Estate from Wednesday, January 21, 2026, through Tuesday, January 27, 2026**

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

**On, Wednesday, January 21, 2026, the following matters were disposed of in the presence of the Clerk:**

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

**SANDRA JOANN LEMASTERS**, who was named in the last will and testament of **WAYNE EDWARD LEMASTERS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Friday, January 23, 2026, the following matters were disposed of in the presence of the Clerk:**

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DARLENE ANN STRAUCH** was appointed and qualified as ADMINISTRATRIX of the estate of **CHARLES ANTHONY BLACKWELL**, deceased. Bond was \$430,000.00.

A handwritten signature of John R Spires.

John R Spires  
Clerk of the Harrison County Commission

Wednesday, February 4, 2026

Confirmed

## IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA.

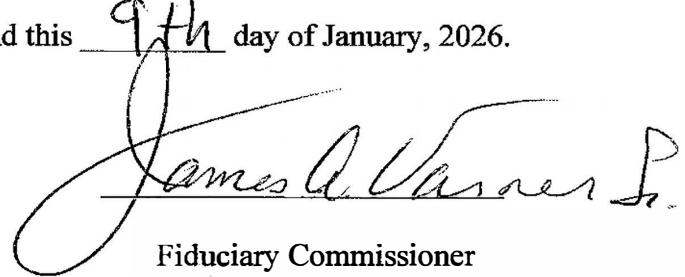
ROBERT LEE VANHORN, ADMINISTRATOR  
OF THE ESTATE OF  
DAVID DUAINE VANHORN

REPORT OF CLAIMS  
AND AFFIDAVIT AND  
WAIVER OF FINAL  
SETTLEMENT

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

Pursuant to Chapter 44, Article 2, Section 29, of the Code of West Virginia, the following is a Affidavit and Waiver of Final Settlement of Robert Lee VanHorn, Administrator, and all known heirs and distributees of the estate of David Duaine VanHorn, as presented to and received and approved by James A. Vamer, Sr., Fiduciary Commissioner of Harrison County, West Virginia to whom this case was referred, as in such cases made and provided by law:

GIVEN under my hand this 9th day of January, 2026.



Fiduciary Commissioner

Harrison County  
John R Spires, Clerk  
Instrument 202600001540  
01/21/2026 @ 02:02:40 PM  
COMMISSION SETTLEMENT  
Pages Recorded 3  
Recording Cost \$ 12.00

United States of America

State of West Virginia



County of Harrison, ss:

Affidavit and Waiver of Final Settlement

I, ROBERT LEE VANHORN, personal representative(s) in the estate of DAVID DUANE VANHORN after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;
2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);
3. The time for filing of claims against the estate has expired;
4. No known unpaid claims exist against the estate;
5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

ROBERT LEE VANHORN  
ADMINISTRATOR

(L.S.)

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 31 day of December 2025



OFFICIAL SEAL  
NOTARY PUBLIC  
STATE OF WEST VIRGINIA  
Constance G Saunders  
Harrison County Bank  
PO Box 98, Lost Creek, WV 26385  
My Commission Expires September 27 2029

ROBERT LEE VANHORN

BROTHER

Notary Public

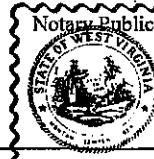
(L.S.)

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 31 day of December 2025

My Commission expires: September 27, 2029  
SHARON WILLIE  
SISTER



OFFICIAL SEAL  
NOTARY PUBLIC  
STATE OF WEST VIRGINIA  
Constance G Saunders  
Harrison County Bank  
PO Box 98, Lost Creek, WV 26385  
My Commission Expires September 27 2029

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 31 day of December 2025

My Commission expires: September 27, 2029  
Constance G. Saunders

Notary Public



OFFICIAL SEAL  
NOTARY PUBLIC  
STATE OF WEST VIRGINIA  
Constance G Saunders  
Harrison County Bank  
PO Box 98, Lost Creek, WV 26385  
My Commission Expires September 27 2029

JOSHUA VANHORN

NEPHEW

(L.S.)

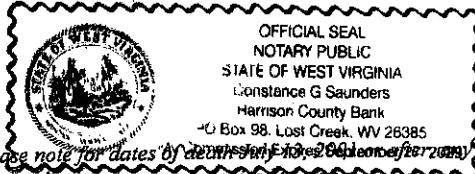
STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 31 day of December, 2022 C65

My Commission expires: September 21, 2029

Constance G. Saunders  
Notary Public



*Please note for dates of death, if the testator leaves a will, heirs who are to receive a bequest of cash or personal property are not required to sign.*

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

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

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_.

