

A G E N D A
PRESTON COUNTY COMMISSION
DECEMBER 5, 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-

Tax Correction List- None

Apportionments - None

Recognition of Scheduled Appointments –

9:31 a.m. Mario Manos, Paycom – Contract Document

9:35 a.m. Melissa Hardy, Chief Tax Deputy – Open 3 Checking Accounts and Sheriff Pritt – Employee Hire

Approval of Minutes – November 14, 2023

Estate Settlements List – November 2, 2023 thru November 2, 2023

ESTATE NAME: **DELMER BURL DELANEY**

Proceedings in Vacation/Clerk's Fiduciary Report – November 23, 2023 through November 29, 2023

Fiduciary Commissioner Report – None

Old Business – Consideration and/or action -

New Business – Consideration and/or action –

OEM Central Garage Report – Consideration and/or action –

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

A. December 26, 2023 Regular Session Meeting Cancelled

B. Supreme Court Courthouse Reconfiguration Plan

C. WVCFA Grant Award Documents

D. Facilities Updates

E. Budget Revisions

F. Miscellaneous Correspondence

Personnel Matters- Consideration and/or action

Legal Matters- Consideration and/or action

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., December 5, 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 County Clerk Linda Huggins.

The following persons registered their attendance during the meeting:

Jennifer Graham – DP

Nichole Larew

Mario Manos-Paycom Inc

Sheriff Paul Pritt

Jacob Martin – WV News, PCN&J

Deanna Lively

Melissa Hardy

Judge Steve Shaffer

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 -
Tax Correction List - None
Apportionments – None

Recognition of Scheduled Appointments –

9:31 a.m. Mario Manos, Paycom – Contract Document


After much discussion with other county offices in the state and amongst themselves, along with input from the county clerk, Commissioner Thomas moved that the County Commission pay for the set-up cost for Paycom’s initial investment cost of \$4,259.79, out of contracted services and pay the estimated additional bi-monthly fee, until next fiscal year, of \$1,204.59 out of contingencies. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried.

9:35 a.m. Melissa Hardy, Chief Tax Deputy – Open 3 Checking Accounts and Sheriff Pritt – Employee Hire

Melissa Hardy, Chief Tax Deputy presented the commission with documents for 3 new accounts opened at Clear Mountain Bank for: the EMS Salary Enhancement Fund, County Fire Protection Fund and the Opioid Settlement Fund. These documents were presented for signatures.

Sheriff Pritt presented a new employee hire for the Sheriff’s Department.

Commissioner Smith made a motion to approve the hiring of Edwin C. Harper as a Utility Officer for the Preston County Sheriff’s Department with a start date of today, December 5, 2023 at a rate of \$14/hr. 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 SHERIFF'S DEPARTMENT
SHERIFF PAUL A. PRITT
103 WEST MAIN STREET KINGWOOD, WEST VIRGINIA 26537
Law Enforcement: 304-329-1611 FAX: 304-329-2794 TDP: 304-329-0652 Tax Office: 304-329-0105

December 5, 2023
Preston County Commission
106 West Main Street, Suite 202
Kingwood, WV 26537

AND PAYMENT AUTHORIZED
DEC 05 2023
Samuel Stone
PRESIDENT OF COUNTY COMMISSION

Dear Commissioners:

This is to request your advice and consent to employ Edwin C Harper as a utility officer for the Preston County Sheriff's Office. His starting date will be December 5, 2023. His rate of pay will be \$14.00 per hour for 3 months probationary period then his salary will be based off that same hourly rate.

Sincerely,
Paul Pritt
P.A. Pritt, Sheriff

pap/mah
CC:bookkeeper/file

Approval of Minutes – November 14, 2023

Commissioner Thomas made a motion to approve the Minutes of November 14, 2023. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried.

Estate Settlements – November 2, 2023 thru November 2, 2023

Commissioner Thomas moved that the proceeding estate settlements and/or waivers thereof, having filed for a period of ten (10) days prior to the commencements of this term and there being no exceptions or objections filed thereto, be approved and confirmed. (See attached.)

United States of America



State of West Virginia

County of Preston, ss:

Settlement List

Notice is hereby given that the following estate(s) have been submitted for settlement from 11/02/2023 thru 11/02/2023 in the Preston County Clerk's Office at 106 West Main Street, Suite 103, Kingwood, WV 26537-1131. For approval by the Preston County Commission on Tuesday, December 5, 2023.

ESTATE NUMBER: 4378
SETTLEMENT TYPE: Report of Receipts, Disbursements and Distribution; Affidavit
SETTLEMENT RECORDED: November 02, 2023
ESTATE NAME: DELMER BURL DELANEY
ADMINISTRATRIX DBN: DIANA L. GORDON

Subscribed and sworn to before me on 11/30/2023.

