

A G E N D A
PRESTON COUNTY COMMISSION
JULY 30, 2024
10:30 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 –

Bell, Amanda J & Derek G RE

Blizzard, Harold L PP

Bolyard, Colton J PP

Brown, Charles P PP

Dixon, Richard A & Alice PP

Kelly, Trina PP

Lewis, Nicole & Brody PP

Plum, William PP

Shay, Diane L PP

Thrasher, Mickey PP

Wills, David L Est PP

Apportionments – None

Recognition of Scheduled Appointments –

10:31 a.m. James Collins, Hazel Run Dam (HHPD) Grant Program Partnership Grant

10:35 a.m. Lynn Housner – ADA Accessibility Concerns

10:40 a.m. Linda Huggins, County Clerk – Employee Hire

10:45 a.m. Jim Fields, Sheriff

A. Employee Hire, Tax Deputy

B. State of the Sheriff's Office

Approval of Minutes – July 9, 2024 Special Session and July 23, 2024

Estate Settlements List – July 15, 2024 thru July 15, 2024

ESTATE NAME: **KENNETH E. COSNER**

Proceedings in Vacation/Clerk's Fiduciary Report – July 18, 2024, through July 24, 2024

Fiduciary Commissioner Report – 2024 Second Quarter Estate Status Report – dated July 16, 2024, filed by Woodrow E. Turner, Fiduciary Commissioner.

Old Business – Consideration and/or action

A. Contribution Requests

i. Mat Club

ii. McGrew Society

B. EMS Advisory Board

C. JH Consulting Update

New Business – Consideration and/or action

Courthouse Reconfiguration Project Update-Consideration and/or action

A. Update from Facilities Supervisor

County Administrator's Report – Consideration and/or action

A. PCC Meeting on 8/13/24 rescheduled

i. New meeting time: Wednesday, August 14th at 9:30 a.m.

B. Budget Revisions

C. 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 10:30 a.m., July 30, 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, and County Clerk Linda Huggins.

The following persons registered their attendance during the meeting:

Deanna Lively	Sheriff Jim Fields	Jesse Hale
Jacob Martin-WV News	James Collins	Kelly C. Fike
Jeniffer Graham-DP	Lynn Housner	Shauna Knotts
Pam Thomas	Jason Rodeheaver	Donnie Mann
Craig Jennings	Kevin Likens	

No one 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 07/30/2024	COUNTY OF PRESTON	PAGE 1
REPORT DATE 07/30/2024	TRANSACTION EDIT LIST	TIME 7:31:18
FILES ID W	BATCH NUMBER 0785	USER WVPRMAR

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 POSTDATE
			VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO		PAYEE VENDOR NAME		
VC	20240785-001		3733	00141221400	07/30/2024	07/30/2024	07/30/2024	AG01	196.91
N	NA	.00	DAVID HARTLEY	.00 TRAVEL REIMB CO AGENT TRAVEL	3733		DAVID HARTLEY		P 07/2024
VC	20240785-002		0055	00140234200	07/30/2024	07/18/2024	07/18/2024	AG01	681.50
N	NA	.00	CASTO-HARRIS	.00 RECORDING PAPER CO CLERK-RECORD BOOKS	0055	117317	CASTO-HARRIS		P 07/2024
VC	20240785-003		4207	00140523000	07/30/2024	07/05/2024	07/05/2024	AG01	47.50
N	NA	.00	PACE ENTERPRISE OF WV INC	.00 DISPOSAL FROS ATTY CONTRACTED SERV	4207	77987	PACE ENTERPRISE OF WV INC		P 07/2024
VC	20240785-004		5580	07273121900	07/30/2024	07/13/2024	07/13/2024	BC72	117.43
N	NA	.00	XEROX FINANCIAL	.00 COPIER COMM CORR-RENT	5580	6041938	XEROX FINANCIAL		P 07/2024
VC	20240785-005		4021	00173134121	07/30/2024	07/08/2024	07/08/2024	AG01	33.25
N	NA	.00	AQUA FILTER FRESH INC	.00 WATER COMM CORR SUPPLIES-GRANT	4021	2307723	AQUA FILTER FRESH INC		P 07/2024
VC	20240785-006		5737	07273136100	07/30/2024	07/11/2024	07/11/2024	BC72	1100.00
N	NA	.00	MICRO DISTRIBUTING II	.00 TESTING COMM CORR DRUG TEST	5737	1346291	MICRO DISTRIBUTING II		P 07/2024
VC	20240785-007		5894	00173122121	07/30/2024	07/30/2024	07/30/2024	AG01	175.00
N	NA	.00	WVCBAPP	.00 RECERT-L LAMBERT COMM CORR-TRAIN & EDUCATI	5894		WVCBAPP		P 07/2024
VC	20240785-008		0280	00771222300	07/23/2024	07/23/2024	07/23/2024	AE07	204.96
N	NA	.00	CINTAS CORPORATION	.00 INV #4199703767 E911 PROFESSIONAL SERVICE	0280		CINTAS CORPORATION		P 07/2024
VC	20240785-009		3922	00771221600	07/30/2024	07/08/2024	07/08/2024	AE07	250.00
N	NA	.00	PROTEX LLC	.00 SERVICE E911 M&R EQUIPMENT	3922	24910	PROTEX LLC		P 07/2024
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20240785-010		3922	00171121600	07/30/2024	07/08/2024	07/08/2024	AG01	250.00
N	NA	.00	PROTEX LLC	.00 SERVICE EMERG SERV M&R EQUIP	3922	24910	PROTEX LLC		P 07/2024
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20240785-011		0340	00173634100	07/30/2024	07/24/2024	07/24/2024	AG01	240.03
N	NA	.00	STREETS STORE	.00 MATERIALS/ACCT #620 K-9 MAT & SUPPLIES	0340	475378	STREETS STORE		P 07/2024
VC	20240785-012		5350	00181334100	07/30/2024	07/24/2024	07/24/2024	AG01	35.00
N	NA	.00	GARRETT INDUSTRIAL SUPPLY	.00 SUPPLIES LITTER CONTROL MAT/SUPPLY	5350	3442831	GARRETT INDUSTRIAL SUPPLY		P 07/2024

