

A G E N D A
PRESTON COUNTY COMMISSION
MAY 7, 2024
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 – Smith, Eric S & Stacy A

Recognition of Scheduled Appointments -

- 9:31 a.m. Justin Wolfe, OEM/E911 Budget Revisions
- 9:35 a.m. V. J. Davis, Preston County Health Department – PCHD Environmental Fees for Permit and Fee for Service Rule
- 9:40 a.m. Linda Huggins, County Clerk – Appoint Emergency Ballot Commissioners
- 9:45 a.m. Preston County FFA Chapter - Presentation

Approval of Minutes – April 23, 2024

Estate Settlements List – April 22, 2024 thru April 24, 2024

ESTATE NAME: **GEORGE ALAN LIPSCOMB**
ESTATE NAME: **BRANDON RUSSELL PLUM**
ESTATE NAME: **BRENDA LEE SHARPLESS**
ESTATE NAME: **MILDRED E. ZINN**

Proceedings in Vacation/Clerk's Fiduciary Report – April 25, 2024 through May 1, 2024

Fiduciary Commissioner Report – None

Old Business – Consideration and/or action

- A. Update from Sheriff's Office on Financial Statements
- B. County Property Proposal
- C. CAC – Recording Equipment

New Business – Consideration and/or action

- A. IT Contracts

Courthouse Reconfiguration Project Report

- A. Initial Internal Meeting May 3, 2024 - Update

County Administrator's Report – Consideration and/or action

- A. Upcoming Meeting Schedules
 - i. PCC Meeting next week moved to Wednesday, May 15 @ 9:30am
 - ii. Following PCC Meeting scheduled for Monday, May 20 @ 9:30am
 - iii. Primary Election 2024 Board of Canvassers Scheduled for Monday, May 20 @ 10:45am
 - iv. There will be No PCC meeting the week of June 10-14
- B. Lower Parking Lot - Community Action
- C. Other Facilities Update
- D. Budget Revision
- E. 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., May 7, 2024 in the County Commission Meeting room.

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

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

Recognition of Public

Also, present was County Administrator Nate Raybeck and Linda Huggins, County Clerk.

The following persons registered their attendance during the meeting:

Nichole Larew	Deanna Lively	V J Davis, PCHD
Jacob Martin-WV News	Justin Wolfe-OEM/E911	Jesse Hale
Carrie Poier	Donnie Mann	Connie Ervin
Roy Watkins	Jennifer Graham-DP	Stacy Greaser
Jim Fields	Kevin Likens	Jason Rodeheaver

FFA Chapter Members:

Brooklyn Casteel	Julia Phillips	Sophia Saurino
Gabrielle Saurino	Tristan Smith	Issy Hauser
Taryn Veltri	Mr. Justice	

No other persons registered before the meeting to address the commission.

Review of Bills

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

SYSTEM DATE 05/07/2024	COUNTY OF PRESTON	PAGE 1
REPORT DATE 05/07/2024	TRANSACTION EDIT LIST	TIME 8:29:38
FILES ID W	BATCH NUMBER 0675	USER WVPRRMAR

TYPE	TRANS-NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK	BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT
		VENDOR NAME	ACCOUNT NAME		PAYEE	VENDOR NO	PAYEE	VENDOR NAME	POSTDATE
VC	20240675-001		0223	00140121302			04/29/2024	AG01	426.06
N	NA	MON POWER		.00 ACCT #110 110 115 984 UTILITIES MON POWER	05/07/2024	04/29/2024	0223	MON POWER	P 05/2024
VC	20240675-002		0186	00140121301			04/30/2024	AG01	423.87
N	NA	KINGWOOD WATER WORKS		.00 ACCT #2329 UTILITIES KING WATER	05/07/2024	04/30/2024	0186	KINGWOOD WATER WORKS	P 05/2024
VC	20240675-003		0186	00140121301			04/30/2024	AG01	108.23
N	NA	KINGWOOD WATER WORKS		.00 ACCT #2316 UTILITIES KING WATER	05/07/2024	04/30/2024	0186	KINGWOOD WATER WORKS	P 05/2024
VC	20240675-004		0186	00140121301			04/30/2024	AG01	108.23
N	NA	KINGWOOD WATER WORKS		.00 ACCT #2298 UTILITIES KING WATER	05/07/2024	04/30/2024	0186	KINGWOOD WATER WORKS	P 05/2024
VC	20240675-005		4603	00771221400			04/30/2024	AE07	161.02
N	NA	KENDRA BORN		.00 REIMB-CHARLESTON E911 TRAVEL	05/07/2024	04/30/2024	4603	KENDRA BORN	P 05/2024
VC	20240675-006		5778	00171721700		58179776	04/11/2024	AG01	757.14
N	NA	FLEETIO		.00 ACCT #632855 CENTRAL GARAGE-M&R-AUTO	05/07/2024	04/11/2024	5778	FLEETIO	P 05/2024
VC	20240675-007		2086	00773335300		94682597	03/11/2024	AE07	4590.00
N	NA	ESRI		.00 SOFTWARE MAP/ADDRESS-COMP SOFTWARE	05/07/2024	03/11/2024	2086	ESRI	P 05/2024
VC	20240675-008		2884	00140623000		96831	05/01/2024	AG01	756.00
N	NA	GLOBAL SCIENCE & TECH		.00 MAY 2024 ASSESSOR CONTRACTED SERV	05/07/2024	05/01/2024	2884	GLOBAL SCIENCE & TECH	P 05/2024
VC	20240675-009		5661	07273121900		611	05/01/2024	BC72	1750.00
N	01	CGP DEVELOPMENT CO INC		.00 RENT COMM CORR-RENT	05/07/2024	05/01/2024	5661	CGP DEVELOPMENT CO INC	P 05/2024
VC	20240675-010		5747	07273136100		55665	05/01/2024	BC72	2800.00
N	NA	OPANS LLC		.00 TESTING COMM CORR DRUG TEST	05/07/2024	05/01/2024	5747	OPANS LLC	P 05/2024
VC	20240675-011		5872	07273136100			05/01/2024	BC72	90.13
N	NA	AMAZON CAPITAL SERVICES		.00 SUPPLIES COMM CORR DRUG TEST	05/07/2024	05/01/2024	5872	AMAZON CAPITAL SERVICES	P 05/2024
VC	20240675-012		5872	00173136021			05/01/2024	AG01	211.23
N	NA	AMAZON CAPITAL SERVICES		.00 SUPPLIES COMM CORR GRP SUPPLIES-GR	05/07/2024	05/01/2024	5872	AMAZON CAPITAL SERVICES	P 05/2024

