

**A G E N D A**  
**PRESTON COUNTY COMMISSION**  
**JUNE 4, 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 – None**

**Recognition of Scheduled Appointments –**

9:31 a.m. Duane Hamilton, OEM/E911 – Budget Revisions

**Approval of Minutes – May 28, 2024**

**Estate Settlements List – May 21, 2024 thru May 21, 2024**

ESTATE NAME: NORMA JOSEPHINE GASKINS, AKA NORMA JO GASKINS

ESTATE NAME: KITTY LOU HILL

**Proceedings in Vacation/Clerk's Fiduciary Report – May 23, 2024 through May 29, 2024**

**Fiduciary Commissioner Report – None**

**Old Business – Consideration and/or action**

A. Opioid Settlement Advisory Board

**New Business – Consideration and/or action**

A. Preston County Sewer Public Service District Board Member Re-appointment –

Harry Wolfe – six-year term – Retroactive to February 1, 2024 – January 31, 2030

B. Public Defenders Corporation Request to Appoint William Miller as a Board Member -  
Term Effective July 1, 2024 – Expires June 30, 2027

C. Preston County Health Department Request to Appoint Kendra Barker 5-year Term –  
July 1, 2024 – June 30, 2029

D. Rowlesburg Ambulance Service

E. CCAWV's Annual Essay Contest Winners Aiden Johnson from Bruceton School and  
Sarah Bolinger, Teacher

F. Wrestling Barn/Community Heating and Cooling Shelter – HVAC

**Courthouse Reconfiguration Project Update-Consideration and/or action**

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

A. No Commission Meeting Next Week

B. Employee Hire, Part-time, Animal Shelter

C. Budget Revisions

D. Miscellaneous Correspondence

**Personnel Matters- Consideration and/or action**

A. Executive Session

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

A. Executive Session

**Information**

**Commissioners' Comments**

**STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:**

The Preston County Commission met in Regular Session at 9:30 a.m., June 4, 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: Samantha Stone, Hunter Thomas and Don Smith.

# Recognition of Public

Also, present was County Administrator Nate Raybeck and Assessor Connie Ervin.

The following persons registered their attendance during the meeting:

Deanna Lively	James Fields	Duane Hamilton
Jacob Martin-WV News	Nichole Larew	Donnie Mann
Jennifer Graham-DP	Roy Watkins	Justin Wolfe
Sarah Bolinger	Craig Jennings	Kristin Johnson
Madison Johnson	Aiden Johnson	Jameson Johnson
Tonya Myers	Kevin Likens	

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 06/03/2024 COUNTY OF PRESTON PAGE 1  
 REPORT DATE 06/03/2024 TRANSACTION EDIT LIST TIME 15:22:07  
 FILES ID W BATCH NUMBER 0709 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	20240709-001		0186	00140121301			05/31/2024	AG01	437.08
N	NA	.00	.00	ACCT #2329	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-002		0186	00140121301			05/31/2024	AG01	111.39
N	NA	.00	.00	ACCT #2316	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-003		0186	00140121301			05/31/2024	AG01	111.39
N	NA	.00	.00	ACCT #2298	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-004		0186	00140121301			05/31/2024	AG01	279.92
N	NA	.00	.00	ACCT #1661	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-005		0186	00140121301			05/31/2024	AG01	694.63
N	NA	.00	.00	ACCT #2315	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-006		0186	00140121301			05/31/2024	AG01	111.39
N	NA	.00	.00	ACCT #6832	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-007		0186	00140121301			05/31/2024	AG01	433.39
N	NA	.00	.00	ACCT #1016	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-008		0186	00140121301			05/31/2024	AG01	81.80
N	NA	.00	.00	ACCT #1317	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-009		0186	00140121301			05/31/2024	AG01	81.80
N	NA	.00	.00	ACCT #1314	06/04/2024	05/31/2024	0186		06/2024
			KINGWOOD WATER WORKS	UTILITIES KING WATER					
VC	20240709-010		0325	00146034100		9250	05/20/2024	AG01	706.00
N	NA	.00	.00	ENVELOPES	06/04/2024	05/20/2024	0325		06/2024
			SHAFER'S PRINTING	CO CLERK OPER-SUPP & MATE					
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20240709-011		0325	00141321200		9250	05/20/2024	AG01	1755.00
N	NA	.00	.00	SUPPLIES	06/04/2024	05/20/2024	0325		06/2024
			SHAFER'S PRINTING	CO CLK-ELECTIONS PRINTING					
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20240709-012		0325	00142034102		9242	05/14/2024	AG01	2504.00
N	NA	.00	.00	COPY PAPER	06/04/2024	05/14/2024	0325		06/2024
			SHAFER'S PRINTING	PAPER - SHAFER PRINTING					