John R Spires

By \_\_\_\_\_

John R Spires  
Clerk of the Harrison County Commission

Betty Cochran  
Deputy Clerk

Estate: 13093

SealAffidavitandFinalSingle

**IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA****GENE W. DODD,  
ADMINISTRATOR OF THE ESTATE****OF****REPORT OF CLAIMS  
AND  
WAIVER OF FINAL SETTLEMENT****///****GENE TAYLOR DODD,  
DECEASED****TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA:**

The Report of Norman T. Farley, Fiduciary Commissioner for Harrison County, West Virginia, and Waiver of Final Settlement of the **Estate of Gene Taylor Dodd**, deceased.

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

That this estate was referred to Norman T. Farley, Fiduciary Commissioner, on **January 28, 2025**; that your Commissioner approved the appraisement of said estate and caused the same to be recorded in the Office of the Clerk of this Commission; and a copy was forwarded to the Tax Commissioner for West Virginia; and,

That pursuant to Article 2, Chapter 44 of the West Virginia Code, as amended, the **4<sup>th</sup> day of May, 2025**, was appointed by the County Commission as the day to receive on or before that date proofs of claim against said estate at your Commissioner's law office located at 917 W. Main Street, Bridgeport, West Virginia 26330, and notice was given thereof to the creditors and beneficiaries of the estate by publishing notice in the manner and form prescribed by law in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, once each week for two successive weeks, said publication having been made on the **5<sup>th</sup> and 12<sup>th</sup> days of March, 2025**; and,

That no claims were filed against said estate and there were no contingent or unliquidated claims or claims not matured against said estate that were presented to or proven

before your Commissioner, and that no necessity exists to reserve any funds in the hands of the personal representative to meet the same; and,

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

Your Commissioner further reports that the name of the personal representative was included in a list of all fiduciaries whose accounts were then before him for settlement, which list was prepared by him and caused by him to be published once a week for two successive weeks, as required by law, said publication having been made on the **9<sup>th</sup> and 16<sup>th</sup> days of January, 2026**, in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, and upon completion of said publication, your Commissioner proceeded to make this final Report for the settlement of the accounts of said personal representative.

This Report and attached Affidavit and Waiver of Final Settlement, filed herewith and expressly made a part hereof, may be filed as the final report of **Gene W. Dodd, Administrator of the Estate of Gene Taylor Dodd, deceased.**

GIVEN under my hand this 21<sup>st</sup> day of January, 2026.

  
\_\_\_\_\_  
Norman T. Farley  
Fiduciary Commissioner  
Harrison County, West Virginia

United States of America

State of West Virginia



County of Harrison, ss:

## Affidavit and Waiver of Final Settlement

I, GENE W DODD, personal representative(s) in the estate of GENE TAYLOR DODD after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;
2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);
3. The time for filing of claims against the estate has expired;
4. No known unpaid claims exist against the estate;
5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

GENE W DODD  
ADMINISTRATOR

Gene W. Dodd

Gene W. Dodd

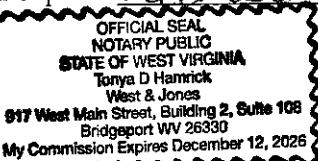
(L.S.)

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of December, 2025.

My Commission expires: December 12, 2026



Tonya D. Hamrick  
Notary Public

GENE W DODD  
SON

Gene W. Dodd

Gene W. Dodd

(L.S.)

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of December, 2025.

My Commission expires: December 12, 2026

December 12, 2026

Tonya D. Hamrick

Abby D. Davis  
Notary Public

ABBY DODD DAVIS  
DAUGHTER

Abby D. Davis

Abby D. Davis  
(L.S.)

STATE OF West Virginia

COUNTY OF Harrison

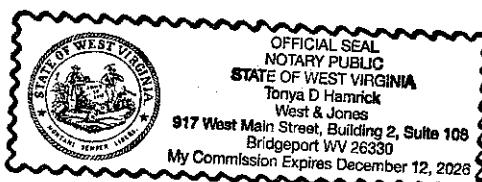
The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of December, 2025.

My Commission expires: December 12, 2026

December 12, 2026

Tonya D. Hamrick

Notary Public

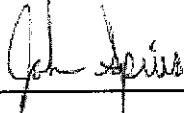


*Please note for dates of death July 13, 2001 or after, any heirs who are to received a bequest of cash or personal property are not required to sign.*

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

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

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_.



John R Spires  
Clerk of the Harrison County Commission

By \_\_\_\_\_

Betty Cochran  
Deputy Clerk

**IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA**

**JEFFERY FORTNEY,  
ADMINISTRATOR CTA DBN OF THE ESTATE**

**REPORT OF CLAIMS  
AND  
WAIVER OF FINAL SETTLEMENT**

# OF *III*

**JOYCE GEE FORTNEY,  
DECEASED**

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

The Report of Norman T. Farley, Fiduciary Commissioner for Harrison County,  
West Virginia, and Waiver of Final Settlement of the **Estate of Joyce Gee Fortney**, deceased.

