

A G E N D A
PRESTON COUNTY COMMISSION
NOVEMBER 7, 2023
9:30 A.M.

Call to order by President and Pledge of Allegiance.
Roll call of Commissioners.
Recognition of Public.
Review of Bills.

Assessor's Office- None

Tax Correction List- None

Apportionments - None

Recognition of Scheduled Appointments -

9:31 a.m. Duane Hamilton, OEM/911—Fuel Account Update and Budget Revision

Approval of Minutes - October 17, 2023

Estate Settlements List - None

Proceedings in Vacation/Clerk's Fiduciary Report - October 26, 2023 - November 1, 2023

Fiduciary Commissioner Report - None

Old Business - Consideration and/or action -

New Business - Consideration and/or action -

A. Approval of Travel Reimbursement Policy

OEM Central Garage Report - Consideration and/or action -

County Administrator's Report - Consideration and/or action -

A. Employee Hire-Animal Shelter

B. ALICE Update

C. Facilities Updates

D. Miscellaneous Correspondence

Personnel Matters- Consideration and/or action

Legal Matters- Consideration and/or action

A. Executive Session

Information -

A. Miscellaneous Correspondence

Commissioners' Comments

STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:

The Preston County Commission met in Regular Session at 9:30 a.m., November 7, 2023 in the County Commission Meeting room.

The meeting was called to order by President Samantha Stone who invited those present to join in the Pledge of Allegiance.

Commissioner Stone then declared the following Commissioners present: Don Smith, Hunter Thomas and Samantha Stone.

Recognition of Public

Also, present was Administrator Nathan Raybeck and Assessor Connie Ervin.

The following persons registered their attendance during the meeting:

- Jennifer Graham – DP
- Nichole Larew
- Duane Hamilton-OEM/E911
- Jacob Martin – WV News, PCN&J
- Deanna Lively

David L. Watson, CEC Inc., Prentiss Taylor Jr. and Rita Nicholson, Town of Tunnelton registered their attendance prior to the meeting to address the Commission regarding a Fortney Road water line extension for the Town of Tunnelton, which is a 7- mile stretch needing water service because of bad wells, iron in the water or the wells have gone dry and they are having to haul water.

Mr. Watson developed a cost estimate with the construction amount of \$110K and the Engineering Permits costing \$33K for a total of \$143K. The ask was for the \$33K for the engineers to begin with the design.

Commissioners recommended they also speak with the PCEDA, Region VI and agreed to look at coordinating different people to the table to assist.

October 11, 2023

To Whom it May Concern,

We are writing to you as concerned citizens of Fortney Road in Tunnelton, WV. Fortney Road is a one lane gravel road on which five homes are located, with plans for the construction of a sixth home in the near future. It is located less than a mile from the town limits of Tunnelton. The town water lines currently run past the end of the road, with all five homes located within 1/4 of a mile from the existing water lines. As town water is not currently available in this area, all residents are using existing wells or natural springs as a main water source.

Some of us are having issues with very low water supply or well water containing elevated levels of iron. One family has not had a sufficient amount of water available for the past several months. This has created a need to frequently haul water to the property to maintain an adequate water supply.


As residents of Fortney Road, we are requesting the expansion of the town water system to include our road. Extending the town water lines to include Fortney Road would provide all of us with a more sustainable and clean option for water.

Thank you for your time and consideration on this matter.

Sincerely,

The residents of Fortney Road

Cassandra Chambers
William Chambers
Virginia Chambers
Wayne Miller
Craig Chambers x2
Amanda Chambers

Description		Quantity		Unit Price		Total Cost	
Opinion of Probable Construction Costs							
Town of Tunnelton							
Water System Extension							
Prepared by: DLW							
Prepared on: August 4th, 2023							
CEC Project # 326-268							
							