TYPE SEPARATE-CHK	TRANS-NUMBER	P.O.NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
DISCOUNT-AMT	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUPLICATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
VENDOR NAME	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					
VC	20240675-013	N	3765	00173134121	05/07/2024	04/28/2024	04/28/2024	AG01	107.78
	NA		.00	SUPPLIES	3765				05/2024
			CLEAR MOUNTAIN BANK	COMM CORR SUPPLIES-GRANT				CLEAR MOUNTAIN BANK	
VC	20240675-014	N	3765	07273121800	05/07/2024	04/28/2024	04/28/2024	BC72	4.46
	NA		.00	POSTAGE	3765				05/2024
			CLEAR MOUNTAIN BANK	COMM CORR POSTAGE				CLEAR MOUNTAIN BANK	
VC	20240675-015	N	3765	07273122100	05/07/2024	04/28/2024	04/28/2024	BC72	380.00
	NA		.00	TRAINING	3765				05/2024
			CLEAR MOUNTAIN BANK	COMM CORR TRAINING				CLEAR MOUNTAIN BANK	
VC	20240675-016	N	4309	05640721400	05/07/2024	04/30/2024	04/30/2024	AA56	129.97
	NA		.00	FUEL	4309				05/2024
			WEX BANK	AVP-TRAVEL				WEX BANK	
VC	20240675-017	N	4309	00171734300	05/07/2024	04/30/2024	04/30/2024	AG01	3879.27
	NA		.00	FUEL	4309				05/2024
			WEX BANK	CENT GARAGE-AUTO SUPPLIES				WEX BANK	
VC	20240675-018	N	4236	00140221900	05/07/2024	05/01/2024	05/01/2024	AG01	329.04
	NA		.00	PRINTS	4236				05/2024
			HART OFFICE SOLUTIONS	CO CLERK BLDG/EQ RENTS				HART OFFICE SOLUTIONS	
VC	20240675-019	N	6024	00142021500	05/07/2024	05/01/2024	05/01/2024	AG01	600.00
	N1		.00	MOWING SERVICES	6024	1010			05/2024
			NICK FORMAN LAWN CARE LLC	CUSTODIAL M&R BLD & GRD				NICK FORMAN LAWN CARE LLC	
VC	20240675-020	N	1618	00190356800	05/07/2024	05/07/2024	05/07/2024	AG01	20000.00
	NA		.00	CONTRIBUTION	1618				05/2024
			ARTHURDALE HERITAGE INC.	ARTS & HUMANITIES CONTRIB				ARTHURDALE HERITAGE INC.	
VC	20240675-021	N	0914	02871356811	05/07/2024	05/07/2024	05/07/2024	FL28	6215.78
	NA		.00	REIMB-TRAINING EXPENSES	0914				05/2024
			TERRA ALTA VFD	FIRE LEVY CONT-TERRA ALTA				TERRA ALTA VFD	
VC	20240675-022	N	5580	00140221900	05/07/2024	04/22/2024	04/22/2024	AG01	204.72
	NA		.00	COPIER	5580	5696166			05/2024
			XEROX FINANCIAL	CO CLERK BLDG/EQ RENTS				XEROX FINANCIAL	
VC	20240675-023	N	5537	00170022200	05/07/2024	04/15/2024	04/15/2024	AG01	3016.00
	NA		.00	SERVICE PACKAGE	5537	411046			05/2024
			LEADS ONLINE	LAW ENFORCE DUES/SUBSCRIP				LEADS ONLINE	
VC	20240675-024	N	4005	00170034100	05/07/2024	04/18/2024	04/18/2024	AG01	230.00
	NA		.00	GLOVES	4005	1307835			05/2024
			DASH MEDICAL GLOVES	LAW ENFORCE MAT & SUPP				DASH MEDICAL GLOVES	

