Harrison County Commission Meeting
Wednesday, December 2, 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. --- Estate Hearing Update --- Leona Mae Clair

10:10 A.M. --- Special Funding Request from Northern Appalachian Coal Mining Heritage Association requesting $2,500 to help fund the ongoing preservation and education efforts of NACMHA

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   - **A.** Shanna Wratchford – Assessor – New Hire – Effective December 3, 2026
   - **B.** Amanda Knotts – 911 – Resignation – Effective November 18, 2026
4. **Minutes and/ or Amended Minutes of Previous Meetings**
   - **A.** none
5. **Requisitions --- Purchase Orders --- Invoices**
   - **A.** ARPA – Greater Harrison County Public Service District -- $ 937,719.10
   - **B.** Quotes - none
   - **C.** Vendor List of Payments
6. **Exonerations --- Corrective Tickets --- Joint Property Applications:**
   - **A.** none
   - **B.** 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.** $59.00
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.** $4,815.00
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 the proceeds of the Series 2016A Bonds (Development District No. 4 – White Oaks Industrial Park Project No. 1)
   - **A.** $1,035.00

10. **Review—Discuss—Consider** Consideration of Approval of a Project Fund Requisition for the payment of cost associated with the project to be financed from proceeds of the Series 2021 A & B (Development District No. 3 White Oaks Project No. 2).
    A. none
11. **Review—Discuss—Consider** Getting rid of the Pay Grade & Step program (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 to employee, or prospective public officer or employee)
12. **Review—Discuss—Consider** Letter to the West Virginia Alcohol Beverage Control Administration
    - Milagro Modern Mexican Kitchen
    - 800 Jerry Dove Drive, Bridgeport, WV 26330
13. **Review—Discuss—Consider** A resolution to accept final payment of $20,000 from the West Virginia Courthouse Facilities Improvement Authority (CFIA) for Courthouse Elevator project. Final payment released upon project completion.
14. **Review—Discuss—Consider** A resolution to consider adoption and acceptance funds for the 24th Cycle of the West Virginia Courthouse Facilities Improvement Authority (CFIA) for $125,000 to be used for replacement/modernization of the freight elevator.
15. **Review—Discuss—Consider** Update on Fire/EMS Study, (Potential Executive session)
16. **Review—Discuss—Consider** Budget Revisions FY 2026/2027
    A. General County
    B. Vital Services
17. **Administrator's Report**
18. **Commissioner Comments – Questions**

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

A. Weekly Fiduciary Report from the County Clerk
   1. November 4, 2026 through November 17, 2026

B. Monthly Fiduciary Commission Settlements:
   1. none

C. Monthly Minutes/ Financial Information from Various Boards, Committees, and Public Service
   1. Harrison County Assessor Additional Duty Letter
   2. Greater Harrison County PSD regular meeting minutes for October 15, 2026
   3. Expressions of Love Charity, Final Account Balance

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

1. Revising Employee Handbook to state that Commission will no longer honor additional Governor Proclaimed Holidays.

10:10 AM

HARRISON COUNTY COMMISSION
SPECIAL FUNDING REQUEST

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

Date of Request: 11/16/2026

Organization Name: Northern Appalachian Coal Mining Heritage Association

Name and Title of Requester: Caroline Davis, Executive Director

Mailing Address of Organization and Responsible Person:
22 Coal Country Ln. Bldg. 2 Fairmont, WV 26554
If approved, this is where the check will be sent

Telephone: (304) 366-9358 Fax: _____ E-mail: nacmha.director@gmail.com

FEIN# 55-0772550 Is your organization an IRS 501(c) 3 not-for-profit? Y N
If yes, attach IRS Status Letter
If no, please explain: _____

TOTAL Cost of Project/Activity: $ TBD

Dollar Amount REQUESTED - Grant: $ 2500 Loan: $ _____

Was project funded previously by HCC? Y N If so, when 2025 ; how much: $ 2000

Have you previously received funds from the Harrison County Commisson: Y N
If Yes, how much? If funded multi years - list by fiscal year?
When: 2024 ; how much: $ 1500
When: _____ ; how much: $ _____
When: _____ ; how much: $ _____

Purpose of request (one sentence): To help fund the ongoing preservation and education efforts of NACMHA.

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

Describe the proposed activities with dollar amounts to be funded by this request:
Northern Appalachian Coal Mining Heritage Association, is working toward expanding their preservation efforts as well as their exhibits and educational programing. In 2026, we have been able to establish 1 additional exhibit location, installed the 1st interpretive sign for the Coal Heritage Driving Trail and have begun circulating out Traveling Trunk educational program. Funding for year 2027 will be used toward continuing these programs and efforts.

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

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

(Name of Applicant) NACMHA 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) NACMHA, the recipient of funding from the Harrison County Commission hereunder, that (Name of Applicant) NACMHA 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) NACMHA 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 Caroline Davis **Date** 11/16/2026

Caroline Davis, Executive Director

For Official Use:

This funding request is: APPROVED NOT APPROVED TABLED

Amount Approved: $_____ Paid Date: _____

With the following notations:

_____

_____

_____

Action taken at Harrison County Commission meeting on: _____

Name of Organization/Applicant _____

FINAL REPORT OF THE SPECIAL FUNDING REQUEST

AMOUNT RECEIVED FROM THE HARRISON COUNTY COMMISSION: $ _____

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

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

NAME OF PROJECT/EVENT: _____

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

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

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

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

I CERTIFY THAT THE ABOVE INFORAMTION IS CORRECT

_____ _____

Applicant Date

County Commission of Harrison County, West Virginia

REVISED ORDER

Harrison County Community Improvement Fund -- Number 026

Harrison County General Fund -- Number 001

Policy and Procedure Regarding Contributions to Other Entities

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

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

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

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

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

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

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

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

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

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

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

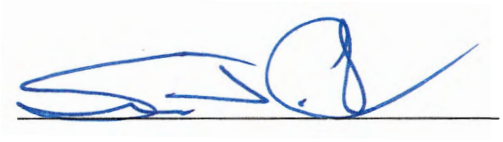
1. Apple Butter Festival - City of Salem
2. Fort New Salem Holiday - Christmas Activity
3. Frontier Days - City of Shinnston ,
4. Glen Elk Village Wine Musical & Art? Festival

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

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

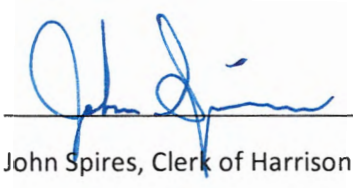
Now, therefore be it further resolved, the Harrison County Commission does hereby direct the administrative staff with the Office of the County Commission to take the necessary steps to communicate and provide this Order to the entities and agencies that have received funding during the past four fiscal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

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



Susan J Thomas, President

Attest:



John Spires, Clerk of Harrison County

3-A

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
12/3/26		| | |-| | |-| | | | |

NAME	ADDRESS
SHANNA WRATCHFORD	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		ASSESSOR	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) S-1 407

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 1/20/26
HUMAN RESOURCES MANAGER	DATE

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

Harrison County Commission
Payroll Change Notice

3-B

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
11/18/2026		

NAME	ADDRESS
Amanda Knotts	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		911	

THE CHANGE(S):

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

THE REASON FOR THE CHANGE(S):

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

TYPE OF LEAVE _____

☐ OTHER (Explain) New hire with a start date of 11/25/2026. Called on 11/18/2026 and declined the job offer.

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE 11/19/2026
HUMAN RESOURCES MANAGER Travis Miller	DATE

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

5-A

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

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

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

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

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

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

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

NOW, THEREFOR, BE IT RESOLVED the Greater Harrison County PSD has hereby authorized and directed the payment of the attached invoices which comprise Draw #23 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	$ 3,500.00	$ -	$ -	$ 3,500.00	$ -	$ -
Thrasher Group	$ 70,930.00	$ -	$ -	$ 70,930.00	$ -	$ -
Greater Harrison Co PSD	$ 954.00	$ -	$ -	$ -	$ -	$ 954.00
Pro Contracting Inc	$ 345,172.50	$ -	$ -	$ 65,768.70	$ -	$ 279,403.80
Breckenridge Corp	$ 694,208.71			$ 36,847.41	$ -	$ 657,361.30
	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 1,114,765.21	$ -	$ -	$ 177,046.11	$ -	$ 937,719.10

ADOPTED BY the Greater Harrison County Public Service District, at the board meeting held November 19,2026:

By: _____

Its: Chairman

5-C

Date of Meeting	12/2/2026	Invoices							
Line Item #	**Department Name**	**Vendor Name**	**Description Note**	**General County Fund 001**	**E-911 007**	**Vital Services Levy 027**	**Community Corrections**	**Community Improvement Fund 026**	**ARPA Fund**
027-711-230-00	**911 Center**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement - Grafton/Shinnston Towers			$708.33			
027-711-230-00	**911 Center**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement - Radio Towers - PK, LC, SM			$933.33			
027-711-230-00	**911 Center**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement - 911 Complex			$800.00			
027-711-223-00	**911 Center**	A-1 Exterminating Co.	General Pest Control services - JSJOC Charlespointe			$75.00			
027-711-221-00	**911 Center**	APCO International	APCO PST 8th Edition Instructor Manual			$173.31			
027-711-221-00	**911 Center**	APCO International	APCO PST 8th Edition Student Manual			$843.66			
027-711-222-00	**911 Center**	Commerce District at Charles Pointe	HOA for 911 Center			$779.32			
027-711-216-00	**911 Center**	JT Martin Fire & Safety	Fire Extinguisher Inspection fee			$133.50			

027-711-223-00	**911 Center**	Language Line Services	Subscription for interpreter service for non-english speaking 911 callers			$15.60			
027-711-223-00	**911 Center**	The Water Shop	Bottled water			$22.50			
027-711-223-00	**911 Center**	Unifirst Corp	Carpet runner service - JSJOC Charlespointe			$63.00			
027-711-459-00	**911 Center**	US Bank	10 Wantek Monaural Corded USB headsets for JSJOC Charlespointe			$159.03			
027-716-230-00	**Animal Control**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement			$366.66			
027-716-213-00	**Animal Control**	Hope Gas	Monthly Gas bill			$428.65			
027-716-341-00	**Animal Control**	Midwest Veterinary Supply, Inc	6 - Dog Vaccines			$549.95			
027-716-341-00	**Animal Control**	The Water Shop	Bottled Water			$12.72			
027-716-341-00	**Animal Control**	US Bank - Amazon	Supply of Syringes for vaccines			$50.76			
001-424-230-00	**Commission**	A-1 Exterminating	General Pest Control Services - Old DHHR Building	$173.25					
001-424-230-00	**Commission**	A-1 Exterminating	General Pest Control Services - Sheriff's Office	$90.00					
001-424-230-00	**Commission**	A-1 Exterminating	General Pest Control Services - Senior Center	$90.00					