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	20240785-013		2289	00771234100			07/22/2024	AE07	51.39
N	NA	GRAINGER		.00 SUPPLIES/ACCT #874516263	07/30/2024	07/22/2024			P
				.00 E911 MATERIALS & SUPPLIES	2289		GRAINGER		07/2024
VC	20240785-014		0223	00140121302			07/22/2024	AG01	17.92
N	NA	MON POWER		.00 ACCT #110 083 937 554	07/30/2024	07/22/2024			P
				.00 UTILITIES MON POWER	0223		MON POWER		07/2024
VC	20240785-015		0223	00140121302			07/25/2024	AG01	132.35
N	NA	MON POWER		.00 ACCT #110 088 635 047	07/30/2024	07/25/2024			P
				.00 UTILITIES MON POWER	0223		MON POWER		07/2024
VC	20240785-016		0223	00140121302			07/25/2024	AG01	2253.11
N	NA	MON POWER		.00 ACCT #110 088 635 294	07/30/2024	07/25/2024			P
				.00 UTILITIES MON POWER	0223		MON POWER		07/2024
VC	20240785-017		0340	00142021500			07/23/2024	AG01	114.87
N	NA	STREETS STORE		.00 MATERIALS/ACCT #614	07/30/2024	07/23/2024			P
				.00 CUSTODIAL M&R BLD & GRD	0340		STREETS STORE		07/2024
VC	20240785-018		5390	00142034100			07/17/2024	AG01	573.76
N	NA	TT&S SUPPLY INC		.00 SUPPLIES	07/30/2024	07/17/2024			P
				.00 CUSTODIAL MAT/SUPPLIES	5390		TT&S SUPPLY INC		07/2024
VC	20240785-019		5867	00142023000			07/18/2024	AG01	428.97
N	NA	MONITRONICS		.00 SERVICE-ANNEX SMOKE	07/30/2024	07/18/2024			P
				.00 CUSTODIAL CONT SERVICES	5867		MONITRONICS		07/2024
VC	20240785-020		5867	00142023000			07/12/2024	AG01	186.72
N	NA	MONITRONICS		.00 INSTALL-FIRE SYS-ANNES	07/30/2024	07/12/2024			P
				.00 CUSTODIAL CONT SERVICES	5867		MONITRONICS		07/2024
VC	20240785-021		5867	00142023000			07/12/2024	AG01	1788.53
N	NA	MONITRONICS		.00 MONITORING-FIRE-COURTHOUS	07/30/2024	07/12/2024			P
				.00 CUSTODIAL CONT SERVICES	5867		MONITRONICS		07/2024
VC	20240785-022		5867	00142023000			07/12/2024	AG01	3765.33
N	NA	MONITRONICS		.00 MONITORING-FIRE-ANNEX	07/30/2024	07/12/2024			P
				.00 CUSTODIAL CONT SERVICES	5867		MONITRONICS		07/2024
VC	20240785-023		5867	00142023000			07/15/2024	AG01	1142.19
N	NA	MONITRONICS		.00 CAMERAS REPLACED-SHERIFF	07/30/2024	07/15/2024			P
				.00 CUSTODIAL CONT SERVICES	5867		MONITRONICS		07/2024
VC	20240785-024		2425	20744256816			07/30/2024	AR207	17415.23
N	NA	TOWN OF TERRA ALTA		.00 ARPA-WATER TOWER REPLACE	07/30/2024	07/30/2024			P
				.00 ARPA-TOWN OF TERRA ALTA	2425		TOWN OF TERRA ALTA		07/2024