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DISCOUNT-AMT	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUPLICATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
VENDOR NAME	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					
VC	20240675-025	N	3017	00170021102	05/07/2024	04/16/2024	04/16/2024	AG01	262.36
	NA		.00	ACCT #832451359	3017				05/2024
			US CELLULAR	SHERIFF TELEPHONE-US CELL				US CELLULAR	
VC	20240675-026	N	5823	00170022300	05/07/2024	04/18/2024	04/18/2024	AG01	8.79
	NA		.00	SERVICE	5823				05/2024
			BREEZELINE	LAW ENFORCE PROF SERVICES				BREEZELINE	
VC	20240675-027	N	0130	00541534100	05/07/2024	05/01/2024	05/01/2024	WM05	549.00
	NA		.00	MAY 2024 J&S	0130				05/2024
			GENERAL COUNTY FUND	MAG CT SUPPLIES				GENERAL COUNTY FUND	
VC	20240675-028	N	5661	00140121900	05/07/2024	05/01/2024	05/01/2024	AG01	2500.00
	01		.00	RENT	5661	547			05/2024
			CGP DEVELOPMENT CO INC	CO COMM BLDG/EQUIP RENTS				CGP DEVELOPMENT CO INC	
VC	20240675-029	N	4068	00198645900	05/07/2024	05/19/2024	05/19/2024	AG01	10436.00
	NA		.00	LEASE PAYMENT	4068				05/2024
			BANK OF THE OZARKS	CO COMM CAP OUTLAY				BANK OF THE OZARKS	
VC	20240675-030	N	0280	00771222300	05/07/2024	04/30/2024	04/30/2024	AE07	46.02
	NA		.00	INV #4191129645	0280				05/2024
			CINTAS CORPORATION	E911 PROFESSIONAL SERVICE				CINTAS CORPORATION	
VC	20240675-031	N	2389	00771221600	05/07/2024	05/07/2024	05/07/2024	AE07	115.00
	NA		.00	RENEWAL FEE	2389				05/2024
			BUSINESS RADIO LICENSING	E911 M&R EQUIPMENT				BUSINESS RADIO LICENSING	
VC	20240675-032	N	2046	00771221104	05/07/2024	04/20/2024	04/20/2024	AE07	2228.28
	NA		.00	ACCT #3041891897112503-4	2046				05/2024
			FRONTIER	E-911 TELEPHONE FRONTIER				FRONTIER	
VC	20240675-033	N	5507	00146023000	05/07/2024	04/30/2024	04/30/2024	AG01	1926.85
	N1		.00	APR 2024	5507	053209			05/2024
			AVENU INSIGHTS &	CO CLERK OPER-CONTRACT SE				AVENU INSIGHTS &	
VC	20240675-034	N	1515	00541521100	05/07/2024	05/02/2024	05/02/2024	WM05	59.96
	NA		.00	REIMB-MAY 2024	1515				05/2024
			P.L. GRIMM	MAG CT TELEPHONE				P.L. GRIMM	
VC	20240675-035	N	4302	00142823000	05/07/2024	05/01/2024	05/01/2024	AG01	7621.85
	N1		.00	SERVICES	4302	4530			05/2024
			IT MINDSHARE LLC	DATA PROCESS CONT SERVICE				IT MINDSHARE LLC	
VC	20240675-036	N	4302	00142823000	05/07/2024	05/01/2024	05/01/2024	AG01	3238.00
	N1		.00	SERVICES	4302	49858			05/2024
			IT MINDSHARE LLC	DATA PROCESS CONT SERVICE				IT MINDSHARE LLC	


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DISCOUNT-AMT	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUPLICATE	DISCDATE	CHECK	CHK-DATE	SELECT	POSTDATE
VENDOR NAME	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					
VC	20240675-037	N	4632	00171621400	05/07/2024	05/07/2024	05/07/2024	AG01	114.44
	NA		.00	REIMB-ROANOKE	4632				05/2024
			KELLEY REEL	DOG WARDEN TRAVEL				KELLEY REEL	
VC	20240675-038	N	0280	00142034100	05/07/2024	04/23/2024	04/23/2024	AG01	190.56
	NA		.00	INV #4190401154	0280				05/2024
			CINTAS CORPORATION	CUSTODIAL MAT/SUPPLIES				CINTAS CORPORATION	
VC	20240675-039	N	0280	00142022500	05/07/2024	04/23/2024	04/23/2024	AG01	208.06
	NA		.00	INV #4190401154	0280				05/2024
			CINTAS CORPORATION	CUSTODIAL LAUN/DRY CLEAN				CINTAS CORPORATION	
VC	20240675-040	N	0280	00142034500	05/07/2024	04/23/2024	04/23/2024	AG01	12.08
	NA		.00	INV #4190401154	0280				05/2024
			CINTAS CORPORATION	CUSTODIAL UNIFORMS				CINTAS CORPORATION	
VC	20240675-041	N	2711	00371622200	05/07/2024	04/18/2024	04/18/2024	AS03	531.04
	NA		.00	ACCT #3537	2711	182652			05/2024
			BROOK VALLEY VET CLINIC	DOG & KENNEL PROF SERV				BROOK VALLEY VET CLINIC	
VC	20240675-042	N	0638	00142045900	05/07/2024	04/29/2024	04/29/2024	AG01	199.99
	N1		.00	WEDEATER	0638	387976			05/2024
			CHILDS FEED & SUPPLY CO	CUSTODIAL CAP OUT/EQUIP				CHILDS FEED & SUPPLY CO	
VC	20240675-043	N	0638	00142045900	05/07/2024	01/11/2024	01/11/2024	AG01	-75.00
	N1		.00	SNOWBLOWER TRADE-IN	0638	387036			05/2024
			CHILDS FEED & SUPPLY CO	CUSTODIAL CAP OUT/EQUIP				CHILDS FEED & SUPPLY CO	
VC	20240675-044	N	5390	00142034100	05/07/2024	04/24/2024	04/24/2024	AG01	327.20
	NA		.00	SUPPLIES	5390	24-12120			05/2024
			TT&S SUPPLY INC	CUSTODIAL MAT/SUPPLIES				TT&S SUPPLY INC	
VC	20240675-045	N	4971	00371634100	05/07/2024	04/16/2024	04/16/2024	AS03	250.00
	NA		.00	MICRO CHIPS/IN #242964120	4971				05/2024
			INTERVET INC	DOG & KENNEL SUPPLIES				INTERVET INC	
VC	20240675-046	N	0336	00170423000	05/07/2024	04/30/2024	04/30/2024	AG01	50901.44
	NA		.00	APR 2024	0336				05/2024
			WV REGION JAIL AUTHORITY	REG JAIL CONTRACT SERVICE				WV REGION JAIL AUTHORITY	
VC	20240675-047	N	4934	00140223000	05/07/2024	04/01/2024	04/01/2024	AG01	3900.00
	N1		.00	SERVICES	4934	2358			05/2024
			COMPILED TECHNOLOGIES LLC	CO CLERK CONTRACT SERVICE				COMPILED TECHNOLOGIES LLC	
VC	20240675-048	N	4896	00140221900	05/07/2024	04/30/2024	04/30/2024	AG01	750.00
	NA		.00	COPIERS	4896	16457171			05/2024
			LEAF	CO CLERK BLDG/EQ RENTS				LEAF	