Civil & Environmental Consultants, Inc.							
120 Genesis Boulevard							
Bridgeport, West Virginia 26330							
Phone: 304-933-3119							
Fortney Road Water Line Extension - 7 New Customers							
GENERAL							
Mobilization/Demobilization	1	LS	@	\$ 20,000.00	/LS	\$	20,000.00
Erosion and Sediment Control	1	LS	@	\$ 2,500.00	/LS	\$	2,500.00
Videotaping of Project Area	1	LS	@	\$ 2,000.00	/LS	\$	2,000.00
PROPOSED WATER SYSTEM EXTENSION							
2" HDPE DR9 Water Line	1,500	LF	@	\$ 28.00	/LF	\$	42,000.00
2" HDPE DR9 HDD Creek Crossing (Pringle Run)	60	LF	@	\$ 120.00	/LF	\$	7,200.00
6" Steel Casing (Bore & Jack)	30	LF	@	\$ 100.00	/LF	\$	3,000.00
Water Meter Setting	7	EA	@	\$ 1,500.00	/EA	\$	10,500.00
Tie-Into Existing 6" PVC Water Line	1	EA	@	\$ 2,000.00	/EA	\$	2,000.00
3/4" Service Tubing (Open Cut)	140	LF	@	\$ 20.00	/LF	\$	2,800.00
2" Blow-Off Assembly	1	EA	@	\$ 3,000.00	/EA	\$	3,000.00
Driveway Repair - Gravel	100	LF	@	\$ 20.00	/LF	\$	2,000.00
Reclamation of Disturbed Area	1,500	LF	@	\$ 2.00	/LF	\$	3,000.00
Construction Subtotal						\$	100,000.00
Construction Contingency @ 10% +/-						\$	10,000.00
TOTAL CONSTRUCTION COST - FORTNEY ROAD						\$	110,000.00
PROJECT COSTS							
Engineering, Legal, Permits, etc... 30%						\$	33,000.00
TOTAL PROJECT COST - FORTNEY ROAD						\$	143,000.00

Review of Bills

Commissioner Thomas made a motion to pay the bills that have been properly presented and reviewed. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried.

Assessor's Office - None


Tax Correction List - None

Apportionments – None

Recognition of Scheduled Appointments –

9:31 a.m. Duane Hamilton, OEM/911-Fuel Account Update and Budget Revision

Commissioner Thomas moved to approve the change from WEX to FleetCor and authorize the President of the County Commission to sign this agreement effective today. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried. (See attached.)


Account Update Form

The Global Fleet Card Company

Please complete all applicable fields below and email to customerservice@fleetcor.com or fax to (770) 453-3019.

Fleet # 2801231 **Date** 11-7-23

Company Name Preston County Central Garage

Please note – if you need to update your Company Name, please see the second page of this form.

Email Address Change Yes No

Old Email	
New Email	

Phone Number Change Yes No

Primary Number:	Old		New	
Fax Number:	Old		New	

Please include area code

Address Change Yes No

Physical Address:	Old Street Address			
	City	State	Zip	
	New Street Address			
Billing Address:	Old Street Address			
	City	State	Zip	
	New Street Address			
	City	State	Zip	

Note: Physical address cannot be a P.O. Box.

Contact Name(s) Yes No

Current Authorized Contact(s):	1.	
	2.	
	3.	

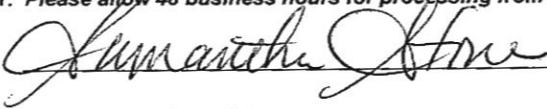
Name(s) to Remove:	Name(s) to Add:
1.	1. Duane Hamilton - duane@preston911.com
2.	2. Justin Wolfe - jwolfe@preston911.com
3.	3.

Security Password Change? Yes No

Old Password	New Password
--------------	--------------

Note: If this is a new Security Password setup, indicate "n/a" in the Old Password field.

Please sign below to approve the processing of this request. By signing, you are indicating that you are an authorized representative of the Company listed above and can provide approval for account maintenance with FleetCor. Please allow 48 business hours for processing from the receipt of your completed form.

Requestor Signature 

Print Name of Requestor Samantha Stone

Title of Requestor OWNER

Commissioner Thomas moved to approve the budget revision as presented by Duane Hamilton, OEM/E911 Director. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried. (See attached.)