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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	20240785-025		0113	00171721700			07/23/2024	AG01	75.00
N	NA	SNYDER MOTOR COMPANY		.00 TOWING	07/30/2024	07/23/2024			P
				.00 CENTRAL GARAGE-M&R-AUTO	0113		SNYDER MOTOR COMPANY		07/2024
VC	20240785-026		5580	00140221900			07/23/2024	AG01	204.72
N	NA	XEROX FINANCIAL		.00 COPIER	07/30/2024	07/23/2024			P
				.00 CO CLERK BLDG/EQ RENTS	5580		XEROX FINANCIAL		07/2024
VC	20240785-027		5580	00140221900			07/20/2024	AG01	78.44
N	NA	XEROX FINANCIAL		.00 COPIER	07/30/2024	07/20/2024			P
				.00 CO CLERK BLDG/EQ RENTS	5580		XEROX FINANCIAL		07/2024
VC	20240785-028		0495	02871356803			07/25/2024	FL28	6471.06
N	NA	BRUCETON-BRANDONVILLE		.00 REIMB-VARIOUS EXPENSES	07/30/2024	07/25/2024			P
				.00 VPD FIRE LEVY CONT-BRUCETON	0495		BRUCETON-BRANDONVILLE VPD		07/2024
VC	20240785-029		5918	05640723000			07/18/2024	AA56	52.45
N	NA	QUENCH USA INC		.00 ACCT #DS19629	07/30/2024	07/18/2024			P
				.00 AVF-CONTRACTED SERVICES	5918		QUENCH USA INC		07/2024
VC	20240785-030		0223	00140121302			07/26/2024	AG01	489.93
N	NA	MON POWER		.00 ACCT #110 081 397 009	07/30/2024	07/26/2024			P
				.00 UTILITIES MON POWER	0223		MON POWER		07/2024
VC	20240785-031		0223	00140121302			07/26/2024	AG01	1241.90
N	NA	MON POWER		.00 ACCT #110 086 272 223	07/30/2024	07/26/2024			P
				.00 UTILITIES MON POWER	0223		MON POWER		07/2024
VC	20240785-032		3792	00171121102			07/10/2024	AG01	102.08
N	NA	US CELLULAR		.00 ACCT #854806714	07/30/2024	07/10/2024			P
				.00 OEM-TELEPHONE-US CELL	3792		US CELLULAR		07/2024
VC	20240785-033		2046	00771221104			07/20/2024	AE07	2227.37
N	NA	FRONTIER		.00 ACCT #30418918971125034	07/30/2024	07/20/2024			P
				.00 E-911 TELEPHONE FRONTIER	2046		FRONTIER		07/2024
VC	20240785-034		0277B	00140222000			07/22/2024	AG01	123.94
N	NA	PRESTON PUBLICATIONS		.00 AD #1434355/ACCT #29998	07/30/2024	07/22/2024			P
				.00 CO CLERK ADV/LEGAL PUBLIC	0277B		PRESTON PUBLICATIONS		07/2024
VC	20240785-035		1996	00191156800			07/30/2024	AG01	6759.52
N	NA	GREATER MORGANTOWN CONV		.00 JUNE 2024 HOTEL MOTEL TAX	07/30/2024	07/30/2024			P
				.00 CONV & VISITORS BUREAU	1996		GREATER MORGANTOWN CONV		07/2024
VC	20240785-036		4271	00190056700			07/30/2024	AG01	4461.28
N	NA	PRESTON CO PARKS AND		.00 JUNE 2024 HOTEL MOTEL TAX	07/30/2024	07/30/2024			P
				.00 PARKS & REC CONTRIBUTION	4271		PRESTON CO PARKS AND		07/2024

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	20240785-037		2884	00140623000			08/01/2024	AG01	756.00
N	NA	GLOBAL SCIENCE & TECH		.00 AUG 2024	07/30/2024	08/01/2024			P
				.00 ASSESSOR CONTRACTED SERV	2884		GLOBAL SCIENCE & TECH		07/2024

TOTAL TRANSACTION AMOUNT 54245.64

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 02871356803
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273121900
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273136100
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256816

List of invoices approved for payment
 this 30th day of July, 2024
 Int. *[Signature]*

Assessor's Office

Tax Correction List –

Commissioner Thomas moved to approve the Tax Correction List dtd July 30, 2024, as presented by Assessor Connie Ervin in the amount of \$2,439.08. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioner Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