SYSTEM DATE 06/03/2024 COUNTY OF PRESTON PAGE 2  
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 FILES ID W BATCH NUMBER 0709 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	20240709-013		4553	00171734300			05/20/2024	AG01	35.28
N	NA	.00	.00	REIMB-GAS	06/04/2024	05/20/2024	4553		06/2024
			CHARLES R CLINE	CENT GARAGE-AUTO SUPPLIES					
VC	20240709-014		4207	00141322300		76587	05/10/2024	AG01	86.00
N	NA	.00	.00	DISPOSAL	06/04/2024	05/10/2024	4207		06/2024
			FACE ENTERPRISE OF WV INC	CO CLK-ELECTIONS PROF SER					
VC	20240709-015		1157	00141321200			05/20/2024	AG01	9488.25
N	NA	.00	.00	2024 PRIMARY	06/04/2024	05/20/2024	1157		06/2024
			ES&S	CO CLK-ELECTIONS PRINTING					
VC	20240709-016		1032	00141321800			05/30/2024	AG01	2900.00
N	NA	.00	.00	POSTAGE/ACCT #44610046	06/04/2024	05/30/2024	1032		06/2024
			PITNEY BOWES BANK INC	CO CLK-ELECTIONS POSTAGE					
VC	20240709-017		1032	00140221800			05/30/2024	AG01	4200.00
N	NA	.00	.00	POSTAGE/ACCT #44610046	06/04/2024	05/30/2024	1032		06/2024
			PITNEY BOWES BANK INC	CO CLERK POSTAGE					
VC	20240709-018		0223	00140121302			05/28/2024	AG01	439.93
N	NA	.00	.00	ACCT #110 110 115 984	06/04/2024	05/28/2024	0223		06/2024
			MON POWER	UTILITIES MON POWER					
VC	20240709-019		0130	00541534100			06/01/2024	WM05	549.00
N	NA	.00	.00	JUN 2024 J&S	06/04/2024	06/01/2024	0130		06/2024
			GENERAL COUNTY FUND	MAG CT SUPPLIES					
VC	20240709-020		5661	00140121900		548	06/01/2024	AG01	2500.00
N	01	.00	.00	RENT	06/04/2024	06/01/2024	5661		06/2024
			CGP DEVELOPMENT CO INC	CO COMM BLDG/EQUIP RENTS					
VC	20240709-021		4581	00371634100			05/28/2024	AS03	161.65
N	N1	.00	.00	INV #9024094377	06/04/2024	05/28/2024	4581		06/2024
			ZOETIS US LLC	DOG & KENNEL SUPPLIES					
VC	20240709-022		5390	00142034100		24-12336	05/22/2024	AG01	456.87
N	NA	.00	.00	SUPPLIES	06/04/2024	05/22/2024	5390		06/2024
			TT&S SUPPLY INC	CUSTODIAL MAT/SUPPLIES					
VC	20240709-023		4896	00140421900		16572351	05/23/2024	AG01	244.68
N	NA	.00	.00	COPIERS	06/04/2024	05/23/2024	4896		06/2024
			LEAF	TAX OFF - BLDG/EQUIP RENT					
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20240709-024		4896	00140121900		16572351	05/23/2024	AG01	119.53
N	NA	.00	.00	COPIER	06/04/2024	05/23/2024	4896		06/2024
			LEAF	CO COMM BLDG/EQUIP RENTS					
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									