Linda Higgins

Clerk of the Preston County Commission

By: *Ashley Cole*
Ashley Cole, Deputy Clerk

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

Proceedings in Vacation/Clerk's Fiduciary Report – November 23, 2023 thru November 29, 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 November 23, 2023 thru November 29, 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, November 23, 2023, through Wednesday, November 29, 2023

The County Commission of Preston County this 5th day of December, 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, Tuesday, November 28, 2023, the following matters were disposed of in the presence of the Clerk:

A duly Authenticated copy of the last will and testament of **JOSEPH ALLEN MYERS**, deceased, a late resident of BALTIMORE, MD, was admitted to record. And an Ancillary Affidavit Testate was filed.

On, Wednesday, November 29, 2023, the following matters were disposed of in the presence of the Clerk:

A duly Authenticated copy of the last will and testament of **SHIRLEY A. MCGINNIS**, deceased, a late resident of SPENCER, INDIANA, was admitted to record. And an Ancillary Affidavit Testate was filed.

The last will and testament of **ELSIE G. METZ**, 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.

JAMES WILLIAM METZ, was named as SUCCESSOR thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 11/30/2023.

Linda Huggins

Clerk of the Preston County Commission

By: *Ashley Cole*

Ashley Cole, Deputy Clerk

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

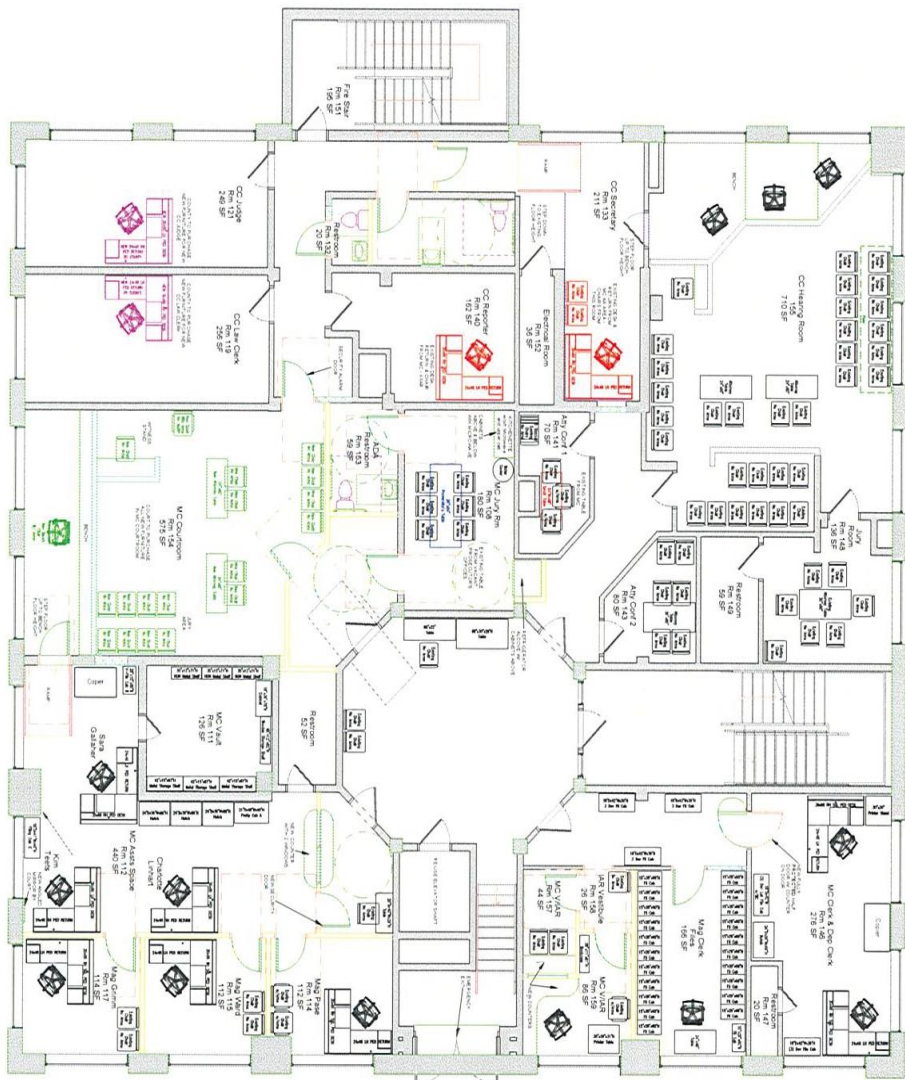
OEM Central Garage Report – Consideration and/or action - None