TAX CORRECTION LIST

July 30, 2024

DIST	NAME	DESCRIPTION	REASON FOR EXONERATION	TICKET#	ACCT #	AMOUNT	YR
11	BELL AMANDA J & DEREK G	Real Estate	Clerical Error - Double charged for land value	32592	09213749	\$ 211.68	2024
04	BLIZZARD HAROLD L	Personal Property	Taxpayer Error - Acct copied for MH vehs didn't val	304516	245626	\$ 18.64	2024
04	BOLYARD COLTON J	Personal Property	Clerical & Taxpayer Error-Wrong ttk keyed, did not own r2r	304528	264472	\$ 279.16	2024
02	BROWN CHARLES P	Personal Property	Taxpayer Error - Put on form and also billed in Randolph	301673	257268	\$ 206.74	2024
02	DIXON RICHARD A & ALICE	Personal Property	Taxpayer Error - Did not own 08 GMC July 1, 2022	302013	00250332	\$ 39.44	2023
13	KELLY TRINA	Personal Property	Taxpayer Error - Acct copied for MH vehs didn't val	311845	247361	\$ 459.48	2024
10	LEWIS NICOLE & BRODY	Personal Property	Clerical Error - wrong veh keyed	309736	267028	\$ 208.90	2024
01	PLUM WILLIAM H	Personal Property	Clerical Error - keyed incorrectly-wrong info pulled from ias	300920	1012442	\$ 254.20	2024
03	SHAY DIANE L	Personal Property	Taxpayer Error - Did not own 06 Toy Tundra July 1, 2024	304309	258413	\$ 59.26	2024
02	THRASHER MICKEY	Personal Property	Clerical Error - HS removed by mistake	303553	2202921	\$ 337.60	2024
11	WILLS DAVID L EST	Personal Property	Wrong tax class - adjust for out of town	311646	243120	\$ 363.98	2024

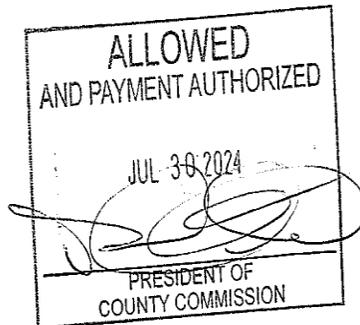
Connie R. Ervin

 Connie R. Ervin, ASSESSOR
 (submitted for the taxpayer by)

TOTAL: \$ 2,439.08

Jay Shay

 Jay Shay, PROSECUTING ATTORNEY
 (received notice)



Apportionments – None

Recognition of Scheduled Appointments –

10:31 a.m. James Collins, Hazel Run Dam (HHPD) Grant Program Partnership Grant

President Smith recognized James Collins, a gentleman farmer that owns a 700 AC farm in the Bruceton Mills area with a request for the commission to partner with him on a grant that has to have a government entity partner with him to put an application in to obtain a FEMA Grant that has to be applied for through the DEP to bring his inherited Lake/Dam into SPECS with the DEP. (See attached below.)

The commission asked for extra time to do some research on the project and place it on the agenda for next week.

To whom it may concern,

Hello,

I am James Collins, I am a small farmer at 2028 Eagles Nest Road Bruceston MILLS WV Preston County.

I am contacting you to see if you could provide some assistance with Project on a waterway on Hazel RUN

I have inherited a Lake that my Father built in 1977, when there was a coal strip on the farm.

The Department of Environmental Protection Agency is requiring me to lower the Lake to bring it into SPECS. The cost of this endeavor is putting me and my Family in hardship since the only income is a small amount of cattle and leases of 150 acres for corn or soybean. I am cutting timber as we speak but this was resources to keep the farm going for future generations. I am currently working another job to keep the family and farm going.

I have been working on the project little by little but the Department of Environmental Protection Agency is wanting me to now show where the money is that is going to complete this project, they have been working with me with extensions of time but with normal expenses on the farm and unexpected break downs, I am running out of ways to pay for this project

I have contacted Army Core of Engineers, they have stated they cannot help because it is private property. I have contacted the Local ASCS office they state the lake is too large and out of their jurisdiction. I have contacted Dams and waterways, they state it is private property and can't help me. The Dams and Waterway personnel did state to check into GRANTS.gov but everything I have seen has been for West Coast or overseas.

I have considered opening a camp ground around the lake to help raise money but most campers want to know if I have hook ups for their trailer which I do not have and would be another expense. I discussed with someone about using the lake for a source of water for the city to provide city drinking water in the area, their comment was we have enough water coming from Hazelton. As you can see I am trying to find ways to come up with money but I am limited and MY time period is growing shorter

I have been inquiring into large diameter Pipe and other materials but with the cost of everything going up it will be even harder to complete this project.

I am asking as a small farmer for assistance in Grants or any way that you might be able to assist.