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

That this estate was referred to Norman T. Farley, Fiduciary Commissioner, on **October 12, 2023**; that your Commissioner approved the appraisement of said estate and caused the same to be recorded in the Office of the Clerk of this Commission; and a copy was forwarded to the Tax Commissioner for West Virginia; and,

That pursuant to Article 2, Chapter 44 of the West Virginia Code, as amended, the 7<sup>th</sup> day of January, 2024, was appointed by the County Commission as the day to receive on or before that date proofs of claim against said estate at your Commissioner's law office located at 917 W. Main Street, Bridgeport, West Virginia 26330, and notice was given thereof to the creditors and beneficiaries of the estate by publishing notice in the manner and form prescribed by law in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, once each week for two successive weeks, said publication having been made on the 8<sup>th</sup> and 15<sup>th</sup> days of November, 2023; and,

That the claims which were filed against said estate have been released and there were no contingent or unliquidated claims or claims not matured against said estate that

were presented to or proven before your Commissioner, and that no necessity exists to reserve any funds in the hands of the personal representative to meet the same; and,

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

Your Commissioner further reports that the name of the personal representative was included in a list of all fiduciaries whose accounts were then before him for settlement, which list was prepared by him and caused by him to be published once a week for two successive weeks, as required by law, said publication having been made on the **9<sup>th</sup> and 16<sup>th</sup> days of January, 2026**, in the Clarksburg Exponent-Telegram, a newspaper published and of general circulation in Harrison County, West Virginia, and upon completion of said publication, your Commissioner proceeded to make this final Report for the settlement of the accounts of said personal representative.

This Report and attached Affidavit and Waiver of Final Settlement, filed herewith and expressly made a part hereof, may be filed as the final report of **Jeffery Fortney, Administrator CTA DBN of the Estate of Joyce Gee Fortney, deceased**.

GIVEN under my hand this 21<sup>st</sup> day of January, 2026.



\_\_\_\_\_  
Norman T. Farley  
Fiduciary Commissioner  
Harrison County, West Virginia

**IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA**

**IN THE MATTER OF:**

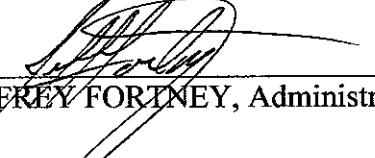
**ESTATE OF JOYCE GEE FORTNEY**

**AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT**

STATE OF WEST VIRGINIA,  
COUNTY OF HARRISON, to-wit:

Jeffrey Fortney, Administrator of the Estate of Joyce Gee Fortney, being first duly sworn, deposes and says that:

- (1) He is the duly appointed and acting personal representative of the Estate of Joyce Gee Fortney.
- (2) If required, that a release of lien required by West Virginia Code or Certificate of Nonliability for the said estate has been recorded by the Clerk of the County Commission of Harrison County, West Virginia.
- (3) More than sixty (60) days have elapsed since the filing of any notice required by West Virginia Code §§ 44-2-1 et seq., as amended, which pertains to the filing of notice by the Fiduciary Commissioner, or in the alternative, the Clerk of the County Commission of Harrison County, West Virginia.
- (4) That the time for filing claims against this estate has expired and that no known or unpaid claims exist against this estate.
- (5) That the signature of each beneficiary of the said estate, not exempted by West Virginia Code § 44-2-29, as amended, appearing on the attached Waivers, have been advised of the share or shares of which each is entitled from the above-referenced estate. All property which each beneficiary is entitled has been or, upon approval of this settlement, will be delivered to said beneficiary in conformity with the appropriate allocation.

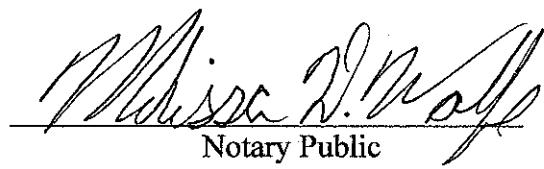
  
JEFFREY FORTNEY, Administrator

Taken, subscribed, and sworn to before the undersigned authority by Jeffrey Fortney,  
Administrator, in the County aforesaid this 5<sup>th</sup> day of December, 2025.

My commission expires: April 9, 2029.



(Notarial Seal)



Notary Public

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

IN THE MATTER OF:

ESTATE OF JOYCE GEE FORTNEY

**WAIVER OF FINAL SETTLEMENT**

WHEREAS, under West Virginia Code § 44-2-29, as amended, a final settlement may be waived by a waiver which is signed by the personal representative and by all heirs and beneficiaries of the Estate of Joyce Gee Fortney, deceased.