001-424-230-00	**Commission**	A-1 Exterminating	General Pest Control Services - GSA Building	$210.00					
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for Jail Annex	$1,041.67					
001-412-230-00	**Commission**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for Extention Office	$238.93					
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Preventative Maintenace Agreement for Old DHHR Building	$238.87					
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for 229 S. 3rd Street	$1,091.67					
001-424-216-00	**Commission**	Alpha Energy Solutions	Service Call - Jail Annex Building	$1,692.06					
001-424-230-00	**Commission**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement for Sheriff's office	$941.67					
001-424-216-00	**Commission**	American Garage Door, LLC	Service call & Maintenance for GSA Garage Door	$331.00					
001-424-213-00	**Commission**	Clarksburg Water Board	Monthly Utility bill - 633 W. Pike Street	$130.25					
001-424-341-00	**Commission**	First Guaranty Bank	Black Ink for Process	$313.35					
001-424-219-00	**Commission**	Hart Office Solutions	Copier Rental fee - Assessor's office	$313.75					

001-424-219-00	**Commission**	Hart Office Solutions	Copier Rental fee - Commission	$86.80					
001-424-219-00	**Commission**	Hart Office Solutions	Copier Rental overage fee	$25.54					
001-424-213-00	**Commission**	Hope Gas	Gas Utility Bill - 229 S. 3rd St	$378.74					
001-424-213-00	**Commission**	Hope Gas	Gas Utility Bill - 633 W. Pike St	$29.49					
001-424-213-00	**Commission**	Hope Gas	Gas Utility Bill - 609 W. Main St	$35.59					
001-424-213-00	**Commission**	Hope Gas	Gas Utility bill - Public Safety Building	$124.51					
001-424-213-00	**Commission**	Hope Gas	Gas Utility bill - Quiet Dell School	$260.76					
001-424-213-00	**Commission**	MonPower	Power Utility bill for GSA Building	$12,743.50					
001-424-213-00	**Commission**	MonPower	Power Utility bill for 306 Washington Ave	$23,243.98					
001-424-216-00	**Commission**	Otis Elevator Company	Service Call - Magistrate Elevator	$8,599.00					
001-424-216-00	**Commission**	Otis Elevator Company	Service Call - 306 Washington	$3,410.00					
001-401-223-01	**Commission**	Simmerman Law Office, PLLC	Attorney Fees (Aug-Oct 2026)	$19,769.20					
001-401-223-00	**Commission**	Steptoe & Johnson	Charles Pointe Bond Restructure Proceedings	$1,828.10					
001-401-220-00	**Commission**	The Exponent Telegram	Ad for PT Court Staging Deputy	$692.50					
001-424-230-00	**Commission**	UniFirst	Weekly Rugs	$206.94					
001-424-230-00	**Commission**	UniFirst	Weekly Rugs	$210.40					
001-424-219-00	**Commission**	US Bank	Copier Rental fee - Prosecuting Attorney's office	$670.16					
001-424-219-00	**Commission**	Visual Edge IT	Copier Rental fee - Prosecuting Attorney's office	$359.93					

001-424-219-00	**Commission**	Visual Edge IT	Copier Rental fee for Planning	$358.26					
001-424-219-00	**Commission**	Visual Edge IT	Copier toner for Staging Area	$400.98					
001-408-349-00	**Commission**	West Virginia Network	Internet Access for Assessor	$582.00					
001-401-224-00	**Commission**	WV State Auditor	A-133 Audit for FY 2026	$27,730.00					
072-731-341-00	**Community Corrections**	Change Companies Inc	Responsible Decisions (journal)				$493.68		
072-731-341-00	**Community Corrections**	Edge of Town Farm Market	Advisory Board Lunch (Dec 2026)				$500.00		
001-402-342-00	**County Clerk**	Casto & Harris	Special temp. sign recog binders 3"	$412.82					
001-424-230-00	**County Clerk**	ES & S	Election Layout Charge	$3,217.50					
001-402-214-00	**County Clerk**	Wydham	Conference	$214.00					
001-413-341-00	**County Clerk**	Uhaul	Rental Truck for Precinct drop off	$2,175.78					
001-413-341-00	**County Clerk**	Sams Club	Fuel for Rental Truck	$101.02					
001-413-341-00	**County Clerk**	Sams Club	Precinct snacks	$169.48					
001-413-341-00	**County Clerk**	Sams Club	Precinct snacks	$111.34					
001-401-220-00	**County Clerk**	The Exponent Telegram	Advertising	$121.65					
001-401-220-00	**County Clerk**	The Exponent Telegram	Advertising	$74.40					
001-424-230-00	**County Garage**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement	$366.67					
001-717-217-00	**County Garage**	Chenoweth Ford	Plate# 5086207 - misc. parts	$238.20					

001-717-341-00	**County Garage**	Chenoweth Ford	Stock order - Rotor Asy, Brakes & Brake Lining Kits	$1,499.64					
001-717-217-00	**County Garage**	Chenoweth Ford	Plate# CYB-471 for Assessor - Gasket & Throttle Body	$212.55					
001-717-217-00	**County Garage**	Chenoweth Ford	Plate# SO4756 - misc parts	$179.98					
001-717-341-00	**County Garage**	Chenoweth Ford	Stock order - Filter ASY-oil	$96.72					
001-717-217-00	**County Garage**	Chenoweth Ford	Plate# CY4923 - for Assessory Dept	$45.65					
001-717-217-00	**County Garage**	Chenoweth Ford	Plate# SO4174 - Fog Lamp & Accessory	$125.87					
001-717-217-00	**County Garage**	Chenoweth Ford	Plate# SO4696 - Socket Asy Spord	$444.50					
001-717-217-00	**County Garage**	Collision Plus, LLC	Claim# 0172026029559 Repairs & Parts	$9,493.60					
001-717-217-00	**County Garage**	Fisher Auto Parts	Plate# CY4923 - misc. parts	$179.56					
001-717-217-00	**County Garage**	Fisher Auto Parts	u/c 2020 Toyota Sienna - oil filter, antifreeze	$174.72					
001-717-217-00	**County Garage**	Fisher Auto Parts	Plate# 76T775 - Engine Oil Filter Cover	$29.11					
001-717-217-00	**County Garage**	Fisher Auto Parts	Plate# SO4174 - Suspension Strut & Coil Spring	$468.82					
001-717-217-00	**County Garage**	Fisher Auto Parts	2-Multi Purpose Electrical Connector	$21.60					
001-717-217-00	**County Garage**	Fisher Auto Parts	Suspension Stabilizer Bar Link	$59.85					