TYPE	TRANS. NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT	
SEPARATE-CHK BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	ACCOUNT NAME	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	
			VENDOR NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME		POSTDATE	
VC	20240675-049		0055	00141334100		117036	05/01/2024	AG01	P	33.00
N	NA		.00	.00	05/07/2024	05/01/2024				05/2024
			CASTO-HARRIS	SEALS	0055		CASTO-HARRIS			
VC	20240675-050		5447	00140221900		151895	04/30/2024	AG01	P	159.53
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			JUSTTECH LLC	PRINTS	5447		JUSTTECH LLC			
VC	20240675-051		5447	00140221900		150268	03/31/2024	AG01	P	212.73
N	NA		.00	.00	05/07/2024	03/31/2024				05/2024
			JUSTTECH LLC	PRINTS	5447		JUSTTECH LLC			
VC	20240675-052		2884	00140645900		96913	04/30/2024	AG01	P	2257.91
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			GLOBAL SCIENCE & TECH	EQUIPMENT	2884		GLOBAL SCIENCE & TECH			
VC	20240675-053		5286	00171721900			05/03/2024	AG01	P	300.96
N	NA		.00	.00	05/07/2024	05/03/2024				05/2024
			ENTERPRISE FM TRUST	LEASE PAYMENT	5286		ENTERPRISE FM TRUST			
VC	20240675-054		5286	00171721900			05/03/2024	AG01	P	4981.22
N	NA		.00	.00	05/07/2024	05/03/2024				05/2024
			ENTERPRISE FM TRUST	EQUIPMENT-LEASE	5286		ENTERPRISE FM TRUST			
VC	20240675-055		5304	00171721700			04/30/2024	AG01	P	33.42
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			AMTOWER AUTO SUPPLY INC	PARTS/ACCT #22558	5304		AMTOWER AUTO SUPPLY INC			
VC	20240675-056		6006	00171734300			05/06/2024	AG01	P	4536.85
N	N1		.00	.00	05/07/2024	05/06/2024				05/2024
			FUELMAN	FUEL	6006		FUELMAN			
VC	20240675-057		6006	05640721400			05/06/2024	AA56	P	51.48
N	N1		.00	.00	05/07/2024	05/06/2024				05/2024
			FUELMAN	AVF-TRAVEL	6006		FUELMAN			
VC	20240675-058		0323	00171721700			04/30/2024	AG01	P	1036.70
N	N1		.00	.00	05/07/2024	04/30/2024				05/2024
			SCOTT FORD MERCURY	PARTS	0323		SCOTT FORD MERCURY			
VC	20240675-059		0223	00140121302			05/28/2024	AG01	P	234.60
N	NA		.00	.00	05/07/2024	05/28/2024				05/2024
			MON POWER	ACCT #110 081 491 422	0223		MON POWER			
VC	20240675-060		0186	00140121301			04/30/2024	AG01	P	200.72
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			KINGWOOD WATER WORKS	ACCT #1661	0186		KINGWOOD WATER WORKS			
				UTILITIES KING WATER						

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SEPARATE-CHK BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	ACCOUNT NAME	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	
			VENDOR NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME		POSTDATE	
VC	20240675-061		0186	00140121301			04/30/2024	AG01	P	872.80
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			KINGWOOD WATER WORKS	ACCT #2315	0186		KINGWOOD WATER WORKS			
VC	20240675-062		0186	00140121301			04/30/2024	AG01	P	78.64
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			KINGWOOD WATER WORKS	ACCT #1317	0186		KINGWOOD WATER WORKS			
VC	20240675-063		0186	00140121301			04/30/2024	AG01	P	78.64
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			KINGWOOD WATER WORKS	ACCT #1314	0186		KINGWOOD WATER WORKS			
VC	20240675-064		0186	00140121301			04/30/2024	AG01	P	108.23
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			KINGWOOD WATER WORKS	ACCT #6832	0186		KINGWOOD WATER WORKS			
VC	20240675-065		0186	00140121301			04/30/2024	AG01	P	422.16
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			KINGWOOD WATER WORKS	ACCT #1016	0186		KINGWOOD WATER WORKS			
VC	20240675-066		0282	00171721700			04/30/2024	AG01	P	1152.00
N	NA		.00	.00	05/07/2024	04/30/2024				05/2024
			PRESTON CO SENIOR	APRIL 2024	0282		PRESTON CO SENIOR			
				CENTRAL GARAGE-M&R-AUTO						

TOTAL TRANSACTION AMOUNT 150332.44

WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00140221900
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371622300
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371634100
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541521100
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541534100
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 02871356811
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273121800
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273121900
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273122100
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273136100

List of invoices approved for payment
 this 14th day of May, 2024
 Int. 

Assessor's Office – Consideration and/or action

Tax Correction List – None

Apportionments – Smith, Eric S. & Stacy A.

Commissioner Stone moved to approve the apportionment in the names of Eric S. & Stacy A. Smith as presented by the Assessor Connie Ervin. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Recognition of Scheduled Appointments –

9:31 a.m. Justin Wolfe, OEM/E911 Budget Revisions

Mr. Wolfe presented a budget revision needed for OEM/E911 to purchase a drone.

Commissioner Thomas moved to approve the budget revision for 911 in the amount of \$24,000 as presented by Justin Wolfe. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)



PRESTON COUNTY

Office of Emergency Management

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

Director: Duane Hamilton

Asst. Director: Justin Wolfe

May 7, 2024


Re: Budget Revision

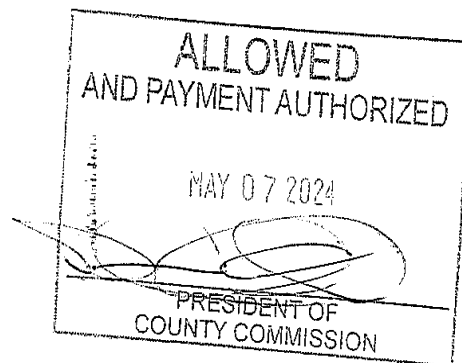
Please increase 001-322-003 in the amount of \$12,000.

Please Increase 001-442-459-03 in the amount of \$12,000.

These funds will be utilized to purchase a Small Unmanned Aircraft System (sUAS) for the Preston County Office of Emergency Management. These funds will later be reimbursed through HSGP 23-SHS-30.

Thank you.