On this the 20<sup>th</sup> day of November, 2025, came Alan Martin who states the following: that he is one of the heirs and beneficiaries of the Estate of Joyce Gee Fortney; that he has been advised of the share of the estate to which he is entitled; that a final settlement of the Estate of Joyce Gee Fortney is hereby waived; and that he further joins in the waiver executed by the personal representative of the Estate of Joyce Gee Fortney.

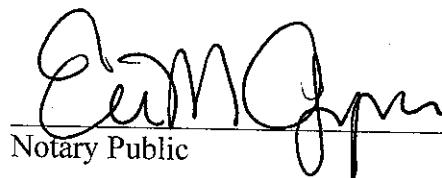
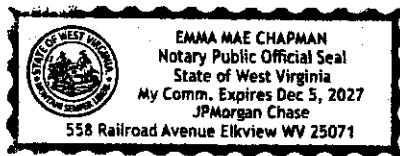


ALAN MARTIN

STATE OF WEST VIRGINIA,  
COUNTY OF Kanawha:

Taken, subscribed and sworn to before me this 20 day of November, 2025, by Alan Martin, heir and beneficiary under the Last Will and Testament of Joyce Gee Fortney.

My commission expires: December 5, 2027.



Emma Mae Chapman  
Notary Public

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

IN THE MATTER OF:

ESTATE OF JOYCE GEE FORTNEY

**WAIVER OF FINAL SETTLEMENT**

WHEREAS, under West Virginia Code § 44-2-29, as amended, a final settlement may be waived by a waiver which is signed by the personal representative and by all heirs and beneficiaries of the Estate of Joyce Gee Fortney, deceased.

On this the 17 day of November, 2025, came Cassandra Martin now known as ("n/k/a") Cassandra Newhouse who states the following: that she is one of the heirs and beneficiaries of the Estate of Joyce Gee Fortney; that she has been advised of the share of the estate to which she is entitled; that a final settlement of the Estate of Joyce Gee Fortney is hereby waived; and that she further joins in the waiver executed by the personal representative of the Estate of Joyce Gee Fortney.

*Cassandra Martin Newhouse*  
CASSANDRA MARTIN  
n/k/a CASSANDRA NEWHOUSE

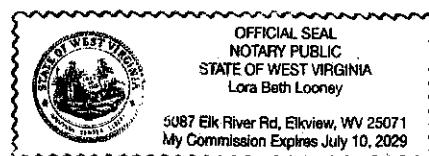
STATE OF WEST VIRGINIA,  
COUNTY OF Kanawha :

Taken, subscribed and sworn to before me this 18<sup>th</sup> day of November, 2025, by Cassandra Martin n/k/a Cassandra Newhouse, heir and beneficiary under the Last Will and Testament of Joyce Gee Fortney.

My commission expires: July 10, 2029.

27541526.1

*Lora Looney*



IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

IN THE MATTER OF:

ESTATE OF JOYCE GEE FORTNEY

**WAIVER OF FINAL SETTLEMENT**

WHEREAS, under West Virginia Code § 44-2-29, as amended, a final settlement may be waived by a waiver which is signed by the personal representative and by all heirs and beneficiaries of the Estate of Joyce Gee Fortney, deceased.

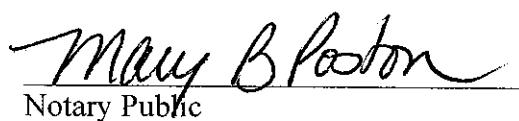
On this the \_\_\_\_ day of November, 2025, came Keith W. Taylor who states the following: that he is one of the heirs and beneficiaries of the Estate of Joyce Gee Fortney; that he has been advised of the share of the estate to which he is entitled; that a final settlement of the Estate of Joyce Gee Fortney is hereby waived; and that he further joins in the waiver executed by the personal representative of the Estate of Joyce Gee Fortney.

  
KEITH W. TAYLOR

STATE OF WEST VIRGINIA,  
COUNTY OF Nicholas:

Taken, subscribed and sworn to before me this 20 day of November, 2025, by Keith W. Taylor, heir and beneficiary under the Last Will and Testament of Joyce Gee Fortney.

My commission expires: 26 Mar 2029.

  
Mary B Poston  
Notary Public

27541526.1

United States of America

State of West Virginia



County of Harrison, ss:

## Affidavit and Waiver of Final Settlement Notice

This day JEFFERY FORTNEY reported to the Court a Affidavit and Waiver of Final Settlement for the estate of JOYCE GEE FORTNEY, which Affidavit and Waiver of Final Settlement was filed in the office of the Clerk of the Harrison County Commission on the 23rd day of January, 2026 and said estate was published in The Clarksburg Exponent-Telegram on the 8th day of November 2023 and was presented to this Court on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, further it appearing to the Court that more than (10) days have lapsed since the date the report was filed with the Clerk of the Harrison County Commission and no objections being made thereto and no errors appearing upon the face thereof and none appearing to the Court and the Court being satisfied that all requirements of the statute in regard to such settlement have been complied with, same being deemed correct and ordered to be recorded and filed. The said Fiduciary is hereby relieved of further duties, the surety on his/her bond is hereby released therefore, the estate is considered closed.