Thank you for your assistance

James Collins

1316 summers school Road

Morgantown WV 26508

304-288-5645 cell

10:35 a.m. Lynn Housner – ADA Accessibility Concerns

President Smith recognized Lynn Housner, Concerned Citizen, with some disability access issues he is experiencing in the Kingwood area to include the doors at the courthouse annex, sidewalks around town and van accessible parking. (See attached.)

The commissioners agreed that there's always room to do better and they will have maintenance make a list and start working through it.

Disability Issues

1. There are doors on Preston that elderly and disabled people cannot open.

- There is one next door that has a sign indicating it is too heavy.
- It is impossible for people using a walker or manual wheelchair to use one arm to hold the door open and then, try to use both arms to move the walker or wheelchair.
- I am fortunate to have a motorized wheelchair, but damage to my left shoulder has made opening doors increasingly difficult.

Solution: Automatic door openers.

2. The sidewalks in Kingwood, other than those recently repaired on W Main Street, are generally in bad shape.

- I tried to convince the Kingwood Town Council and the WV DOH that the sidewalks on W Main were among the best in Kingwood and met ADA standards.
- I pointed out that the real need was on E Main St. which has many cracks that are bone jarring and the width of the sidewalks in several places did not meet ADA standards.
- Repairs are needed the length of E Main to the Kingwood Plaza to make Kingwood truly accessible.

Solution: Phase II of the WV DOH project would repair the sidewalks on E Main St. from S. Price St. to Sigler.

Solution: Kingwood maintenance can patch, smooth, or replace sidewalks on E Main from Sigler to Rt. 26.

Solution: Kingwood City Council had obtained funding to extend the sidewalks from E Main St. from Rt. 26 to the Kingwood Plaza.

3. Van Accessible Parking

- Parking is reserved for people with wheelchair vans with ramps
- Extra space is for ramp to be lowered, should be on right side
- People with handicapped parking tag, but without ramp take this

Solution: More parking spaces for wheelchair vans with clearer instructions, and space on right for ramp.

10:40 a.m. Linda Huggins, County Clerk – Employee Hire

President Smith recognized County Clerk Linda Huggins with a request to hire Haylee Uphold for a full-time position as deputy clerk to begin July 31, 2024.

Commissioner Thomas moved to approve the hire of Haylee Uphold as a full-time deputy county clerk. This position will start out at a yearly salary of \$30K to begin July 31, 2024, and a probationary period will be recognized. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioner’s Thomas, Stone and Smith voting yes. Motion carried.

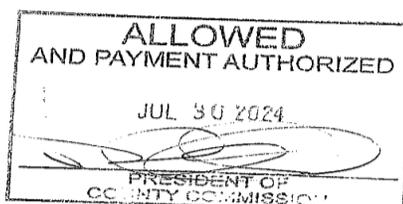
Preston County Clerk
Linda Huggins
106 W Main St. Suite 103
Kingwood WV 26537

July 30, 2024

Dear Preston County Commissioners,

I request your advice and consent to hire, Halee Uphold as a full time Deputy County Clerk. She resides in Reedsville WV. This position will start at a yearly salary of \$30,000. First day will be Wednesday July 31, 2024 A Probationary Period will be recognized.

Linda Huggins
Respectfully,
Linda Huggins
Preston County Clerk



10:45 a.m. Jim Fields, Sheriff

A. Employee Hire, Tax Deputy

Commissioner Stone moved to authorize and consent to the hire of Michelle Barlow as a tax deputy for the Preston County Sheriff's Tax Office with a starting date of July 29, 2024, and a rate of pay of \$16.48/hr. with a 3-month probationary period. 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 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

July 29, 2024
Preston County Commission
106 West Main Street, Suite 202
Kingwood, WV 26537

Dear Commissioners:

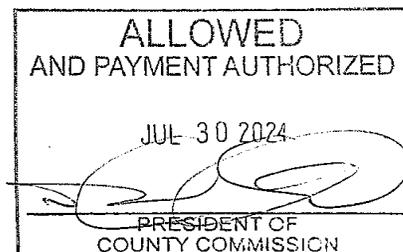
This is to request your advice and consent to employ Michelle Barlow as a tax deputy for the Preston County Tax Office. Her starting date will July 29, 2024. Her rate of pay will be \$16.48 per hour for 3 months probationary period then her salary will be based off that same hourly rate.

Sincerely,

A handwritten signature in black ink, appearing to read "James D. Fields".