Justin R. Wolfe
OEM/E911 Asst. Director




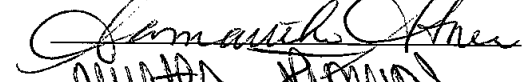
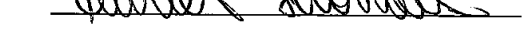
RESOLUTION

At a regular session of the county commission, held (Month, day and year) May 7, 2024 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 22, 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 Stone the vote thereon was as follows:

	<u>Yes or No</u>
	<u>Yes or No</u>
	<u>Yes or No</u>

WHEREUPON, President Smith, 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.

9:35 a.m. V.J. Davis, Preston County Health Department – PCHD Environmental Fees for Permit and Fee for Service Rule

Mr. Davis explained that due to some recent state legislation, any health department fees for permits, for service rules of any kind that used to be approved by the state now will be approved by the county commission. He said it was passed by the Board of Health and went thru a 30-day public comment period and will begin July 1, 2024.

Commissioner Thomas moved to approve the Preston County Health Department Environmental Health Fees for Permits and Fees for Service Rules and authorize the President of the Preston County Commission to sign the document. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

**PRESTON COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
FEES FOR PERMITS AND FEES FOR SERVICE**

General.

- 1.1. Scope – This rule establishes the fees for permits issued by the Preston County Board of Health.
- 1.2. Authority. – W. Va. Code §16-2-11(a)(9), §16-2-11(b)(3).
- 1.3. Filing Date. – April 1, 2024.
- 1.4. Effective Date. – July 1, 2024.

Application and Enforcement.

- 2.1. Application - This rule applies to the Preston County Board of Health which charges a fee for the issuance of permits that are covered by this rule.
- 2.2. Enforcement - The enforcement of this rule is vested with the Preston County Health Officer or his or her designee.

Definitions.

- 3.1. Bed and Breakfast - An establishment providing lodging facilities in the form of sleeping accommodation and at a minimum, a breakfast for a fee.
 - 3.2. Body Piercing Studio - means any room or space where body piercing is practiced or where the business of body piercing or any part thereof is conducted.
 - 3.3. Campground - A tract of land maintained and offered to the public for payment for the location or placement of two or more camping units as defined in the bureau's "General Sanitation" rule, 64CSR18.
 - 3.4. Care Facility – Facilities included, but not limited to, public or private halfway houses, adult day care facilities, residential care facilities (such as juvenile group homes and work release centers), and non-disaster emergency shelters (such as homeless shelters and family violence protection centers). The term does not include health care facilities licensed by the Office of Health Facility Licensure and Certification in the Office of the Inspector General.
 - 3.5. Childcare Center - A facility where care is provided for seven or more children in a 24-hour period. The term does not include facilities excluded in the bureau's "Childcare Centers" rule, 64CSR21.
 - 3.6. Developed Site - A location for placement and hookup of a manufactured home.
 - 3.7. Fixed Expiration Date - An annual date at which time all permits of the same type expire. The fixed expiration date for each of the permits covered by this rule is derived from the state code or the rule which authorizes the issuance of the particular permit.
- 1**
- 3.8. Food Service Establishment - Any fixed or mobile restaurant; coffee shop; cafeteria; short-order cafe; soda fountain; tavern; bar; cocktail lounge; delicatessen; nightclub; roadside stand; industrial feeding establishment; private, public, or non-profit organization or institution routinely serving food; catering kitchen; commissary or similar place in which food or drink is prepared for sale or service on the premises or elsewhere; and any other eating or drinking establishment or operation where food is served or provided for the public with or without charge.
 - 3.9. Hotel/Motel - Any temporary or permanent buildings or structures which are maintained, offered, or used as sleeping quarters for pay.
 - 3.10. Individual Sewage Disposal System - A system for the collection, treatment and disposal of sewage which serves a single dwelling or establishment.
 - 3.11. Industrial Campground – A campground for the location or placement of two or more camping units as defined in 64CSR18, and to be occupied by workers employed for an industrial purpose and intended for long term stays of over 60 days.
 - 3.12. Innovative Alternative Type Sewage System - A method of sewage disposal for a single-family dwelling or establishment for which design standards have been prepared and listed in the West Virginia Bureau for Public Health rule, "Sewage Treatment and Collection System Design Standards," 64CSR47, as an innovative or alternative system.
 - 3.13. Labor Camp - A labor camp includes any lumber, mining, agricultural, construction, or other industrial camp where 10 or more persons are employed and housed in temporary quarters, such as cars, motor homes, camper vehicles, wagons, tents, cabins, buildings, or other similar enclosures.
 - 3.14. Mass Gathering - Any group of 250 or more persons assembled together for a meeting, festival, social gathering, concert or other similar purpose. The term shall not include assembly in any permanent buildings or permanent structures designed, equipped, and intended for use by large numbers of people. The term shall not include assembly in any outdoor venue ordinarily used and equipped for such events. For the purposes of this rule, "equipped" means supplied with adequate sanitary facilities for the intended use.
 - 3.15. Mobile Food Establishment (includes Reciprocity Permit) - A food establishment that is mobile by means of mechanical, electrical, manual, or otherwise propelled vehicle operating on land or water that complies with 64CSR17 Food Establishment Rule - FDA Food Code Mobile Food Establishment Matrix recommendations based on the menu of food items provided.
 - 3.16. Manufactured Home Community - Any site, area, tract, or parcel of land upon which four or more manufactured homes, used or occupied for dwelling purposes, are parked, either free of charge or for a monetary consideration.
 - 3.17. Organized Camp - Any area, place, parcel, or tract of land on which facilities are established or maintained to provide an outdoor group living experience for children or adults, or where one or more permanent or semi-permanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation, provided, that

this definition shall not be construed to include a hunting, fishing, or other camp privately owned and used exclusively for the personal pleasure of the owner.

3.18. Potentially Hazardous Food or Drink (time/temperature control for safety food) - Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.