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

Given under my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

A handwritten signature of John R Spires in black ink.

John R Spires  
Clerk of the Harrison County Commission

IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

SANDRA JEAN HARDING, EXECUTRIX  
OF THE ESTATE OF  
MARGARET ANN MCKOWN

REPORT OF CLAIMS  
AND WAIVER OF  
FINAL SETTLEMENT

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

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

GIVEN under my hand this 9th day of January, 2026.

  
\_\_\_\_\_  
Robert J. Pevler, Fiduciary Commissioner

United States of America



State of West Virginia

County of Harrison, ss:

## Affidavit and Waiver of Final Settlement

I, SANDRA JEAN HARDING, personal representative(s) in the estate of MARGARET ANN MCKOWN after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;
2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);
3. The time for filing of claims against the estate has expired;
4. No known unpaid claims exist against the estate;
5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

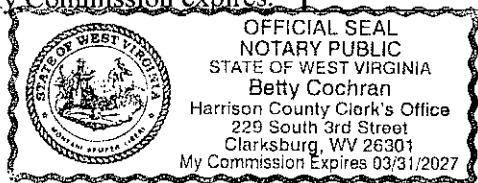
SANDRA JEAN HARDING  
EXECUTRIX

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 5 day of January, 2024

My Commission expires:



March 31, 2027 Betty Cochran

Notary Public

SANDRA JEAN HARDING  
FRIEND

STATE OF West Virginia

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 5 day of January, 2024

March 31, 2027

Betty Cochran

Notary Public

TRUSTEES OF THE FIRST UNITED METHODIST CHURCH  
BENEFICIARY

Senior Pastor First United Methodist Church  
(L.S.)

STATE OF West Virginia

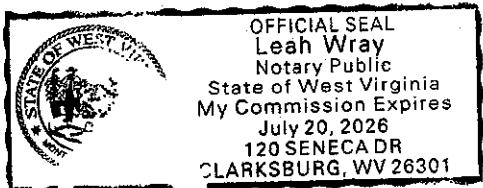
COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 6 day of January, 2025

My Commission expires: July 20, 2026

Leah Wray

Notary Public



HUMANE SOCIETY OF HARRISON COUNTY

BENEFICIARY

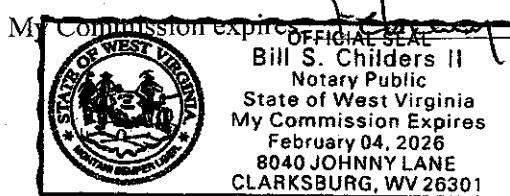
STATE OF WV

*Jm Dem* *HSKC*

(L.S.)

COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 6 day of January, 2026



*Bill S. Childers II*

Notary Public

CLARKSBURG MISSION INC

*Neil M. Ward* Exc. Dir.

(L.S.)

BENEFICIARY

STATE OF WV

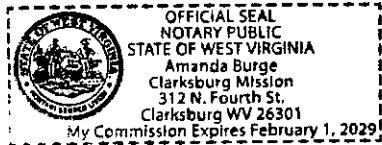
COUNTY OF Harrison

The foregoing instrument was acknowledged before me this 5th day of January, 2026.

My Commission expires: 2/1/2029

*Amanda Burge*

Notary Public



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

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

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

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

*John R. Spires*

By \_\_\_\_\_

John R. Spires  
Clerk of the Harrison County Commission

Betty Cochran  
Deputy Clerk

## IN THE COUNTY COMMISSION OF HARRISON COUNTY, WEST VIRGINIA

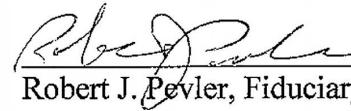
RICHARD W. TAYLOR, ADMINISTRATOR  
OF THE ESTATE OF  
ROBERT JAMES STALNAKER

REPORT OF CLAIMS  
AND WAIVER OF  
FINAL SETTLEMENT

TO THE HONORABLE COUNTY COMMISSION OF HARRISON COUNTY, WV:

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

GIVEN under my hand this 5th day of January, 2026.