TYPE SEPARATE-CHK	TRANS-NUMBER BOX	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	DESCRIPTION	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
		DISCOUNT-AMT	LIQUIDATE-AMT	AMT		DUE-DATE	DISCDATE	CHECK	CHK-DATE	POSTDATE
		VENDOR NAME		ACCOUNT NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME		
VC	20240709-025		4896	00140521900	COPIER	06/04/2024	16572351	05/23/2024	AG01	186.15
N	NA		.00	.00						06/2024
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR										
VC	20240709-026		4896	00141221900	COPIER	06/04/2024	16572351	05/23/2024	AG01	193.64
N	NA		.00	.00						06/2024
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR										
VC	20240709-027		0280	00171122300	EMERG SERV PROF SERVICES	06/04/2024		05/29/2024	AG01	46.02
N	NA	CINTAS CORPORATION	.00	.00	INV #4194047931	0280				06/2024
VC	20240709-028		2046	00771221104	SERVICE	06/04/2024		05/20/2024	AE07	2227.78
N	NA	FRONTIER	.00	.00	E-911 TELEPHONE FRONTIER	2046				06/2024
VC	20240709-029		X326	00141322300	PRIMARY ELECT-RETURN	06/04/2024	05/30/2024	05/30/2024	AG01	20.00
N	NA	BRENDA HARTSELL	.00	.00	CO CLK-ELECTIONS PROF SER	X326				06/2024
VC	20240709-030		X1354	00141322300	PRIMARY ELECT-RETURN	06/04/2024	05/30/2024	05/30/2024	AG01	20.00
N	NA	HOLLY FUNK	.00	.00	CO CLK-ELECTIONS PROF SER	X1354				06/2024
VC	20240709-031		2884	00140623000	ASSESSOR CONTRACTED SERV	06/04/2024	97044	06/01/2024	AG01	756.00
N	NA	GLOBAL SCIENCE & TECH	.00	.00	JUNE 2024	2884				06/2024
VC	20240709-032		2884	00140623000	ANNUAL ASSESS FORM PRINT	06/04/2024	97258	06/01/2024	AG01	600.00
N	NA	GLOBAL SCIENCE & TECH	.00	.00	ASSESSOR CONTRACTED SERV	2884				06/2024
VC	20240709-033		1033	00140621400	TRAVEL REIMB-MGTN	06/04/2024		06/04/2024	AG01	110.82
N	NA	CONNIE ERVIN	.00	.00	ASSESSOR TRAVEL	1033				06/2024
VC	20240709-034		4972	00140621400	TRAVEL REIMB-MGTN	06/04/2024		06/04/2024	AG01	110.82
N	NA	CONNIE KIMBLE	.00	.00	ASSESSOR TRAVEL	4972				06/2024
VC	20240709-035		5823	00170022300	SERVICE	06/04/2024	05/18/2024	05/18/2024	AG01	8.79
N	NA	BREEZELINE	.00	.00	LAW ENFORCE PROF SERVICES	5823				06/2024
VC	20240709-036		0734	00170034500	GLOVES	06/04/2024	27845734	05/03/2024	AG01	46.94
N	NA	GALLS	.00	.00	LAW ENFORCE UNIFORMS	0734				06/2024

TYPE SEPARATE-CHK	TRANS-NUMBER BOX	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	DESCRIPTION	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
		DISCOUNT-AMT	LIQUIDATE-AMT	AMT		DUE-DATE	DISCDATE	CHECK	CHK-DATE	POSTDATE
		VENDOR NAME		ACCOUNT NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME		
VC	20240709-037		3017	00170021102	ACCT #832451359	06/04/2024	05/16/2024	05/16/2024	AG01	262.36
N	NA	US CELLULAR	.00	.00	SHERIFF TELEPHONE-US CELL	3017				06/2024
VC	20240709-038		5507	00146023000	MAY 2024	06/04/2024	05/29/2024	05/29/2024	AG01	1926.85
N	NA	AVENU INSIGHTS &	.00	.00	CO CLERK OPER-CONTRACT SE	5507				06/2024
VC	20240709-039		0055	00140634200	SUPPLIES	06/04/2024	117139	05/31/2024	AG01	2715.95
N	NA	CASTO-HARRIS	.00	.00	ASSESSOR RECORD BOOKS	0055				06/2024
VC	20240709-040		5918	05640734100	SERVICE	06/04/2024	7451468	05/18/2024	AA56	49.00
N	NA	QUENCH USA INC	.00	.00	AVF-MATERIALS & SUPPLIES	5918				06/2024
VC	20240709-041		0280	00142034100	INV #4192568230	06/04/2024	05/14/2024	05/14/2024	AG01	70.97
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL MAT/SUPPLIES	0280				06/2024
VC	20240709-042		0280	00142022500	INV #4192568230	06/04/2024	05/14/2024	05/14/2024	AG01	272.80
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL LAUN/DRY CLEAN	0280				06/2024
VC	20240709-043		0280	00142034500	INV #4192568230	06/04/2024	05/14/2024	05/14/2024	AG01	18.12
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL UNIFORMS	0280				06/2024
VC	20240709-044		0280	00142034100	INV #4193290717	06/04/2024	05/21/2024	05/21/2024	AG01	372.31
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL MAT/SUPPLIES	0280				06/2024
VC	20240709-045		0280	00142022500	INV #4193290717	06/04/2024	05/21/2024	05/21/2024	AG01	208.06
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL LAUN/DRY CLEAN	0280				06/2024
VC	20240709-046		0280	00142034500	INV #4193290717	06/04/2024	05/21/2024	05/21/2024	AG01	18.12
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL UNIFORMS	0280				06/2024
VC	20240709-047		0280	00142034100	INV #4194047851	06/04/2024	05/29/2024	05/29/2024	AG01	95.89
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL MAT/SUPPLIES	0280				06/2024
VC	20240709-048		0280	00142022500	INV #4194047851	06/04/2024	05/29/2024	05/29/2024	AG01	98.53
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL LAUN/DRY CLEAN	0280				06/2024