James D. Fields, Sheriff

CC:bookkeeper/file



B. State of the Sheriff's Office

- Busy in the tax office/new personnel
- This year they have had a printing problem with the taxes. He spoke with the printing company, and they are looking into it. Some people did not get their taxes, and others got more than their own.
- Sheriff Fields thanked Nate Raybeck for getting on top of everything over at the Sheriff's Office and getting people in to inspect the buildings. He said they are finally getting some conclusions and hope to be able to open the building back up soon.
- Sheriff Fields noted concerns about transporting arrests to the regional jail and in a letter ceased transport for agencies outside of the Sheriff's Department. He said the transports were usually after hours and he was concerned about officer safety traveling late at night after they have already worked a shift. (See attached.)

He also made a request to the commission for their thought and consideration to increase a 1/2 time position to full time and grant him another full-time court officer. He noted the expenses would be \$17,500 for the 1/2 time plus benefits and \$35,000 for the full time plus benefits, taxes and FICA. He justified the additional positions would be needed when the new judge comes in. No action was taken at this time.



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

MEMORANDUM

Tuesday, July 30, 2024

Effective Immediately

To Whom It May Concern,

Due to budgetary and staffing concerns, the Preston County Sheriff's Office will no longer be transporting arrests to the regional jail system for any outside agencies UNLESS the sheriff's office is already conducting a transport to the regional jail AND a seat is available within the transport vehicle for the outside agency's arrest. The sheriff's office Officer-In-Charge (OIC) shall have final authority in accepting or denying an outside agency's request dependent upon the needs of the Office.

Any agency with questions or concerns may contact myself or Chief Deputy Rodeheaver.

Sincerely,

Sheriff J. D. Fields

WEST VIRGINIA CODE

ARTICLE 7 MENU

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

Article 6

All Articles

Article 8

ARTICLE 7. COMPENSATION OF ELECTED COUNTY OFFICIALS.

UK English Male



§7-7-13. Allowance for expenses of sheriff.

(a) The county commission of every county shall allow the actual and necessary expenses incurred by the sheriff in the discharge of his or her duties including, but not limited to, those incurred in arresting, pursuing or transporting persons accused or convicted of crimes and offenses; in the cost of law-enforcement and safety equipment; in conveying or transporting a prisoner from and to jail to participate in court proceedings; and in conveying or transferring any person to or from any state institution where he or she may be committed from his or her county, where the sheriff is authorized to convey or transfer the person. ~~Provided, That the law enforcement agency that places a person under arrest shall be responsible for the person's initial transportation to a regional or county jail, except where there is a preexisting agreement between the county and the political body the other law enforcement agency serves.~~ Any person transported to the regional jail as provided for by the provisions of this section shall, upon conviction for the offense causing his or her incarceration, pay the reasonable costs of the transportation. The money is to be collected by the court of conviction at the current mileage reimbursement rate. The county commission shall allow the actual and necessary expenses incurred in serving summonses, notices or other official papers in connection with the sheriff's office.

Approval of Minutes – July 9, 2024, Special Session and July 23, 2024

Commissioner Thomas moved to approve the Minutes of July 9, 2024, Special Session and July 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 – July 15, 2024 thru July 15, 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 07/15/2024 thru 07/15/2024 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, July 30, 2024.

ESTATE NUMBER: 4301
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement
SETTLEMENT RECORDED: July 15, 2024
ESTATE NAME: KENNETH E. COSNER
ADMINISTRATOR: R. EDWARD COSNER

Subscribed and sworn to before me on 07/24/2024.

Linda Huggins

Clerk of the Preston County Commission

By: *Ashley Cole*
Ashley Cole, 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 – July 18, 2024 through July 24, 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 July 18, 2024 thru July 24, 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.)



Clerk's Fiduciary Report

Estates from Thursday, July 18, 2024, through Wednesday, July 24, 2024

The County Commission of Preston County this 30th day of July, 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, July 18, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of JAMES P. CARNEY, 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.

LINDA S. JOHN CARNEY, was named as SUCCESSOR 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, LEONA WILSON was appointed and qualified as ADMINISTRATRIX of the estate of RONALD LEE WILSON, deceased. Bond was 25,000.00.

A duly exemplified copy of the last will and testament of ROBERT ALLEN JACKSON, deceased, a late resident of Hernando, Florida, was admitted to record. And an Ancillary Affidavit Testate was filed.

On, Friday, July 19, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of PAULINE ADELE TAYLOR, deceased was referred to WOODROW E. TURNER, a FIDUCIARY COMMISSIONER for the Preston County Commission, for settlement thereof.

The last will and testament of HERBERT NEIL CLARKSON AKA HERBERT NEAL CLARKSON, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DEANNA R. CLARKSON, who was named in the last will and testament of HERBERT NEIL CLARKSON AKA HERBERT NEAL CLARKSON, deceased, as ADMINISTRATOR CTA thereof, qualified as such. Bond was 20,000.00.