001-717-217-00	**County Garage**	Fisher Auto Parts	Plate# SO3414 - Multi purpose light bulb	$28.94					
001-717-217-00	**County Garage**	Fisher Auto Parts	Wheel Bearing & Hub Assembly	$99.95					
001-717-341-00	**County Garage**	Fisher Auto Parts	Multi Purpose Electrical Connector	$14.39					
001-700-223-00	**County Garage**	Hillbilly Truck Repair, LLC	Plate# SO4760 - Tow Service for Transport Vehicle Nov-9	$127.29					
001-700-223-00	**County Garage**	Hillbilly Truck Repair, LLC	Plate# SO4760 - Tow Service for Transport Vehicle Nov-11	$147.09					
027-716-217-00	**County Garage**	Leonard Aluminum Utility Buildings, LLC	Parts for Animal Control Vehicle			$794.98			
001-700-223-00	**County Garage**	Nicholson Auto, Inc	Plate# CY-5046 Transport car tow fee	$175.00					
001-717-343-00	**County Garage**	Wti - Wholesale Tire Inc.	Stock - Tires	$2,070.00					
027-730-345-00	**Courthouse Security**	SKASIKS Cleaners	Dry Cleaning			$98.70			
027-730-345-00	**Courthouse Security**	Trapuzzano's Uniform	Uniforms - Swanson, Burge, Kennedy, Swiger			$445.45			
001-424-213-00	**Extension Office**	Hope Gas	Gas Utility bill	$98.35					
001-424-341-00	**Extension Office**	Wilson Glass Works of WV, Inc	Parts for Repair & Maintenance on Door	$40.00					

057-450-223-00	**Farmland**	Bestitle	Placement of Samuel Stark Property into Farmland Protection						
001-700-345-00	**Law Enforcement**	Benny's Boot Hill	Safety Toe Shoe - M. Senderak	$109.95					
023-725-341-00	**Law Enforcement**	Creative Product Sourcing Inc	DARE Supplies						
001-700-221-00	**Law Enforcement**	Division of Justice and Communtiy Services	Recertification course - Wygal	$750.00					
001-700-221-00	**Law Enforcement**	First Guaranty Bank	Multi Supplies for Robey, Harris	$2,594.81					
001-700-223-00	**Law Enforcement**	Kaisers Coffee	Coffee supplies	$73.90					
001-700-223-00	**Law Enforcement**	Ryan Harris	Reimbursement - Dog Food (Filou)	$88.99					
001-424-341-00	**Maintenance**	Ace Hardware of Shinnston	Rock Salt & Dipped Gloves	$454.48					
001-424-341-00	**Maintenance**	Lowes	Painting supplies for Courthouse & Jury Room repairs	$572.18					
001-424-341-00	**Maintenance**	Robertson Heating Supply	Supplies for sink repairs to Sheriff Bldg	$26.98					
001-424-341-00	**Maintenance**	State Electric Supply	Supplies for Courthouse Repairs	$249.14					
001-424-341-00	**Maintenance**	State Electric Supply	Supplies to install electric at Courthouse for outside lighting	$696.17					

001-424-341-00	**Maintenance**	State Electric Supply	Supplies for light maintenace outside of Courthouse	$576.17					
001-424-341-00	**Maintenance**	Whaley Distributing Company	98 - Rock Salt	$1,053.50					
027-900-215-01	**Parks & Rec.**	Ace Hardware - Shinnston	Rocksalt, gloves			$610.37			
027-900-230-00	**Parks & Rec.**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement			$238.87			
027-900-219-00	**Parks & Rec.**	First Citizens Bank & Trust	Copier Rental			$81.48			
027-900-223-00	**Parks & Rec.**	Harrison County Schools	Custodian fee for Dance with a Claus @ Bridgeport HS			$75.00			
027-900-213-00	**Parks & Rec.**	Hope Gas	Gas Utility for Complex			$30.82			
027-900-341-00	**Parks & Rec.**	Liberty Distributors	Can liners, copy paper & windex			$253.49			
027-900-568-09	**Parks & Rec.**	Operation Continued Servces	Registration fees for Ruck Run			$750.00			
027-900-215-01	**Parks & Rec.**	Sandy's	Maintenance Supplies			$313.69			
027-900-230-00	**Parks & Rec.**	Unifirst Corp	Carpet cleaning service			$88.67			
027-900-568-10	**Parks & Rec.**	US Bank	Misc Invoices, Lowes, Walmart, Amazon, Supplies for events			$5,137.04			
001-701-225-00	**Process**	Skasiks cleaners	Dry Cleaning	$93.55					