TYPE SEPARATE-CHK	TRANS-NUMBER BOX	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	DESCRIPTION	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
		DISCOUNT-AMT	LIQUIDATE-AMT	AMT		DUE-DATE	DISCDATE	CHECK	CHK-DATE	POSTDATE
		VENDOR NAME		ACCOUNT NAME		PAYEE VENDOR NO		PAYEE VENDOR NAME		
VC	20240709-049		0280	00142034500	INV #4194047851	06/04/2024	05/29/2024	05/29/2024	AG01	18.12
N	NA	CINTAS CORPORATION	.00	.00	CUSTODIAL UNIFORMS	0280				06/2024
VC	20240709-050		4309	00171734300	FUEL	06/04/2024	05/31/2024	05/31/2024	AG01	8785.38
N	NA	WEX BANK	.00	.00	CENT GARAGE-AUTO SUPPLIES	4309				06/2024
VC	20240709-051		4309	05640721400	FUEL	06/04/2024	05/31/2024	05/31/2024	AA56	233.05
N	NA	WEX BANK	.00	.00	AVF-TRAVEL	4309				06/2024
VC	20240709-052		3263	00141322300	MOVING SERVICE-ELECTION	06/04/2024	53120024	05/31/2024	AG01	2900.00
N	NA	MUSTANG LLC	.00	.00	CO CLK-ELECTIONS PROF SER	3263				06/2024
VC	20240709-053		4581	00371634100	INV #9024120356	06/04/2024	05/30/2024	05/30/2024	AS03	100.75
N	NA	ZOETIS US LLC	.00	.00	DOG & KENNEL SUPPLIES	4581				06/2024
VC	20240709-054		5867	00142021500	FIRE SYSTEM	06/04/2024	3122339	04/26/2024	AG01	186.73
N	NA	MONITRONICS	.00	.00	CUSTODIAL M&R BLD & GRD	5867				06/2024
VC	20240709-055		5867	00142021500	VIDEO SURVEILLANCE-COURTH	06/04/2024	3127001	05/01/2024	AG01	4931.44
N	NA	MONITRONICS	.00	.00	CUSTODIAL M&R BLD & GRD	5867				06/2024
VC	20240709-056		5867	00142021500	INSPECTIONS	06/04/2024	3127247	05/07/2024	AG01	1030.00
N	NA	MONITRONICS	.00	.00	CUSTODIAL M&R BLD & GRD	5867				06/2024
VC	20240709-057		4271	20744256806	ARPA-RAIL TRAIL LINEAR	06/04/2024	06/04/2024	06/04/2024	AR207	7200.00
N	NA	PRESTON CO PARKS AND	.00	.00	ARPA-PRESTON CO PARKS & R	4271				06/2024
VC	20240709-058		4271	20744256806	ARPA-RAIL TRAIL LINEAR	06/04/2024	06/04/2024	06/04/2024	AR207	15280.00
N	NA	PRESTON CO PARKS AND	.00	.00	ARPA-PRESTON CO PARKS & R	4271				06/2024
VC	20240709-059		5895	20744256808	ARPA-CENTER CONSTRUCTION	06/04/2024	06/04/2024	06/04/2024	AR207	20404.39
N	NA	PRESTON CO YOUTH CENTER	.00	.00	ARPA-PRESTON YOUTH CENTER	5895				06/2024
VC	20240709-060		0101	00140222200	RENEWAL/ACCT #15135	06/04/2024	06/04/2024	06/04/2024	AG01	350.00
N	NA	DOMINION POST	.00	.00	CO CLERK DUES & SUBSCRIPT	0101				06/2024