  
\_\_\_\_\_  
Robert J. Pevler, Fiduciary Commissioner

\*Reference Miscellaneous Book No. 65, at pages 1096 and 1123

Harrison County  
John R. Givens, Clerk  
Instrument 20260000695  
01/12/2026 @ 10:39:36 AM  
COMMISSION SETTLEMENT  
Pages Recorded 3  
Recording Cost \$ 12.00

United States of America



State of West Virginia

County of Harrison, ss:

## Affidavit and Waiver of Final Settlement

I, RICHARD W TAYLOR, personal representative(s) in the estate of ROBERT JAMES STALNAKER after being first duly sworn do aver and state as follows:

1. A release of lien, if required by West Virginia Code 11-1-1, has been filed with the County;
2. More than 60 days have elapsed since the filing of any notice required by West Virginia Code 44-1-14(a);
3. The time for filing of claims against the estate has expired;
4. No known unpaid claims exist against the estate;
5. All beneficiaries of the estate have each been advised of the share or shares to which each is entitled from the estate.

RICHARD W TAYLOR  
ADMINISTRATOR

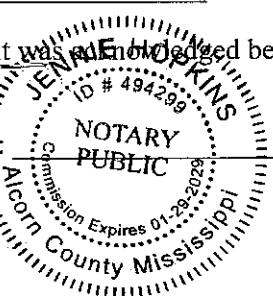
*Richard Taylor* (L.S.)

STATE OF MS

COUNTY OF Alcorn

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of December, 2025.

My Commission expires:



*Jennie Hopkins*

Notary Public

RICHARD J TAYLOR  
NEPHEW

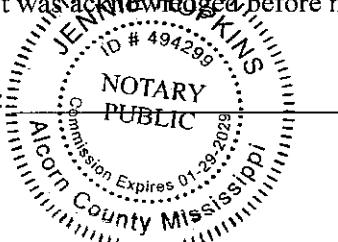
*Richard J Taylor* (L.S.)

STATE OF MS

COUNTY OF Alcorn

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of December, 2025.

My Commission expires:



*Jennie Hopkins*

Notary Public

FISHER T TAYLOR  
NEPHEW

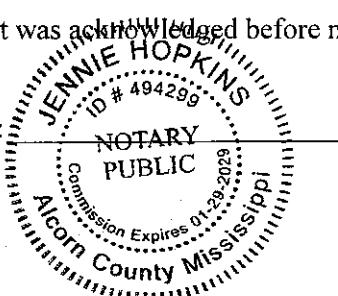
*Richard Taylor & Fisher Taylor* (L.S.)

STATE OF MS

COUNTY OF Alcorn

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of December, 2025.

My Commission expires:



*Jennie Hopkins*

Notary Public

FAITH V TAYLOR  
NIECE

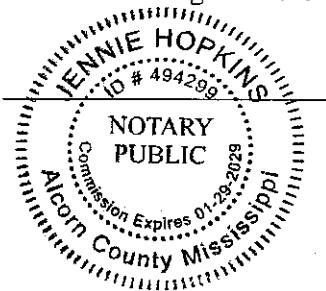
*Richard Taylor to Faith Taylor* (L.S.)

STATE OF MS

COUNTY OF Alcorn

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of December, 2025

My Commission expires:



*Jennie Hopkins*

Notary Public

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

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

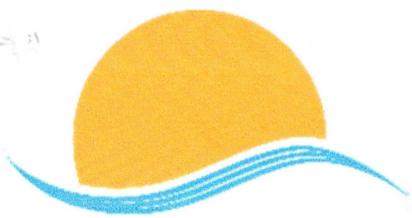
I, John R Spires, Clerk of the Harrison County Commission, do hereby certify that the foregoing writing was this day examined and confirmed by said Commission, there having been no exceptions or objections filed thereto.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_.

*John R Spires*  
John R Spires  
Clerk of the Harrison County Commission

By \_\_\_\_\_

*Betty Cochran*  
Betty Cochran  
Deputy Clerk



## Greater Harrison County Public Service District

**Phone:** 304-745-3463

**Fax:** 304-745-5327

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

At the regular meeting of Greater Harrison County PSD held on Thursday December 18, 2025, Chairman James Scudere, Member Gary Auvil and Member Thomas Michael. Also present were Bill Hoover, General Manager, Matt Evans, Assistant Manager, Zack Dobbins of Bennett and Dobbins, Kylea Radcliff of Thrasher Engineering and Sam Harrold of Mountain State Law.