County Administrator's Report-Consideration and/or action

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

- A. December 26, 2023 Regular Session Meeting Cancelled
- B. Supreme Court Courthouse Reconfiguration Plan

Commissioner Thomas made a motion to approve the changes made by the WV Supreme Court to the already approved reconfiguration plan for the second floor of the Courthouse to accommodate a second judge. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried. (See attached.)



| MILL'S GROUP ARCHITECTS 150 WEST 10TH STREET CHARLOTTE, NC 28202 PHONE: 704.375.1100 FAX: 704.375.1101 WWW.MILLSGROUP.COM | PROJECT: PRESTON COUNTY COURTHOUSE INTERIOR 101 W MAIN ST, KINGWOOD, WV 26537 PRESTON COUNTY SECOND FLOOR NEW WORK | PRELIMINARY NOT FOR CONSTRUCTION | | | | | |
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| | <table border="1"> <thead> <tr> <th>10</th> <th>Revision Schedule</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | 10 | Revision Schedule | Date | | | |
| 10 | Revision Schedule | Date | | | | | |
| | | | | | | | |
| Scale: A102 3/16" = 1'-0" SCALE REFERS TO 24" X 36" PLOT SIZE | | | | | | | |

142009023 4 20 04 RYM

C. WVCFA Grant Award Documents

Commissioner Thomas moved to approve the funding assistance contract between the WV Courthouse Facilities Improvement Authority and the Preston County Commission and the recipient check list and authorize the President of the County Commission to sign two documents for each. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Thomas, Smith and Stone voting yes. Motion carried. (See attached.)

WV Courthouse Facilities Improvement Authority (CFIA)
21st Cycle Funding Recipient Check-Off List

By initialing below, I, Samantha Stone of the Preston County Commission acknowledge that the Commission is expected to file the following reports, adhere to the following timelines, adhere to all requirements that are outlined within the contract and/or the special conditions and assurances, and submit information by the listed due dates as prescribed by the 21st Cycle CFIA funding contract. Furthermore, by initialing below, I commit to ensuring that these requirements are fulfilled.

Initials

Requirement Description

SS

The contract term will be from January 1, 2024 to December 31, 2024. The approved project will be completed by the contract end date, or the Commission will apply for an extension of the project before the end date in accordance with the guidelines of the Funding Assistance Contract Agreement.

SS

A Project Completion Report is due when the project is complete. A project completion report is included within the contract packet and describes the requirements for the report. **A Project Completion Report must be submitted before additional grants may be awarded to a county from the CFIA.**

SS

All requirements outlined within the contract and/or the special conditions and assurances section of the original grant, including but not limited to wage laws, SHPO review, bidding requirements, and ADA compliance, will be followed during the completion of the grant project. **CFIA projects are NOT emergency projects or sole source projects. A minimum of three bids must be considered prior to awarding a contract. I understand all CFIA projects must be publicly bid in the newspaper and by other means in order to make every effort to obtain a minimum of three bids. All projects must be reviewed by SHPO (State Historic Preservation Office) regardless of historic value of the building.**

SS

Quarterly Progress Reports must be received by the 20th day of the month following the end of each quarter and also with each reimbursement request, or CFIA may, in its' discretion, withhold, suspend, or cancel any payment(s) and/or suspend or cancel this agreement.

SS

Counties may request reimbursement up to three times during the life of this grant award. Each reimbursement request must represent the match requirement of 20% county funds and 80% CFIA funds, not to exceed the maximum amount of the grant award.

SS

No more than 5% of the grant total may be used to reimburse for architectural and/or engineering design fees. This program is geared toward the "bricks and mortar" of projects. The CFIA does encourage the use of architects and/or engineers, though.

Signatures:

* 
Commission President

X 12/5/2023
Date

CFIA Executive Director

Date

IN WITNESS WHEREOF, the Parties attach their signatures representing that each is acting with full authority.


Commission President
Signature

Date 12/5/2023

Samantha Stone

- President's Printed Name

Shelly L. Murray
Executive Director
Courthouse Facilities Improvement Authority

Date

D. Facilities Updates

- Things progressing nicely with the third floor in its final cleaning
- Panhandle is currently in the basement working on cleaning and preparing for the epoxy
- Tread for stairs need completed
- Electrical-working on an update from Edison

E. Budget Revisions - None

F. Miscellaneous Correspondence - None

Personnel Matters – Consideration and/or action

**Legal Matters - Consideration and/or action
Information -**

A. Miscellaneous Correspondence

Commissioners' Comment

At 10:09 a.m., there being no further business to come before the Commission, President Stone declared the Regular Session adjourned.

Commissioner

Commissioner

Commissioner

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12/05/2023