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	20240709-061		1515	00541521100			06/03/2024	WM05	59.96
N	NA			.00 REIMB-JUN 2024	06/04/2024	06/03/2024			P 06/2024
		P.L. GRIMM		MAG CT TELEPHONE	1515		P.L. GRIMM		
VC	20240709-062		5955	00171721700		2024-003	05/30/2024	AG01	525.00
N	N1			.00 DETAILING	06/04/2024	05/30/2024			P 06/2024
		SUPERIOR AUTO DETAILING		CENTRAL GARAGE-M&R-AUTO	5955		SUPERIOR AUTO DETAILING		
VC	20240709-063		4758	00171721705		46860	05/02/2024	AG01	175.00
N	NA			.00 REPAIR DECALS	06/04/2024	05/02/2024			P 06/2024
		J. D. SIGNS, INC		CENTRAL GARAGE-INS REPAIR	4758		J. D. SIGNS, INC		
VC	20240709-064		4302	00142823000		4531	06/01/2024	AG01	7621.85
N	N1			.00 SERVICES	06/04/2024	06/01/2024			P 06/2024
		IT MINDSHARE LLC		DATA PROCESS CONT SERVICE	4302		IT MINDSHARE LLC		
VC	20240709-065		4302	00142823000		49973	06/01/2024	AG01	3238.00
N	N1			.00 SERVICES	06/04/2024	06/01/2024			P 06/2024
		IT MINDSHARE LLC		DATA PROCESS CONT SERVICE	4302		IT MINDSHARE LLC		

TOTAL TRANSACTION AMOUNT 111964.57

WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00140421900  
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00142034102  
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00170021102  
 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 20744256806  
 WARNING: 2024 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256808

List of invoices approved for payment  
 this 4th day of June, 2024  
 Int. Kandice Higgins

**Assessor's Office**

**Tax Correction List – None**

**Apportionments – None**

**Recognition of Scheduled Appointments –**

9:31 a.m. Duane Hamilton, OEM/E911 – Budget Revisions

Justin Wolfe, OEM/E911 presented budget revisions needed for Preston County OEM in the amount of \$6,600 for emergency tower repairs at Caddell Tower and put towards the infrastructure upgrade project.

These budget revisions will be taken into consideration later in the meeting after other budget revisions are presented. See budget revisions under Administrator's Report below.

**Approval of Minutes – May 28, 2024**

Commissioner Thomas moved to approve the Minutes of May 28, 2024. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

**Estate Settlements – May 21, 2024 thru May 21, 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 05/21/2024 thru 05/21/2024 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 28, 2024.

ESTATE NUMBER: **4764**  
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement  
SETTLEMENT RECORDED: May 21, 2024  
ESTATE NAME: **NORMA JOSEPHINE GASKINS, AKA NORMA JO GASKINS**  
EXECUTOR: RONALD COLEMAN LEWELLEN  
FIDUCIARY COMMISSIONER: HILARY BRIGHT  
P.O. BOX 37  
KINGWOOD, WV 26537-0037

ESTATE NUMBER: **4799**  
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement  
SETTLEMENT RECORDED: May 21, 2024  
ESTATE NAME: **KITTY LOU HILL**  
CO EXECUTRIX: VICKIE L. JENKINS  
CO EXECUTOR: MARK W. HILL  
FIDUCIARY COMMISSIONER: HILARY M. BRIGHT  
PO BOX 37  
KINGWOOD, WV 26537-0037

Subscribed and sworn to before me on 05/29/2024.

*Linda Huggins*

Clerk of the Preston County Commission

By: *Ashley Coffe*

Ashley Coffe, Deputy Clerk

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

**Proceedings in Vacation – May 23, 2024 through May 29, 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 May 23, 2024 thru May 29, 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, May 23, 2024, through Wednesday, May 29, 2024**

The County Commission of Preston County this 4<sup>th</sup> day of June, 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, May 23, 2024, the following matters were disposed of in the presence of the Clerk:**

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

**BRENDA K. HOWARD**, who was named in the last will and testament of **MONTE D. HOWARD JR.**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Friday, May 24, 2024, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **MARY ALICE BENSON**, 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.

**RITA R. BENSON**, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

**On, Tuesday, May 28, 2024, the following matters were disposed of in the presence of the Clerk:**

More than 60 days since the date of death or the surviving spouse or heir, upon a motion, **DAVID SANDERS** was appointed and qualified as SUCCESSOR of the Small Estate Intestate Affidavit the was filed for **MARY ELLEN SANDERS**, deceased. No bond was required.