001-405-459-00	**Prosecutor's Office**	AT&T Mobility	Phone fees	$2,547.21					
001-405-221-00	**Prosecutor's Office**	Visa	Amazon, Staples, Aqua Filter Fresh, Misc Supplies	$1,324.07					
001-704-344-00	**Regional Jail**	WV Regional Jail	Inmate Housing - Oct 2026	$220,890.98					
027-952-230-00	**Senior Center**	Alpha Energy Solutions	HVAC Preventative Maintenance Agreement			$366.67			
027-952-215-00	**Senior Center**	Johnson Controls Fire Protection LP	Service Call - Repair Sensors			$3,495.99			
				$363,780.97	**$0.00**	**$18,896.54**	**$993.68**	**$0.00**	**$0.00**
						Grand Total:	**$447,970.92**		

Commissioner's Signature

Commissioner's Signature

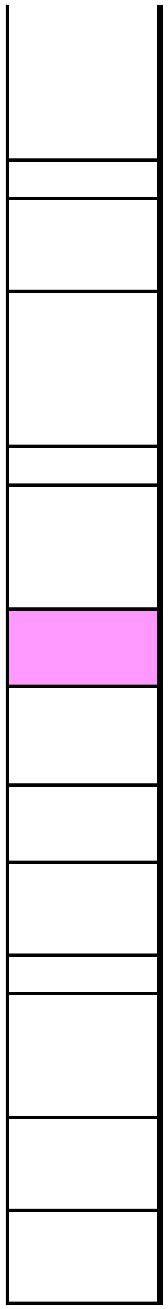
Commissioner's Signature

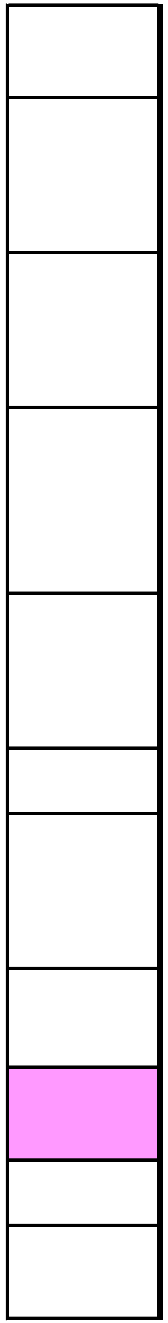
3/18/2026

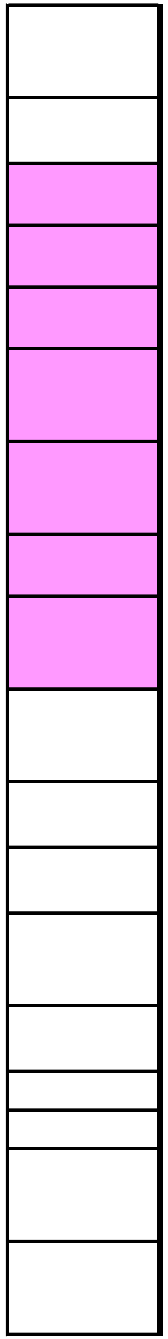
Date of Meeting

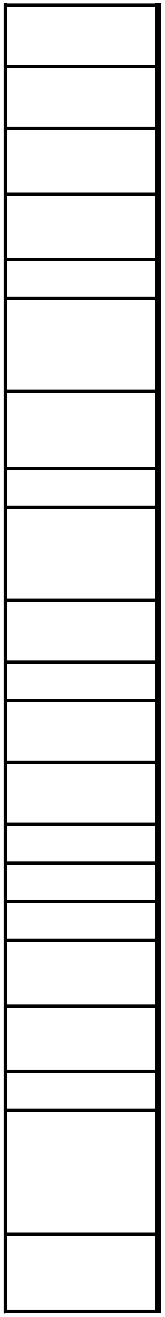
Sent to Bookkeeping to be paid early

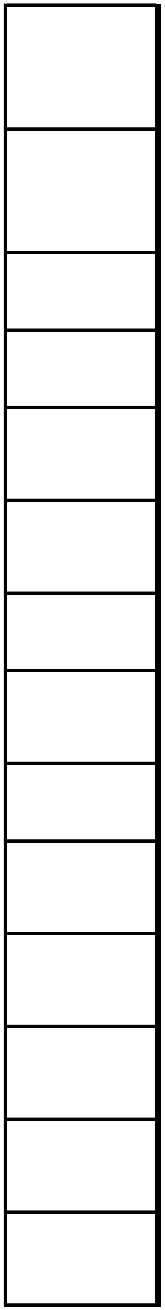
Other as Needed

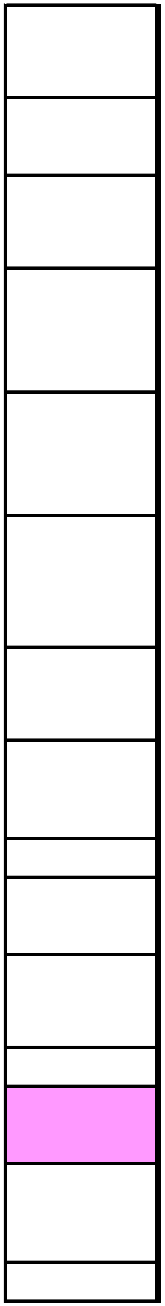




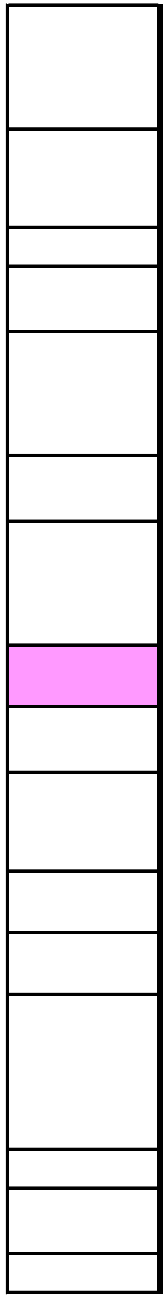








$61,156.00
$3,143.73



$64,299.73

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. (12/02/26)