The last will and testament of GOLDIE M. GUTHRIE, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

RANDY J. GUTHRIE, who was named in the last will and testament of GOLDIE M. GUTHRIE, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Monday, July 22, 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, VICKIE THOMAS was appointed and qualified as SUCCESSOR of the Small Estate Affidavit Intestate that was filed for MARCUS A. THOMAS, deceased. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, DARLA CALVERT was appointed and qualified as ADMINISTRATRIX of the estate of MILLARD W. HAWKINS, deceased. Bond was 50,000.00.

The last will and testament of EDWARD E. PETERS III, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

KATHRYN L. PETERS, who was named in the last will and testament of EDWARD E. PETERS III, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Tuesday, July 23, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of WILLIAM CHARLES SMITH, deceased was referred to OLIVIA DEVALL, a FIDUCIARY COMMISSIONER for the Preston County Commission, for settlement thereof.

The last will and testament of ROBERT A. JACKSON, 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.

SHIRLEY JACKSON, was named as SUCCESSOR thereof, qualified as such. No bond was required.

On, Wednesday, July 24, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of HARLAND JAMES FREELAND, deceased was referred to WOODROW E. TURNER, a FIDUCIARY COMMISSIONER for the Preston County Commission, for settlement thereof.

Subscribed and sworn to before me on 07/24/2024.

Linda Huggins

Clerk of the Preston County Commission

By: 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 – 2024 Second Quarter Estate Status Report – dated July 16, 2024, filed by Woodrow E. Turner, Fiduciary Commissioner

MOTION TO ACCEPT AND RECORD FIDUCIARY COMMISSIONER REPORT – July 30, 2024

(Retain one copy for minutes; return completed copy to Clerk with original settlements)

It was moved by Commissioner Thomas that the following Fiduciary Commissioner Report be Accepted.

2024 Second Quarter Estate Status Report - dated July 16, 2024, filed by Woodrow E. Turner, Fiduciary Commissioner.

Said motion was seconded by Commissioner Stone.

Discussion called for. Question called for. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

Old Business- Consideration and/or action –

A. Contribution Requests

i. Mat Club

Craig Jennings updated the commission on the progress of the new wrestling building and noted the club has raised a little under \$210K in cash donations and about \$377K in in-kind donations.

Over the weekend the facility was named the Home of the WV Girls National Wrestling Team. They entertained 30 girls, trainers, coaches and their parents from all over and the facility was described as the best facility within a 5- hour drive.

He originally asked for a donation of \$30K and after changed it to \$40K. The funds will be used to complete the HVAC, the wiring and framing it up on the inside.

After some discussion, Commissioner Thomas moved to contribute \$20,000 to the Preston County Mat Club for their new facility. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

ii. McGrew Society

Commissioner Thomas moved to reimburse the McGrew Society in the amount of \$3,620, which was used to do work on the roof of the county owned building. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

B. EMS Advisory Board

County Administrator Nathan Raybeck presented three various proposals for the make-up of the EMS Advisory Board noting two were from commissioners and one was from EMS. After some discussion:

Commissioner Stone made a motion that the county set the EMS Advisory Board to be made up of an attorney, an accountant or business owner, a 911 representative, two EMS representatives (one paid and one volunteer), one dispatcher, two from the public, a county medical director and a commissioner and to extend the time to accept resumes and Letters of Interest for the positions. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas, and Smith voting yes. Motion carried.

Commissioner Stone made a motion to accept letters of interest along with resumes through Thursday, August 22, 2024, for review, with appointments and votes for those positions to be made August 27th. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

C. JH Consulting Update

Kevin Likins stated something should be received this week. The original was lost when it switched hands for review.

New Business – Consideration and/or action –

Courthouse Reconfiguration Project Report-Consideration and/or action

A. Update from Facilities Supervisor

- Everything is moving good with the second phase. The drywall is all finished except for the bathroom in the Magistrate Office.
- Working on door schedules for which need access and/or swipe cards
- Working on asbestos for Phase IV to get cleared.
- Painters and plumbers are on site
- Ceiling tracks may begin on Thursday. If so, next week they'll begin dropping ceiling tiles in and start the lighting.
- Danny and Cecil got all the fire stops done in the area and are currently working on a small plumbing project.
- All the phone lines were run yesterday for the new areas and the new offices for the magistrates.
- Working on replacing a pole in the lower parking lot. Waiting for a piece of equipment from the school to use to aid with that. Prodigy will replace the lines.

County Administrator's Report – Consideration and/or action

A. PCC Meeting on 8/13/2024 rescheduled

- i. New meeting time: Wednesday, August 14th at 9:30 a.m.

B. Budget Revisions - None

C. Miscellaneous Correspondence

- Mr. Raybeck presented three requests for ARPA extensions to December 31, 2024, from Robbie Baylor, Project Administrator, Preston County Economic Development Authority.