1. Minutes and/or Amended Minutes of Previous Meetings: Leonard moved to approve minutes. Board concurred.
2. Public Comment Period: No one present
3. Patrick Lesmann – P&B Services provided by Bill Hoover  
General update – No issues currently.
4. Finance Report provided by Zack Dobbins.  
Auvil moved to approve financial transactions as presented. Board concurred.
5. Zack Dobbins – Bennett and Dobbins
  - 5.1 Drawdown #13 for Overall Water Project presented. Leonard to approve as presented. Board concurred.  
Drawdown #12 Quiet Dell Sewer Project presented. Leonard moved to approve as presented.  
Board concurred.  
Budget revision presented for the ARPA funds. Kylea provided details on revision request. Leonard moved to approve as presented. Board concurred.
  - 5.2 Resolutions – Read for consideration.
    1. To consider for first reading and act upon a proposed Water Rate Resolution entitled:  
A RESOLUTION ESTABLISHING NEW RATES, FEES AND CHARGES FOR SERVICE TO CUSTOMERS OF THE EXISTING PUBLIC WATERWORKS SYSTEM OF GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT.  
Michael moved to approve as read. Board concurred.
    2. To consider for first reading and act upon a proposed Sewer Rate Resolution entitled:  
A RESOLUTION ESTABLISHING NEW RATES, FEES AND CHARGES FOR SERVICE TO CUSTOMERS OF THE EXISTING PUBLIC SANITARY SEWERAGE SYSTEM OF GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT.  
Michael moved to approve as read. Board concurred.
6. Thrasher Group, Inc. provided by Kylea Radcliff
  - 6.1 Sewer
    - 6.1.a Quiet Dell
      - Construction Update – Construction meeting agenda provided to board. Contract #1 fully working on MBR tank, the main treatment is taking place in this area. All the subgrade foundation work is complete. Presented options for either using caissons or helical pier. I would like to consider helical piers versus caissons for significant cost savings. Board concurred to proceed with reviewing change to helical piers. Contract #2 – finishing Zach's run portion. We have had a few complaints that have been addressed.
    - 6.1.b Woodstock Heights Sanitary Sewer Extension Project
      - We need to process final substantial completion. We have a few punch list items to be addressed. Requesting final substantial completion. Michael moved to approve as presented. Board concurred.

### 6.1.c River Crossings

- We have submitted initial permits out. The OLS remains to be submitted. We should have permits within the next 30-60 days.

### 6.1.d 10-year Plan Sewer

- Nothing new to add at this time.

## 6.2 Water

### 6.2.a Overall Water Project

- Construction Update – contract #1 is finishing up Florence Hollow, approximately 50% complete. They will work their way to Duck Creek and then Valley of Good Hope. Contract #2 -The RPR has been moved to Wolfe's Excavating. Update on deliveries provided. A substantial completion provided for consideration for Coon's Run. Michael moved to approve as presented. Board concurred. Contract #3 will begin in spring of 2026.

### 6.2.b Buffalo Lake Road Water Line Extension

- We are submitting an amendment to request Long Run be included in this project.

### 6.2.c 10-year Plan Water

- Nothing new to add at this time.

## 7. Bill Hoover – General Manager

### 7.1 Water

- 7.1.a Overall water loss 18%, Lost Creek Mount Clare was at 17%, Valley of Good Hope at 25% and Quiet Dell at 10%. Coon's Run was at 48% due to a leaking valve on old line.

- 7.1.b Water Leak Report – Lost Creek had the most leaks and nothing in Coon's Run.

### 7.2 Sewer

- 7.2.a There was one line plug last night but overall, a very good month. We are setting the pontoons back in the pond today and replacing guide wires.

## 8. Sam Harold – Mountain State Law

- 8.1 River Access-Boat ramp decided to accept the original proposal.

## 9. Executive Session

- 9.1 Not needed

Leonard moved to adjourn meeting. Board concurred.

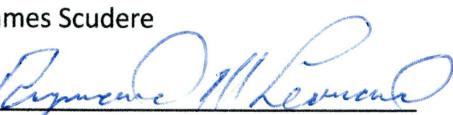
The next regular board meeting will be held on January 15, 2026.

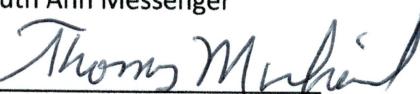
Chairman \_\_\_\_\_

James Scudere

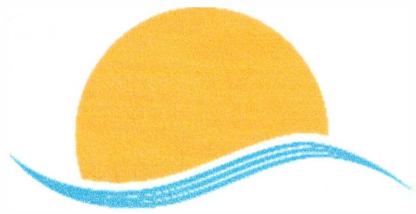
Treasurer \_\_\_\_\_

Ruth Ann Messenger

Secretary   
Mark Leonard

Member   
Thomas Michael

Member   
Gary Auvil



## Greater Harrison County Public Service District

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

**www.greaterharrison.com**

At the special meeting of Greater Harrison County PSD held on Thursday January 8, 2026, Chairman James Scudere, Treasurer Ruth Ann Messenger, Secretary Raymond Leonard, and Member Gary Auvil. Also present were Bill Hoover, General Manager, Matt Evans, Assistant Manager, Zack Dobbins of Bennett and Dobbins and Todd Swanson of Steptoe and Johnson. Public present that requested to speak included: Dave Oliverio, Joanie Oliverio, Lou Assaro, Janice Millson, Barbara Snyder, Marsha Felton, William Davisson, Kirk W. Bre (sp?), Pam Harris, Amy Griffith, Corey Augustine, Richard Fowler II, Kenny Floyd, Maggie Kos(sp), and Debbie Starkey.