PRESTON COUNTY

E-911 Communication Center

300 Rich Wolfe Dr.
Kingwood, WV 26537
Phone: 1-304-329-1855
Fax: 1-304-329-2530

Director: Duane Hamilton **Deputy Director: Justin Wolfe**

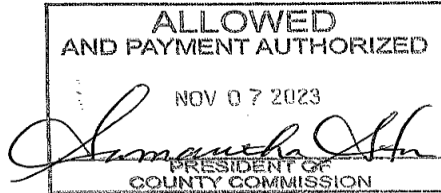
November 7, 2023

To: Preston County Commission
106 W Main St, Suite 202
Kingwood, WV 26537

Re: BUDGET REVISION

Increase: 001-382-005 \$734.00

Increase: 001-717-217 \$734.00



Reason: Reimbursement for PCSO #8 Insurance

Thank You,

Duane Hamilton

RESOLUTION

At a regular session of the county commission, held (Month, day and year) November 7, 2023 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of PRESTON. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 11, of the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Commissioner Thomas, and duly seconded by Commissioner Smith the vote thereon was as follows:

Yes or No
Yes or No
Yes or No

WHEREUPON, President Stone, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the County Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Approval of Minutes – October 17, 2023

Commissioner Thomas made a motion to approve the Minutes of October 17, 2023. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried.

Estate Settlements – None

Proceedings in Vacation/Clerk’s Fiduciary Report – October 26, 2023 thru November 1, 2023

Commissioner Smith moved to dispense with the reading in open court of the Proceedings of the Clerk of this Commission, had in vacation on October 26, 2023 thru November 1, 2023 inclusive, and to approve and confirm the same as presented by the County Clerk, there having been no exception or objections filed thereto. (See attachment.)

United States of America



State of West Virginia

County of Preston, ss:

Clerk’s Fiduciary Report

Estates from Thursday, October 26, 2023, through Wednesday, November 1, 2023

The County Commission of Preston County this 7th day of November, 2023, proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her 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, Thursday, October 26, 2023, the following matters were disposed of in the presence of the Clerk:

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

SALLY ANN HARVEY DEEP, was named in the last will and testament of **WILLIAM D. HARVEY**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, October 27, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **NOLAN A. THOMAS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record and a Small Estate Affidavit Testate was filed.

KEVIN A. THOMAS was named SUCCESSOR thereof, qualified as such. No bond was required.

On, Monday, October 30, 2023, the following matters were disposed of in the presence of the Clerk:

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **BARBARA K. JOHNSON** was appointed and qualified as SUCCESSOR of the Small Estate Affidavit Intestate of **MARK C. JOHNSON**, deceased. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **SHELLY L. TURNER** was appointed and qualified as ADMINISTRATRIX of the estate of **TRACY ANN OILAR**, deceased. Bond was 5,000.00.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **JOHN C. CARMENATE** was appointed and qualified as AFFIANT of the Ancillary Affidavit Intestate of **GLINDA M. RECKART**, deceased. No bond was required.

On, Tuesday, October 31, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **ROBERT HOWARD HARE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record and a Small Estate Testate was filed.

ROXANNE HARE, was named SUCCESSOR thereof, qualified as such. No bond was required.

The last will and testament of **DIANE J. HENRY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ROBERT P. HENRY, who was named in the last will and testament of **DIANE J. HENRY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Wednesday, November 1, 2023, the following matters were disposed of in the presence of the Clerk:

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **JULIA A. SPITZNOGLE** was appointed and qualified as ADMINISTRATRIX of the estate of **BARBARA L. MCGREW**, deceased. No bond was required.

The last will and testament of **IRA J. BOLYARD**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

VESTA GANK, who was named in the last will and testament of **IRA J. BOLYARD**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 11/01/2023.

Linda Huggins

Linda Huggins
Clerk of the Preston County Commission

By *Tammy Johnson*

Tammy Johnson
Deputy Clerk/Probate

Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Smith, Thomas and Stone voting yes. Motion carried.

Fiduciary Commissioner Report – None

Old Business- Consideration and/or action
New Business – Consideration and/or action

A. Approval of Travel Reimbursement Policy

Mr. Raybeck explained the basic motion here is the reimbursement for travel and training from conferences will be paid for based on the U.S. General Service Administration per diem rates for the location of the duty and stated that Commissioner Smith would be taking the lead on writing this.

Commissioner Smith noted it makes the process easier for the accounting department and less paperwork for the employee. This change will become effective December 1, 2023.