3.19. Recreational Water Facility - A body of water, under the control of a person, which has been modified, improved, constructed, or installed for the purpose of public swimming or bathing. It includes, but is not limited to, bathing beaches; swimming, wading, and diving pools; water slides, spray pools, lazy rivers, and wave pools; spas, hot tubs, therapeutic pools, hydrotherapy pools and whirlpools. A recreational water facility does not include a private residential swimming pool defined in subsection 2.10 of the bureau's "Recreational Water Facilities" rule, 64CSR16.

3.20. Retail Food Store - Any place, structure, premise, vehicle, or any part thereof in which food is sold retail, offered for retail sale, or served not to be consumed on the premises. For the purpose of this rule, the term "retail food store" does not include establishments which handle only pre-packed non-potentially hazardous foods; roadside markets that offer only fresh fruits or fresh vegetables; or the delicatessen operation of a retail food store.

3.21. Sewage Tank Cleaner - Any person engaged in the collection, removal, transportation, or disposal of sewage.

3.22. School - a public or private organization that provides instruction for the teaching of children. The term includes early childhood/ primary education centers, middle school/junior high education centers, adolescent/high school education centers and vocational education centers. The term does not include childcare centers as defined in the bureau's "Childcare Centers" rule, 64CSR21.

3.23. Subdivision - A tract of land which has been divided into two or more lots, tracts, parcels, plats, sites, areas, units, interests, or other division for the purpose of dwelling or establishment development and including the division of land by deed, metes and bounds description, lease, map, plat, or other instrument, or by act of construction.

3.24. Tattoo studio - means any room or space where tattooing is practiced or where the business of tattooing or any part thereof is conducted.

3.25. Temporary Food Service Establishment - A food service establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration and required by W. Va. Code §16-6-3, to have a permit.

3.26. Vending Machine - A machine designed for the dispensing of potentially hazardous food or drink to the public by a self-service method.

3.27. Water Well - Any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted for a water supply, for the exploration for water, or for removal of water to dewater construction sites.

3

3.28. Water Well (Heat Exchange) - Any well-constructed to use the heat exchange properties of either groundwater or of geologic material penetrated by the well.

Option to Charge for Permits, Procedure, and Implementation of Permit Fee Schedule.

4.1. The Preston County Board of Health shall charge a fee for the issuance of permits covered by this rule.

4.2. The Preston County Board of Health shall follow the following procedures prior to implementation of a Permit Fee Schedule:

- 4.2.1 Present proposed fee schedule to the board of health for initial review and approval.
- 4.2.2 After the local board of health's approval of a proposed schedule of fees, the board shall place notice in the State Register and on the organization's web page setting forth a notice of proposed action, including the text of the new local health department rule or the amendment and the date, time, and place for receipt of public comment [§16-2-11(b)(3)(C)], provide the notice to the board's appointing authority with a request for publication on the authority's website and in its public offices, place a one-time Class II Legal Advertisement in the local newspaper and allow for a 30-day comment period.
- 4.2.3 Upon completion of the 30-day comment period, the board of health shall meet and review any public comments received prior to final approval of the fee schedule.
- 4.2.4 Once all public comments have been considered, the board shall vote on final approval of the proposed permit fee schedule and implementation date.
- 4.2.5 The Board of Health shall notify the appointing authority and request approval of the proposed fee schedule and provide the following information:
 - (a) A copy of the proposed fee schedule.
 - (b) A copy of the posted notice of the proposed fees and a description of the public notice process.
 - (c) A copy of comments received on the proposed fees; and
 - (d) A response to the comments.
- 4.2.6 With approval from the appointing authority, the board of health shall implement the Fees for Permit Schedule.
- 4.2.7 A copy of the final approved Fees for Permit Schedule shall be filed with the county clerk.

Permits and Fees.

5.1 The list of permits and corresponding fees are listed in Table 1 attached below.

Table 1

Preston County Health Department Environmental Health Permit Fees		
Permit		Proposed Fee
Bed and Breakfast		\$70.00
Campground		
	Fee per site	\$7.00
	Minimum fee	\$70.00
Care Facility		\$70.00
Childcare Center		
	# of Children	
	Family Day Care Facility (7 – 12)	\$70.00
	Day Care Center (13 – 25)	\$150.00
	Day Care Center (26 and over)	\$220.00
Food Service Establishment		
	Seating Capacity	
	0 – 20	\$150.00
	21 – 50	\$300.00
	51 – 80	\$450.00
	81 and over	\$600.00
Hotel/Motel		
	Number of Rooms	
	0 – 20	\$150.00
	21 – 50	\$300.00
	51 – 80	\$450.00
	81 and over	\$600.00
Individual Sewage Disposal Systems and Innovative Alternative Type Sewage Systems		
	Type of System	

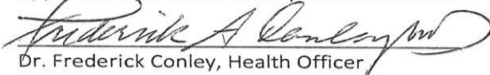
	Conventional Single-Family Dwelling	\$220.00
	All other types of system (Alternative Systems)	\$450.00
Industrial Campground		\$120.00
Labor Camp		\$150.00
Permit		
		Proposed Fee
Mass Gathering		
	per event	\$70.00
Mobile Food Establishment (Mobile Food Unit)		\$150.00
Manufactured Home Community		
	# of Lots	
	Up to 10 parked manufactured home units	\$150.00
	11 to 20 parked manufactured home units	\$180.00
	21 to 30 parked manufactured home units	\$270.00
	More than 30 parked manufactured home units	\$330.00
Organized Camp		\$100.00
Recreational Water Facility		\$150.00
Retail Food Store		
	Fee per checkout	\$60.00
		(Max \$240)
Schools (Facility)		
	Fee per site	\$70.00
	Note: Historically PCHD has not charged Preston BOE this fee.	
Subdivision		
	# of Lots	
	Fee per lot	\$14.00
	Minimum fee	\$140.00
Temporary Food Service Establishment (maximum 14 days)		
	Fee per unit	\$60.00