1. Public hearing regarding a proposed Water Rate Resolution.

Public comments included but not limited to; District paying insurance for employees and families, fixed income customers, percentage of increase, allocation of increase, review of spending and budget, multiple increases, different rates within district, , lead customer service lines, sewer rates being based on water usage, rates and revenue for Marion and Taylor county customers, role of County Commission and PSC, percentage calculation for leak adjustments and rate determination. All comments were provided detailed response by appropriate party.

2. Public hearing regarding a proposed Sewer Rate Resolution.

Public comments included but not limited to; District paying insurance for employees and families, fixed income customers, percentage of increase, allocation of increase, review of spending and budget, multiple increases, different rates within district, , lead customer service lines, sewer rates being based on water usage, rates and revenue for Marion and Taylor county customers, role of County Commission and PSC, percentage calculation for leak adjustments and rate determination. All comments were provided detailed response by appropriate party.

3. Second reading and act upon a proposed Water Rate Resolution entitled:

A RESOLUTION ESTABLISHING NEW RATES, FEES AND CHARGES FOR SERVICE  
TO CUSTOMERS OF THE EXISTING PUBLIC WATERWORKS SYSTEM OF  
GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT.

Scudere motioned to approve second reading as presented. Board concurred.

4. Second reading and act upon a proposed Sewer Rate Resolution entitled:

A RESOLUTION ESTABLISHING NEW RATES, FEES AND CHARGES FOR SERVICE  
TO CUSTOMERS OF THE EXISTING PUBLIC SANITARY SEWERAGE SYSTEM OF  
GREATER HARRISON COUNTY PUBLIC SERVICE DISTRICT.

Scudere motioned to approve second reading as presented. Board concurred.

Scudere moved to adjourn meeting. Board concurred.

Chairman \_\_\_\_\_

James Scudere

Secretary Raymond M. Leonard

Mark Leonard

Member Gary R. Auvil

*Gary R. Auvil*

Treasurer \_\_\_\_\_

Ruth Ann Messenger

Member Thomas Michael

Thomas Michael



*Harrison County Assessor*

*Allen R. Ferree*

229 S Third Street  
Clarksburg, WV 26301-2958  
Phone (304) 624-8510 Fax (304) 626-1066



January 15, 2026

Honorable Harrison County Commission  
Susan J. Thomas, President  
229 S Third Street  
Clarksburg, WV 26301

RE: Certification of Notices Mailed

Dear Commissioners,

In accordance with SB 401 passed March 13, 2010 (effective May 14, 2010), §11-3-15b requires the assessor to send a notice of increase in the assessment of personal property by January 15 if the value of business personal property has:

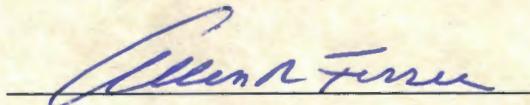
1. An assessed value of tangible personal property greater than 10% of the prior year's assessed value and;
2. The aggregate assessed value of the property has increased one hundred thousand dollars (\$100,000) or more over the prior years assessed value.

Pursuant to §11-3-15b (d), no later than the 16<sup>th</sup> day of the tax year, the assessor shall certify to the county commission and to the Tax Commissioner the date on which all notices under this section were mailed.

This letter is to certify receipt of a letter from the Tax Department and a list of taxpayers in Harrison County that will receive an increase letter for commercial business returns that were processed for the 2026 tax year. According to the Department of Tax and Revenue, these increase notices were mailed starting January 15<sup>th</sup>, 2026.

Harrison County Commission  
January 15, 2026  
Page 2

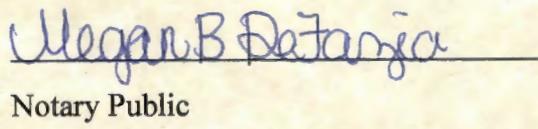
I hereby certify that we have complied with the legislation and the West Virginia State Tax Department verifies this task was completed.



Allen R. Ferree  
Assessor of Harrison County

cc: Matthew Irby, Tax Commissioner  
WV Department of Tax and Revenue

Taken, subscribed, and sworn to before me this 15<sup>th</sup> day of January 2026.

  
\_\_\_\_\_  
Notary Public

My commission expires: October 20, 2030