The last will and testament of **MARY H. DESANTIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**TINA LOUISE NAYLOR**, who was named in the last will and testament of **MARY H. DESANTIS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**ELIZABETH (BETSY) A CASTLE**, who was named in the last will and testament of **MARY N STULTZ**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

**ROYCE B SAVILLE**, who was named in the last will and testament of **MARY N STULTZ**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

**On, Wednesday, May 29, 2024, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **MARY P. WALKER**, 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.

**JOSEPH B. WALKER**, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 05/29/2024.

*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. Opioid Settlement Advisory Board

Commissioner Stone moved to appoint Sheriff Jim Fields as a Representative from the Sheriff's Office to the Opioid Settlement Fund Advisory Board. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

**New Business – Consideration and/or action –**

A. Preston County Sewer Public Service District Board Member Re-appointment –  
Harry Wolfe – six-year term – Retroactive to February 1, 2024 – January 31, 2030

Commissioner Thomas moved to re-appoint Harry Wolfe to the Preston County Sewer Public Service District Board for a 6-year term retroactive to February 1, 2024 through January 31, 2030. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

B. Public Defenders Corporation Request to Appoint William Miller as a Board Member –  
Term Effective July 1, 2024 – Expires June 30, 2027

Commissioner Stone moved to reappoint William “Bill” Miller as a Board Member of the Public Defender Corporation 18<sup>th</sup> Judicial Circuit for a 3-year term effective July 1, 2024 through June 30, 2027. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

C. Preston County Health Department Request to Appoint Kendra Barker 5-yr Term –  
July 1, 2024 – June 30, 2029

Commissioner Thomas moved to reappoint Kendra Lynn Barker to the Preston County Board of Health for a 5-year term effective July 1, 2024 through June 30, 2029. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

D. Rowlesburg Ambulance Service

Commissioner Thomas advised that on May 21, 2024 the Rowlesburg Ambulance Service decided to cease all operations and shut their doors and noted there are a couple of things that need done before moving forward.

He said after doing some research that it looked like the county commission owns the ambulance because ½ of the ambulance cost came from a grant from the state through the commission and the ambulance was titled to the commission because of that reason. There's a question as to whether it can be given to another service or kept as a spare, to lend out.

There was also some discussion on who would be covering the territory and defining the boundaries. No definite determinations were made at this time.

E. CCAWV's Annual Essay Contest Winners Aiden Johnson from Bruceton School and Sarah Bolinger, Teacher

President Smith recognized and congratulated Aiden Johnson for winning the County Commissioners Association of West Virginia Essay Writing Contest and his teacher, Sarah Bolinger, for submitting it.

Aiden will receive \$500 from the County Commissioner's Association and his teacher, Ms. Bolinger, will receive \$500 for classroom supplies.

## F. Wrestling Barn/Community Heating and Cooling Shelter – HVAC

President Smith recognized Craig Jennings, representing the Preston Mat Club, with an update on the Wrestling Barn and fund request.

He said they deposited ½ down to hold 2 HVAC units made by a Japanese manufacturer which has parts readily available in the U.S. They opted to go with 2 smaller units rather than 1 large unit so if something happened to one unit, they would have the other as back up. He said the installation cost was all over the place but they were able to find a local contractor that was willing to work with them.

He previously suggested the building could also be used for an emergency shelter that would include a switch panel to allow for mobile generators in case of emergencies. He noted the proximity to the hospital, 911 Center, the schools and the large parking area. It is ADA accessible and includes four restroom/showers, a medical room and several offices. The building also includes an 8' x 8' garage door for vehicle access and a 4" thick concrete floor.

The original ask was for \$35K. The ask is now closer to \$45K. President Smith advised the ask would be looked at after July 1<sup>st</sup>.

## Courthouse Reconfiguration Project Report

Kevin Likens, Maintenance Supervisor updated the commission on the Courthouse Reconfiguration Project.

### Courthouse

- All is good. Framing is done. Drywall is up, finishers are there today.
- Meeting with Euclid today regarding the phone lines
- A full asbestos assessment will be done on the courthouse and another facility/s.
- Found the glycol leak; getting it repaired

### Sheriff's Office

- Air quality test scheduled for 12<sup>th</sup> or 14<sup>th</sup> of this month
- Working on the drains in the basement to see where the lines go

### Animal Shelter

- Plumbing done to allow for more water pressure; circuits separated for electric

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

### A. No Commission Meeting Next Week

Reminder: No Preston County Commission meeting the week of June 10<sup>th</sup>, 2024 due to the annual meeting of the WV County Commissioners Association Meeting at Stonewall Resort.