OEM Central Garage Report – Consideration and/or action - None

County Administrator’s Report-Consideration and/or action

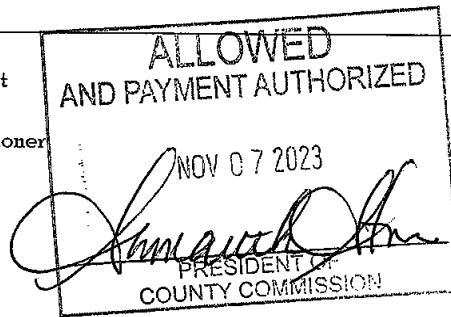
President Stone recognized Nate Raybeck with the County Administrator’s Report.

A. Employee Hire – Animal Shelter

Commissioner Smith made a motion to approve the hire of Teresa Boylan. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Smith, Thomas and Stone voting yes. Motion carried. (See attached.)

PRESTON COUNTY COMMISSION

Samantha Stone, President
Don Smith, Commissioner
Hunter Thomas, Commissioner



MEMORANDUM

TO: CRYSTAL BOLYARD – PAYROLL CLERK
FROM: PRESTON COUNTY COMMISSION
SUBJECT: EMPLOYEE APPROVAL – TERESA BOYLAN – OFFICE/KENNEL ASSISTANT PRESTON COUNTY ANIMAL SHELTER
DATE: NOVEMBER 7, 2023

Please be advised that on November 7, 2023, the County Commission approved to hire Teresa Boylan as a full-time Office/Kennel Assistant at the Preston County Animal Shelter.

Ms. Boylan’s starting date will be effective November 20, 2023. Her pay rate will be \$14.00 per hour with benefits. Also, her probationary period will end on February 29, 2024.

B. ALICE Update

Mr. Raybeck updated the commission on ALICE Training and advised that the annual contract is for \$3,698.50 per year for 110 licenses and calculated that as \$11,095.50 over a 3- year term and determined it to be a little pricey.

He also spoke with Jeff Harvey, JH Consulting about alternatives to the ALICE Training. He was given the name of Tim Curry, Director of Emergency Management for the City of Bridgeport to discuss Advanced Law Enforcement Rapid Response Training as a “free” alternative to ALICE Training

C. Facilities Updates

Commissioner Thomas moved to approve this change order #10 from Panhandle Cleaning and Restoration for electrical receptors in the mail room, which is an expansion, in the amount of \$1,730.76 and authorize the President of the Preston County Commission to sign. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried. (See attached.)



CHANGE ORDER -- # 10

JOB NUMBER: M23-11370-C
 JOB NAME: Preston County Sheriff

DATE: 11/06/23
 C.O.:

Payment Terms:	50% due upon signing this Change Order; balance due upon completion of Change Order.
----------------	--

AGREED CHANGES	AMOUNT
Electrical receptacles in Mail Room (Intake Rm)	\$1,730.76
Subtotal	\$1,730.76
Sales Tax	-
We agree to make the change(s) specified above at this price: TOTAL PRICE	\$1,730.76

DATE	Amount Received
CONTRACTOR SIGNATURE	Received by and Date

ACCEPTED – The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original Agreement unless otherwise stipulated.

11/07/2023
 DATE OF ACCEPTANCE

 CUSTOMER SIGNATURE

D. Miscellaneous Correspondence

- Reminder – The second work session for the EMS Contract discussion will be Wednesday, November 8, 2023 from 6 – 7:30 p.m. in the commission meeting room.
- Courthouse Facilities Improvement Grant in the amount of \$100K was recently approved.

Personnel Matters – Consideration and/or action

Legal Matters - Consideration and/or action

A. Executive Session

At 10:06 a.m., Commissioner Thomas moved to go into Executive Session for Legal Matters. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioner Thomas, Smith and Stone voting yes. Motion carried.

Those in attendance for the Executive Session: Don Smith, Hunter Thomas, Samantha Stone, Nate Raybeck and Jay Shay.

EXECUTIVE SESSION

At 10:34 a.m., Commissioner Smith moved to come out of Executive Session and reenter open session. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioner Smith, Thomas and Stone voting yes. Motion carried.

Commissioner Smith made a motion to direct Prosecuting Attorney, Jay Shay to respond to this discrimination complaint filed to us by the West Virginia Human Rights Commission. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Smith, Thomas and Stone voting yes. Motion carried.

Information -

A. Miscellaneous Correspondence

Commissioners' Comment

At 10:39 a.m., there being no further business to come before the Commission, President Stone declared the Regular Session adjourned.

Commissioner

Commissioner

Commissioner

---oOo---

11/07/2023