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 **$59.00**

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is **$59.00.** As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$59.0** 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 **2nd day of December, 2026.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Jackson Kelly, PLLC	Invoice #1279300	Date: 11/17/2026	$	59.00
		Total	**$**	**59.00**

8-A

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. 131 (11/03/26)

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 **$4,815.00** 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) **$4,815.00** 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 **2nd day of December, 2026.**

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Commissioner

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe & Johnson	Invoice #1297537	Date: 11/16/2026	$4,815.00
	Total		**$ 4,815.00**

9-A

FORM OF REQUISITION FOR PAYMENT
FROM ADMINISTRATIVE EXPENSE FUND

$1,400,000
The County Commission of Harrison County
Tax Increment Revenue Bonds
Series 2016 A
(Development District No. 4 – White Oaks Industrial Park Project No. 1)

REQUISITION FOR PAYMENT NO. 18

The County Commission of Harrison County, a public corporation and governing body of Harrison County, a political subdivision of the State of West Virginia (the "Issuer"), by its duly Authorized Officer, hereby certifies, in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") under an Indenture of Trust, dated as of November 9, 2016 (the "Indenture") between the Issuer and United Bank, Inc., as bond trustee thereunder and pursuant to that certain Development Agreement, dated as of November 9, 2016 (the "Development Agreement") between the Issuer and High Tech Corridor Development, LLC, as project 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) qualifies as Administrative Expenses as that term is defined in the Indenture, and (b) is an authorized expenditure under the Project Plan and the TIF Act.

3. The total amount requested to be disbursed pursuant to this Requisition is **$1,035.00**. As set forth in the invoices attached hereto, of the total amount of such disbursement:

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

(b) **$1,035.00** is to be paid to a third party payee that is not affiliated with the Issuer or on a joint basis to the Issuer and such a third party payee with respect to an expense previously incurred.

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

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Officer this **2nd day of December, 2026.**

THE COUNTY COMMISSION OF HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

Steptoe & Johnson	Invoice #1297538	Date: 11/16/2026	$1,035.00
		Total	**$1,035.00**



HARRISON COUNTY COURT HOUSE

Harrison County Commission

229 South 3rd Street
Clarksburg, West Virginia 26301
304-624-8500
FAX 304-624-8673

Commissioners
David L. Hinkle
Susan J. Thomas
Patsy Trecost II

November 30th , 2026

WVABCA
Licensing Department
900 Pennsylvania Avenue, 4th Floor
Charleston, West Virginia 25302

Dear Commissioner,

This letter is to advise you that the Harrison County Commission has no objections to an ABCA License being issued to Milagro Modern Mexican Kitchen at 8000 Jerry Dove Drive, Bridgeport, West Virginia, 26301. This was discussed and approved at the December 2nd , 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 obverse (front) portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern 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 Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: Milagro Modern Mexican Kitchen

DBA (Doing Business As): Milagro

Address of Establishment: 800 Jerry Dove Drive (Street/Route) Bridgeport (City) WV (State) 26330 (Zip Code)

Applicant's Name(s): Reyes Villagrana (Last) Israel (First) (Middle)

(Last) (First) (Middle)

General Description of Premises: Single story strip built. Plaza

Food Services to be Offered: Mexican food

Patron Capacity: 100

This Notice has been filed with the Clerk or Recorder of the City/Town of

Bridgeport on this 30th day of October, 2024.

Applicant's Signature(s) ✓ Date: 10/30/24

Date:

(Municipality to fill out reverse side of form)

ABCA-Lic.Z.2

(FOR USE BY MUNICIPAL AUTHORITIES ONLY)

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern described consistent with the zoning ordinances or your Municipality as either a permitted use or a conditional use of such premises?

Yes _____ No _____

If the answer to the first question was "no," does your Municipality provide within its business zones suitable alternative locations for Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern?

Yes _____ No _____

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern herein described situated in an area designated for the use of community development block grant funds in the municipality?

Yes _____ No _____

If yes, is the planned use of the premises at the location herein described consistent with any plan adopted by the governing body of the municipality for revitalization of the area wherein the premises are situated?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Limited Video Lottery?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Exotic Dancing establishments?

Yes _____ No _____

Additional comments to the Alcohol Beverage Control Administration:

_____

_____

_____

_____

_____

Approved By: Authorized Official Signature and Title

_____

City/Town

Date:_____

Return Original To: **WVABCA**
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

A RESOLUTION ACCEPTING FUNDS FROM THE WV COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY; ADOPTING ALL UNDERSTANDINGS CONTAINED IN THE GRANT DOCUMENTS; COMMITTING FUNDS TO THE PROJECT APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID PROGRAM;

WHEREAS, our courthouse is an important governmental and historical site in Harrison County, and

WHEREAS, the Harrison County Commission applied for the 23rd Cycle of the WV Courthouse Facilities Improvement Authority Funds and be used for the purpose of installing new public elevators, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing the acceptance of funds from the WV Courthouse Facilities Improvement Authority, and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all understandings contained in, and made a part of, said WV Courthouse Facilities Improvement Authority, and

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

WHEREAS, it is required that the Harrison County Commission commit matching funds of 20% to the project.

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

1. The Harrison County Commission authorizes the acceptance of funds from the 23rd Cycle WV Courthouse Facilities Improvement Authority funds, for $20,000.00 (Twenty Thousand Dollars) to be used in the installation of new public elevators.

2. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said WV Courthouse Facilities Improvement Authority, including providing necessary additional information to the State government.

3. The Harrison County Commission commits additional funds to the project which satisfies the required 20% match.

PASSED by the Harrison County Commission on this 2nd day of December 2026.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

A RESOLUTION ACCEPTING FUNDS FROM THE WEST VIRGINIA COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY FUNDS; ADOPTING ALL UNDERSTANDINGS CONTAINED IN THE GRANT DOCUMENTS; COMMITTING FUNDS TO THE PROJECT APPOINTING THE PRESIDENT OF THE HARRISON COUNTY COMMISSION TO ADMINISTER SAID PROGRAM;

WHEREAS, our courthouse is an important governmental and historical site in Harrison County, and

WHEREAS, the Harrison County Commission applied for the 24th Cycle of the West Virginia Courthouse Facilities Improvement Authority (CFIA) funds and be used for the purpose of replacement/modernization of the freight elevator, and

WHEREAS, by the terms and provisions of said program, it is necessary for the Harrison County Commission to adopt an official resolution authorizing the acceptance of funds from the West Virginia CFIA, and

WHEREAS, the Harrison County Commission is also required to adopt by official resolution all understandings contained in, and made a part of, said West Virginia CFIA, and

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

WHEREAS, it is required that the Harrison County Commission commit matching funds of 20% to the project.

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

1. The Harrison County Commission authorizes the acceptance of funds from the 24th Cycle West Virginia Courthouse Facilities Improvement Authority, for $125,000.00 (One Hundred Twenty-Five Thousand) to be used for replacement/modernization of the freight elevator.

2. The Harrison County Commission hereby appoints the President of the Harrison County Commission to serve as the official representative of the Harrison County Commission in administering said West Virginia CFIA funds, including providing necessary additional information to the State government.

3. The Harrison County Commission commits additional funds to the project, which satisfies the required 20% match, equivalent to $31,250

PASSED by the Harrison County Commission on this the 2nd day of December 2026.

_____

Susan Thomas, President
Harrison County Commission

ATTEST:

_____

John Spires, County Clerk

A-1

United States of America

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

Clerk's Fiduciary Report

Estate from Wednesday, November 4, 2026, through Tuesday, November 17, 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, November 4, 2026, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **CLARICE MONDELL EDWARDS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DANNY DUANE EDWARDS, who was named in the last will and testament of **CLARICE MONDELL EDWARDS**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

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

ROBERT E CRAWFORD JR, who was named in the last will and testament of **DONNA JEAN CRAWFORD**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Friday, November 6, 2026, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **JEFFREY ALEXANDER QUAY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ROBERT ALAN QUAY, who was named in the last will and testament of **JEFFREY ALEXANDER QUAY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **BENJAMIN FRANKLIN KOON JR**, deceased, a late resident of NEW CASTLE, DELAWARE, was admitted to record.

On, Monday, November 9, 2026, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **BARBARA ANN ANDERSON** was appointed and qualified as ADMINISTRATRIX of the estate of **JOHN DEWEY ANDERSON**, deceased. Bond was 5,000.00.

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

WINSTON ALKIRE, who was named in the last will and testament of **AUDRA SUE ALKIRE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **RICHARD ALLEN KOOKEN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DARLENA DAWN DOAK, who was named in the last will and testament of **RICHARD ALLEN KOOKEN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, November 10, 2026, the following matters were disposed of in the presence of the Clerk:

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

ANN NEELEY, who was named in the last will and testament of **ROBERT W NEELEY**, 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, **MARIANNE SUE HELM** was appointed and qualified as ADMINISTRATRIX of the estate of **PATRICIA LONGWELL**, deceased. Bond was 10,000.00.

On, Thursday, November 12, 2026, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **ANDREW C BRITTON** was appointed and qualified as ADMINISTRATOR of the estate of **REBECCA JANE BRITTON**, deceased. Bond was 10,000.00.

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

JULIA CAROL MORRISON, who was named in the last will and testament of **HELEN S ROBERTSON**, 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, **TAMITHA DAWN HUNTER** was appointed and qualified as ADMINISTRATRIX of the estate of **HENRY HUNTER**, deceased. Bond was 30,000.00.

On, Friday, November 13, 2026, the following matters were disposed of in the presence of the Clerk:

The said estate of **JIMMY RICHARD ASHER**, deceased was referred to **ROBERT PEVLER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

The last will and testament of **DIANNE Y CUTLIP**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JAMES FRANKLIN CUTLIP, who was named in the last will and testament of **DIANNE Y CUTLIP**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **RICHARD L HAMMOND**, deceased, a late resident of BALTIMORE, MARYLAND, was admitted to record.

On, Monday, November 16, 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, **KIMBERLY THOMPSON** was appointed and qualified as ADMINISTRATOR of the estate of **DAVID ANTHONY SCHEPIS**, deceased. Bond was 10,000.00.

The last will and testament of **FRANK LEVERE BRUCE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

GINGER L DEARTH, who was named in the last will and testament of **FRANK LEVERE BRUCE**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, November 17, 2026, the following matters were disposed of in the presence of the Clerk:

The said estate of **JOHN EDWARD KESTER**, deceased was referred to **DEBRA VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

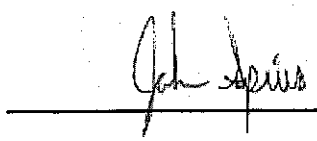
The said estate of **VIETTA ADELINE HAWKINS**, deceased was referred to **JAMES A VARNER**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **SALLY OLIVERIO** was appointed and qualified as ADMINISTRATRIX of the estate of **JOHN OLIVERIO JR**, deceased. No bond was required.