Vending Machine		
	Fee per machine per site	\$70.00
	Maximum Fee per site	\$420.00
Water Well		
		\$150.00
Permit		
		Proposed Fee
The following permit fees are set by WV Legislative Code and cannot be changed		
Body Piercing		
		\$200.00
Tattoo Parlors		
		\$200.00
Statewide Mobile Food Permit/Reciprocity...In process with current Legislative Session		
		TBD
Prorating of Fixed Expiration Date Permit Fees		
	# of Months from Fixed Expiration Date	
	< 3 months	25% of annual fee
	3 months to < 6 months	50% of annual fee
	6 months to < 9 months	75% of annual fee
	9 months to < 12 months	100% of annual fee
*	The fee charged for an annual permit with a fixed expiration date.	
Late Fee for Expired Permits		
*	A late fee of 25 percent for all expired permits listed will be applied to the permit fee schedule. Payment must be received within 30 days of the expiration date to avoid the late fee assessment.	
		25%

Preston County Health Department Environmental Health Fees for Service

Home Loan Evaluation	\$250.00
Water Sample Collection	\$50.00
Food Handlers Card (2 yr card)	\$10.00
Replacement Food Handlers Card	\$5.00
Off-Site Food Handlers Class	\$25.00
Re-issue of Septic Permit (If current permit has expired or changed)	\$25.00
Re-issue of Water Well Permit (If current permit has expired or changed)	\$25.00
Reinspection Fee (If routine inspection warrants a reinspection due to number of violations or FDA Food Code Requirement, this fee would be charged in addition to facility permit fee)	\$60.00
Person In Charge (PIC) Training Class (5 yr Certificate)	\$75.00
Person In Charge (PIC) Certificate Renewal	\$35.00

Approved by Preston County Board of Health


Dr. Frederick Conley, Health Officer

5/2/24
Date

Approved by Preston County Commission


Commission President

5/7/2024
Date

9:40 a.m. Linda Huggins, County Clerk – Appoint Emergency Ballot Commissioners

Commissioner Stone moved to appoint Emergency Ballot Commissioners effective immediately ending December 31, 2025. Tammy Johnson will be appointed as the Republican Emergency Ballot Commissioner and Ashley Cole will be appointed as the Democrat Emergency Ballot Commissioner, submitted the 7th day of May 2024. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)

LINDA HUGGINS, PRESTON COUNTY CLERK
106 W MAIN ST. SUITE 103
KINGWOOD WV 26537

Dear Preston County Commissioners,

I am presenting you my request to appoint Emergency Ballot Commissioners effective immediately and ending Dec. 31, 2025.

Tammy Johnson will be appointed as the Republican Emergency Ballot Commissioner.

Ashley Cole will be appointed to the Democrat Emergency Ballot Commissioner.

Submitted this 7th day of May, 2024.



Linda Huggins
Preston County Clerk



9:45 a.m. Preston County FFA Chapter – Presentation

The Preston County FFA Chapter of Preston High School presented a skit that takes place at a WV Farmers Market where several community members discussed the pros and cons of the sale and consumption of raw milk. Students represented a lawyer, a stay-at-home mother, an owner of alpine dairy goats, a commercial consumer, the department of agriculture, a commercial Grade A milk producer and a hospital gastroenterologist. They spoke about the sale of raw milk and should it be legal? Or should it be legal with restrictions? And if so, what should those restrictions be?

This group of students will take the presentation to State Regional Competition. The students participating were: Brooklyn Casteel, Julia Phillips, Sophia Saurino, Gabrielle Saurino, Tristan Smith, Izzy Hauser and Taryn Veltri.

Approval of Minutes – April 23,2024

Commissioner Thomas moved to approve the Minutes of April 23, 2024. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

Estate Settlements – April 22, 2024 thru April 24, 2024

Commissioner Thomas moved that the proceeding estate settlements and/or waivers thereof, having been filed for a period of ten (10) days prior to the commencement 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 04/22/2024 thru 04/24/2024 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, May 7, 2024.

ESTATE NUMBER: **4365**
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement
SETTLEMENT RECORDED: April 24, 2024
ESTATE NAME: **GEORGE ALAN LIPSCOMB**
EXECUTRIX: HELEN A. LIPSCOMB

ESTATE NUMBER: **3772**
SETTLEMENT TYPE: Final Settlement
SETTLEMENT RECORDED: April 22, 2024
ESTATE NAME: **BRANDON RUSSELL PLUM**
ADMINISTRATRIX: KRISTEN N. PLUM

ESTATE NUMBER: **4169**
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement
SETTLEMENT RECORDED: April 23, 2024
ESTATE NAME: **BRENDA LEE SHARPLESS**
ADMINISTRATOR: DWAYNE BOYCE

ESTATE NUMBER: **4818**
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement
SETTLEMENT RECORDED: April 24, 2024
ESTATE NAME: **MILDRED E. ZINN**
EXECUTOR: RANDY LEE ZINN

Subscribed and sworn to before me on 05/01/2024.

Linda Huggins

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 and Smith voting yes. Motion carried. Commissioner Stone abstained from voting due to Mildred E. Zinn being her grandmother.

Proceedings in Vacation – April 25, 2024 through May 1, 2024

Under New Business Commissioner Stone moved to dispense with the reading in open court of the Proceedings of the Clerk of this Commission, had in vacation on April 25, 2024 thru May 1, 2024 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, April 25, 2024, through Wednesday, May 1, 2024

The County Commission of Preston County this 7th day of May, 2024 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, April 25, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **PATSY BUXTON**, 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.

JENNIFER LOHMAN, was named, as **SUCCESSOR** thereof, qualified as such. No bond was required.

On, Friday, April 26, 2024, 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, **VELMA M. CROSS** was appointed and qualified as **ADMINISTRATRIX** of the estate of **DONALD R. CROSS, SR.**, deceased. No bond was required.

On, Monday, April 29, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **JUANITA MAY MORAN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ROGER GERALD MORAN, who was named in the last will and testament of **JUANITA MAY MORAN**, deceased, as **EXECUTOR** thereof, qualified as such. No bond was required.

MARY K CARPENTER, who was named in the last will and testament of **ROBERT BRUCE CARPENTER SR**, deceased, as **SUCCESSOR** thereof, qualified as such. No bond was required.