The first is for the Kingwood Water Works Clarifier Project, which has been included in a much larger project which is going through various funding agencies for approval.

The second is the Waterline Extension Masontown Inner Connection which is currently experiencing delays in both the WVDEP and the US EPA review and approval process.

The third is the Raw Water Source Project with PSD#4. The delay is due to obtaining the necessary right-of-way for the proposed well sites to the treatment plant. Mr. Raybeck noted in all cases, the extensions allow all projects to continue forward and fall within the guidelines of ARPA funding.

Commissioner Thomas moved to approve the requested extension for the Kingwood Water Works Clarifier Project to December 31, 2024. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)



June 20, 2024

Preston County Commission
Don Smith, President
106 West Main Street
Kingwood, WV 26537

RE: Preston County ARPA Award 22 PC SLFRP 0005
Kingwood Water Works
Water Works Clarifier Project

Dear Commissioners:

I am writing to you on behalf of Kingwood Water Works to request an extension to December 31, 2024 on the above-referenced project. We are requesting this extension because the project has been included in a larger project, which is going through the various funding agencies for approval at this time. This \$19,551,211 project, in addition to being funded by City and County ARPA funds, is funded by US Economic Development Administration, US Environmental Protection Agency, WV Water Development Authority, the WV Governor's Office, and the WV Department of Environmental Protection.

The project is going through the funding agencies, but there have been delays on their end. For example, we were not appointed a Project Officer from USEPA until last week, even though the grant application has been at EPA for a few months.

This extension will allow the project to continue to move forward. We plan to bid the project and have construction contracts awarded by December 31, 2024. The majority of the remaining ARPA funds will be expended at the contract award.

This larger project will provide additional water infrastructure to the largest water supplier in Preston County. Through this project, Kingwood Water Works will be able to assure a steady, safe, potable water supply for Kingwood and Preston County.

Sincerely,

A handwritten signature in blue ink that reads "Roberta Baylor".

Roberta Baylor, PCED
Project Administrator

Commissioner Thomas moved to approve Preston County PSD#1's request to extend their project deadline to December 31, 2024, for the Water Line Extension and Masontown Interconnection. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached below.)



June 20, 2024

Preston County Commission
Don Smith, President
106 West Main Street
Kingwood, WV 26537

RE: Preston County ARPA Award 22 PC SLFRP 0009
Preston County PSD #1
Water Line Extension & Masontown Interconnection

Dear Commissioners:

I am writing to you on behalf of Preston County PSD #1 to request an extension to December 31, 2024 on the above-referenced project. We are requesting this extension because the project has been delayed going through the WV Department of Environmental Protection and US Environmental Protection Agency review and approval processes.

This extension will allow the project to continue to move forward. We plan to bid the project as soon as we have the final approvals from these two agencies. Hopefully, we can bid the project sometime in August, 2024.

This project is important to both PSD #1 and to the Town of Masontown. Masontown cannot receive any more water from MUB, so they are limiting new customers until this project is completed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roberta Baylor".

Roberta Baylor, PCED
Project Administrator

157 Plaza Court, Suite 8 • Kingwood, WV 26537 • 304.329.2299 **phone** • pceda@prestonwva.com

www.prestonwv.com

Commissioner Thomas moved to approve the Preston County PSD#4's request of extending the Raw Water Source Project deadline to December 31, 2024. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached below.)



June 20, 2024

Preston County Commission
Don Smith, President
106 West Main Street
Kingwood, WV 26537

RE: Preston County ARPA Award 22 PC SLFRP 0010
Preston County PSD #4
Raw Water Source Project

Dear Commissioners:

I am writing to you on behalf of Preston County PSD #4 to request an extension to December 31, 2024 on the above-referenced project. We are requesting this extension because the project has had delays in obtaining the necessary rights-of-way to run the new water line from the wells that will be drilled as a part of this project to the water treatment plant. We are not permitted to bid the project until all necessary land and rights-of-way have been procured.

This extension will allow the project to continue to move forward. We plan to bid the project as soon as possible.

This project is important to PSD #4 and to the northern section of Preston County. Preston County PSD #4 cannot add any new large water users, either industrial or residential, until this project is complete and additional water sources are added.

Please let me know if you have any questions or if you need anything else.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roberta Baylor".

Roberta Baylor, PCED
Project Administrator

157 Plaza Court, Suite 8 • Kingwood, WV 26537 • 304.329.2299 **phone** • pceda@prestonwva.com

www.prestonwv.com

- **IamResponding**
Commissioner Thomas moved to amend the motion made last week for the IamResponding Contract to include the \$155.00 a year for phone call costs. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone 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 11:54 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

Commissioner

Commissioner

Commissioner

---oOo---

07/30/2024