The last will and testament of **HARLEY FRANCIS LANE JR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

KIMBERLY GOODWIN, who was named in the last will and testament of **HARLEY FRANCIS LANE JR**, 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, **JENNIFER SWIGER** was appointed and qualified as ADMINISTRATRIX of the estate of **ROBIN ANN JONES**, deceased. Bond was 10,000.00.



John R Spires
Clerk of the Harrison County Commission

Wednesday, December 2, 2026

Confirmed

C-1

Eric Nelson
Secretary of Revenue

WEST VIRGINIA
TAX DIVISION

Matthew Irby
Tax Commissioner

November 6, 2026

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

Dear Commission President:

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

Sincerely,

Matthew Irby
Tax Commissioner

MI/ct

cc: Assessor of Harrison County
Clerk of Harrison County

ASSESSOR ADDITIONAL DUTIES - 2026

SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2025 to June 30, 2026 in the manner prescribed by the State Tax Commissioner.	X	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2025 – June 30, 2026) by entering this information in the IAS/CAMA system.	X	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. 7,035)	X	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	X	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	X	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	X	
7.	I have occupied the office of Assessor during this entire calendar year. If not, provide an explanation. _____ _____	X	

STATEMENT OF COMPLETION

State of West Virginia

County of HARRISON

I, the undersigned, ALLEN R. FEARER, Assessor

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

[signature] 9/30/26 Date Signature of Assessor

C-2

Greater Harrison County
Public Service District

P
West Milford, WV
26451

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

www.greaterharrison.com

At the regular meeting of Greater Harrison County PSD held on Thursday October 15, 2026, Chairman James Scudere, Member Thomas Michael, Treasurer Ruth Ann Messenger, Secretary Raymond Leonard, and Member Gary Auvil. Also, present were Matt Evans, Assistant Manager, Zack Dobbins of Bennett and Dobbins and Cody Turner of Thrasher Engineering.

1. Minutes and/or Amended Minutes of Previous Meetings: Auvil moved to approve minutes. Board concurred.
2. Public Comment Period: No one present
3. Patrick Lesmann – P&B Services provided by Matt Evans
   General update – Nothing new to report.
4. Zack Dobbins – Bennett and Dobbins
   4.1 Drawdown #23 for Water Project presented. Leonard moved to approve as presented. Board concurred.
   Drawdown #22 for Sewer Project presented. Leonard moved to approve as presented. Board concurred.
5. Finance Report provided by Ruth Ann Messenger
   Leonard motioned to approve financial transactions as presented. Board concurred.
6. Thrasher Group, Inc. provided by Kylea Radcliff
   6.1 Sewer
      6.1.a Quiet Dell
      - Construction Update – Trusses set for membrane building and roof starting to go on. Trusses for other building on site. Equipment is starting to come in. Insulating interior of the building. Mason work is complete. Contract #2 is in clean up mode. Paving and restoring yards currently. Will work on Bennett Manor when the plant is complete.

      6.1.b Woodstock Heights Sanitary Sewer Extension Project
      - Working on close out items and paperwork to be signed by Bill Hoover.

      6.1.c River Crossings
      - Out for permitting.

      6.1.d 10-year Plan Sewer
      - No update currently.

   6.2 Water
      6.2.a Overall Water Project
      - Construction Update –Contract #1 – Rockford Road – power has been set to the booster station. Contract #2 is complete. Contract #3 we still have some punch list items. We do have a change order to reseal the exterior of the Brushy Fork tank and overflow issue. Leonard moved to approve Change order #3 for Contract #3 as presented. Board concurred.

      6.2.b Buffalo Lake Road Water Line Extension
      - We have plans, specs, and design manuals to review.

      6.2.c 10-year Plan Water
      - No update currently.

7. Matt Evans – Assistant General Manager
   7.1 Water
      7.1.a Lost Creek/Mount Clare was below 30%. Valley of Good Hope at 29% and Quiet Dell at 18%

7.1.b Water Leak Report – Lost Creek Mount Clare had seven main line leaks, three of which were hit by DOH. Valley of Good Hope had three blow outs last week. Quiet Dell water loss included left over from Wolfe Pack leak last month. Coon's Run we have replaced serviced line to meter wells which were four feet out of meter well. Our one-year warranty does not run out till November. Fair Oaks was overestimated on last month's leak report.

7.2 Sewer

7.2.a Work is ongoing for Lakeland Terrace; we are adding a manhole and turn it to existing manhole.

Reports from arborist regarding a tree on Tom Scott's property were presented. Customer is wanting paid for damage to a tree. Michael motioned for this issue to be referred to attorney. Board concurred.

Michael moved to adjourn meeting. Board concurred.

The next regular board meeting will be held on November 19, 2026.

Chairman_____
James Scudere

Treasurer_____
Ruth Ann Messenger

Secretary_____
Mark Leonard

Member_____
Thomas Michael

Member_____
Gary Auvil

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

EXPRESSIONS OF LOVE

Donation Receipt

Dear Donor,

Expressions of Love Charity appreciates your generous donation of $ 2500.00 for our 2026 Extravaganza. This donation will help our community members in both big and small ways. Our organization is a 501(c) (3) non-profit organization, making your donation tax deductible. You will find our tax ID number at the bottom of this letter.

Thank you again for your donation and your community support. We truly could not make such an impact without you.

Sincerely,

Judy Bonamico, President
Expressions of Love Charity

Tax ID/EIN #83-3592622

Expressions of Love Charity
100 W. Main St
Bridgeport, WV 26330
304-838-4847
expressionsoflovecharity@gmail.com