### B. Employee Hire, Part-time, Animal Shelter

Commissioner Stone moved to approve the hire of Ashley McKinnon as a part-time employee for the Preston County Animal Shelter at a rate of \$12/hr. with no benefits paid from the extra help line item in the animal shelter budget with a start date of June 17, 2024. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)



PRESTON COUNTY COMMISSION

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



MEMORANDUM

**TO: CRYSTAL BOLYARD – PAYROLL CLERK**  
**FROM: PRESTON COUNTY COMMISSION**  
**SUBJECT: EMPLOYEE APPROVAL – ASHLEY MCKINNON – PART-TIME EMPLOYEE ANIMAL SHELTER**  
**DATE: JUNE 4, 2024**

Please be advised that on June 4, 2024, the County Commission approved Ashley McKinnon as a part-time employee for the Preston County Animal Shelter.

Miss McKinnon’s starting date will be effective June 17, 2024. Her pay rate will be \$12.00 per hour with no benefits. She will be paid from the Extra Help line item in the Animal Shelter budget.

Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26537  
Phone (304)329.1805 • Fax (304)329.3192 • TDD (304)329.0652  
www.prestoncountywv.gov

C. Budget Revisions

County Administrator, Nate Raybeck, presented budget revisions needed for the Preston County Sheriff’s Office and the Prosecuting Attorney’s Office.

Commissioner Thomas moved to approve all budget revisions as they have been presented. 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**

June 4, 2024

Re: Budget Revision

Please increase 001-711-216 in the amount of \$6,600.

- Please decrease 001-711-212 in the amount of \$450.
- Please decrease 001-711-214 in the amount of \$1,800.
- Please decrease 001-711-215 in the amount of \$900.
- Please decrease 001-711-222 in the amount of \$1,200.
- Please decrease 001-711-223 in the amount of \$1,300.
- Please decrease 001-711-343 in the amount of \$950.

These funds will be utilized for partial payment of emergency tower repairs performed at Caddell Tower.

Thank you.

Justin R. Wolfe  
OEM/EP11 Asst. Director

**ALLOWED**  
**AND PAYMENT AUTHORIZED**  
JUN 04 2024  
  
PRESIDENT OF  
COUNTY COMMISSION



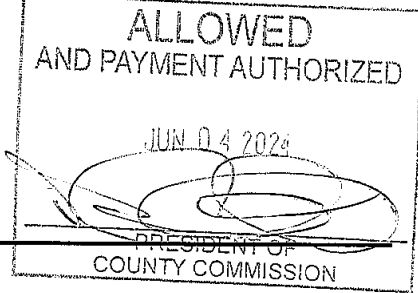
# PRESTON COUNTY SHERIFF'S OFFICE

SHERIFF J. D. FIELDS

103 W. MAIN STREET, KINGWOOD, WV 26537

Law Enforcement: 304-329-1611 FAX: 304-329-2794 Tax Office: 304-329-0105

Date: 05/31/2024  
 To: Bookkeeping  
 From: Sheriff's Department  
 Subject: Budget Revisions



## Sheriff's Department

<b>Expenditures</b>		
DECREASE	001-700-103 (Law Enforcement Salaries)	\$4626.00
<b>Expenditures</b>		
INCREASE	001-701-103 (Civil Process Salaries)	\$2313.00
INCREASE	001-813-103 (Litter Control Salaries)	\$2313.00
<b>Expenditures</b>		
DECREASE	001-700-104 (Law Enforcement FICA)	\$354.00
<b>Expenditures</b>		
INCREASE	001-701-104 (Civil Process FICA)	\$177.00
INCREASE	001-813-104 (Litter Control FICA)	\$177.00
<b>Expenditures</b>		
DECREASE	001-700-106 (Law Enforcement Retirement)	\$418.00
INCREASE	001-701-106 (Civil Process Retirement)	\$209.00
INCREASE	001-813-106 (Litter Control Retirement)	\$209.00
<b>Expenditures</b>		
DECREASE	001-700-216 (M&R Equipment)	\$1250.00
INCREASE	001-700-211 (Telephone)	\$1250.00
<b>Revenue</b>		
DECREASE	001-382-000 (Reimbursement for GHSP for OT)	\$4600.00
<b>Expenditures</b>		
INCREASE	001-700-108 (Law Enforcement OT)	\$4600.00