A duly Authenticated copy of the last will and testament of **MICHAEL J. BISHOP**, deceased, a late resident of **TRANSYLVANIA COUNTY, NORTH CAROLINA**, was admitted to record. And a Ancillary Affidavit Testate was filed.

On, Tuesday, April 30, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of **FRANKLIN DUANE COLE**, deceased was referred to **OLIVIA DEVALL**, a **FIDUCIARY COMMISSIONER** for the Preston County Commission, for settlement thereof.

The last will and testament of **CATHERN P. BORNE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

VESTA JEWELL BORNE MOYER, AKA JEWELL MOYER, who was named in the last will and testament of **CATHERN P. BORNE**, deceased, as **EXECUTRIX** thereof, qualified as such. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **ELIZABETH ANN ZUGAR** was appointed and qualified as **ADMINISTRATRIX** of the estate of **DAVID ZUGAR**, deceased. No bond was required.

On, Wednesday, May 1, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **DEBORAH GAYNELL PIFER**, 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.

ADAM WESLEY PIFER, who was named as **SUCCESSOR** thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 05/01/2024.

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 Stone, Thomas and Smith voting yes. Motion carried.

Fiduciary Commissioner Report – None

Old Business- Consideration and/or action –

A. Update from Sheriff’s Office on Financial Statements

No update given.

B. County Property Proposal

No update at this time.

C. CAC – Recording Equipment

Stacy Greaser presented an update on a request made last week to purchase recording equipment for the Child Advocacy Center (CAC). She was able to find a less expensive quote with a company that is relatively local.

Commissioner Stone moved to approve \$7,000 for equipment and cloud storage using Unified Solutions LLC to come out of Coal Severance. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)



Unified Solutions LLC
 P.O. Box 2172
 Wheeling West Virginia 26003
 U.S.A

Quote

TTR-INTERVEIW-RECORDER

Bill To
Stacy Greaser
 Victims Advocate
 106 West Main Street
 Kingwood West Virginia 26537

Estimate Date : May 06, 2024
 Expiry Date : July 31, 2024
 Reference# : US LLC 05.006.2024

#	Item & Description	Qty	Rate	Amount
1	TTR Interveiw Room Recorder with Software Bundle	1.00	3,495.00	3,495.00
2	TTR Interview Cameras	2.00	225.00	450.00
3	Miscellaneous Cables to complete the installation	1.00	325.00	325.00
4	Remote Start and Stop Button and LED Sign that lights up "Interview in Progress."	1.00	500.00	500.00
5	TTR Covert Microphone with Stainless steel cover with Tamper proof design	1.00	450.00	450.00
6	Installation includes wiring of each device and software installation and testing equipment	1.00	895.00	895.00
7	User Training is no charge the day of the installation or the following day after Install. Training will be charged after that Installation date at \$300.00 a day.	0.00	0.00	0.00
			Sub Total	6,115.00
			WV Discount	(-) 200.00
			Total	\$5,915.00

New Business – Consideration and/or action –

A. IT Contracts

Executive Session #1

At 10:05 a.m., Commissioner Stone moved to go into Executive Session regarding an IT Contract. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Those in attendance for the Executive Session were: Nate Raybeck, Samantha Stone, Hunter Thomas, Don Smith and Justin Wolfe.

At 10:23 a.m., Commissioner Stone moved to come out of Executive Session and reenter open session. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

President Smith advised that no action was taken as a result of the Executive Session.

Courthouse Reconfiguration Project Report

A. Initial Internal Meeting May 3, 2024 – Update

There's a meeting today after the commission meeting to walk thru a time line and some of the logistics for the reconfiguration schedule as certain items have a lead time longer than anticipated.

More information will be provided at the May 20th, 2024 meeting.

County Administrator's Report – Consideration and/or action

A. Upcoming Meeting Schedules

- i. PCC Meeting next week moved to Wednesday, May 15 @ 9:30 am
- ii. Following PCC Meeting scheduled for Monday, May 20 @ 9:30 am
- iii. Primary Election 2024 Board of Canvassers Scheduled for Monday, May 20 @ 10:45 am
- iv. There will be *No* PCC meeting the week of June 10-14

B. Lower Parking Lot – Community Action

There was discussion over perhaps moving trailers owned by Community Action, that are currently being parked in the lower parking lot, to another spot to free up parking for jurors during trials.

Facility Supervisor, Kevin Likens will check with Duane Hamilton to see if they could be parked at the 911 Center.

C. Other Facilities Update

Water project at the animal shelter moving along and should be finished by the end of the week.

D. Budget Revision

See recognition of scheduled appointments above and the 9:31 a.m. appointment of Justin Wolfe, OEM/E911.

E. Miscellaneous Correspondence

Mr. Raybeck noted he heard back from Rick Parks, from DHHR, and he has agreed to be on the Opioid Advisory Committee. This leaves only a representative needed on the committee from the Sheriff's Office.

Personnel Matters – Consideration and/or action

A. Executive Session #2

At 10:23 a.m., Commissioner Stone moved to go into Executive Session for a personnel matter. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Those in attendance for the meeting were: Hunter Thomas, Nate Raybeck, Samantha Stone, Don Smith, Jason Rodeheaver and Jim Fields.

EXECUTIVE SESSION

At 10:29 a.m., Jason Rodeheaver and Jim Fields came out of Executive Session.

At 10:32 a.m., Commissioner Stone moved to come out of Executive Session and reenter open session. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Commissioner Stone advised that no action was taken as a result of the Executive Session.

Executive Session #3

At 10:39 a.m., Commissioner Thomas moved to go into Executive Session for personnel. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

Those in attendance for the Executive Session: Don Smith, Samantha Stone, Hunter Thomas and Kevin Likens.

EXECUTIVE SESSION

At 10:54 a.m., Commissioner Stone made a motion to come out of Executive Session. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

President Smith advised that no action was taken as a result of the Executive Session.

Legal Matters - Consideration and/or action

- A. Executive Session

Information

- A. Miscellaneous Correspondence

Commissioners Comments

At 10:58 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

Commissioner

Commissioner

Commissioner

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5/07/2024