  
 James D. Fields

**Preston County Prosecuting Attorney  
James E. Shay, Jr.**

**Anne M. Armstrong**  
Chief Assistant Prosecuting Attorney

**Assistant Prosecuting Attorneys**  
Megan M. Fields  
Claire L. Niehaus

**Victim Advocate**  
Stacy Greaser



**Office Administrator**  
Sarabeth Bolinger

**Legal Assistants**  
Amy Bolyard  
Kristie Hartsell

June 3, 2024

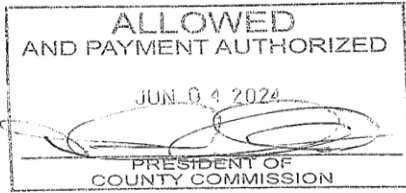
Honorable County Commission  
by email delivery

**Re: Prosecutor's Office Budget Revision**

Please be advised that I am making the following budget revisions:

Action	Amount	From: Line Item	To: Line Item
Transfer	\$1,300.00	PROF SERV 001-405-223-00	TRAVEL 001-405-214-00
Transfer	\$1,000.00	ADV-PUB FEES 001-405-220-00	CAP OUT EQUIP 001-405-459-00

I am requesting the above revisions as we have the Summer Prosecutor's Conference upcoming training for my office, and I am anticipating an overage in 001-405-214 and would like to transfer the unused balance in 001-405-223 and do not foresee any future expenditures in that line item. I would also like to transfer money from 001-405-220 to 001-405-459 to purchase electronic tablets for attorney use in court. Thank you for your prompt attention to this matter.



Best regards,

James E. Shay, Jr., Esq.  
Prosecuting Attorney

107 W. Court Street | Kingwood, WV 26537 | Phone: (304) 329-1885 | Fax: (304) 329-0372

**RESOLUTION**

At a regular session of the county commission, held (Month, day and year) June 4, 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 24, 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</u> or No
	<u>Yes</u> or No
	<u>Yes</u> or No

**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.

D. Miscellaneous Correspondence

SAM – System for Award Management

Commissioner Thomas moved to appoint Nathan Raybeck, County Administrator, as an Entity Administrator for the County Commission SAM’s (System for Award Management) account authorizing the President to sign the appointment letter. 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 COMMISSION



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

June 4, 2024

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

I, Don Smith, President of the Preston County Commission, the below signed individual, hereby confirm that the appointed Entity Administrator holds a position within the entity (e.g. employees, officers, board members). This letter authorizes the appointed Entity Administrator to manage the Entity’s registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Unique Entity ID: XCNKL4BYEAD5  
Legal Business Name: Preston County Commission  
Physical Address: 106 W. Main St., Ste 202, Kingwood, WV 26537

Entity Administrator Contact Information

Full Name (First and Last): Nathan Raybeck  
Phone Number: 304.329.1805  
Email Address: [nraybeck@prestoncountywv.gov](mailto:nraybeck@prestoncountywv.gov)

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (e.g. employees, officers, board members), not a third party acting on behalf of the entity.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

X

Don Smith  
President, Preston County Commission

Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26537  
Phone (304)329.1805 • Fax (304)329.3192 • TDD (304)329.0652  
[www.prestoncountywv.gov](http://www.prestoncountywv.gov)

TO BE COMPLETED BY NOTARY  
(in accordance with State notary requirements)

State of West Virginia  
County of Preston

This instrument was acknowledged before me this 4 day of June (month),  
2024 (year), by Nathan Raybeck (name of officer  
or agent, title or officer or agent) of Preston County Commission (name of entity).

Personally Known  
 Produced Identification  
Type of ID and Number on ID \_\_\_\_\_

(Seal)

Angela D Whetsell  
Signature of Notary  
OFFICIAL SEAL  
NOTARY PUBLIC  
STATE OF WEST VIRGINIA  
Angela D Whetsell  
Preston County Commission  
106 W. Main Street, Rm. 202  
Kingwood WV 26537  
(Typed, Stamp, Date) June 5, 2024  
Notary Public, State of WV

Juneteenth Holiday –

Commissioner Stone moved that “if” and “when” the Governor of West Virginia declares Juneteenth 2024 a state holiday, that the Preston County Commission will honor this holiday for our employees and authorize the County Administrator to communicate this decision with other elected officials and department heads. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

**Personnel Matters – Consideration and/or action**

A. Executive Session

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

A. Executive Session

**Information**

**Commissioners Comments**

At 10:05 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

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*Commissioner*

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*Commissioner*

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*Commissioner*

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*06/04/2024*

