

A G E N D A
PRESTON COUNTY COMMISSION
JANUARY 2, 2025
9:30 A.M.

Call to order by President and Pledge of Allegiance

Roll call of Commissioners

Election of President

Time and Date of County Commission Meetings –

- **Time –9:30 a.m.**
- **Discussion of Change in Meeting Day from Tuesday to Wednesday.**
If Tuesday/Wednesday is a holiday, the county commission will meet on the Wednesday/Thursday following the holiday.
- **Notice of Meeting –** Agendas available to the public at the close of business two days prior to meeting date. All Notices of Meeting are posted on the door at the County Commission Meeting Room and in the rear of the Annex, 106 West Main Street, Suite 202, Kingwood, West Virginia 26537.

Meeting Procedures – see attachment

Hours of Operation of Annex – Monday - 8:30 a.m. – 5:30 p.m.
Tuesday – Friday - 8:30 a.m. - 4:30 p.m.

Hours of Operation of Courthouse – 8:30 a.m. – 4:30 p.m.

Appoint/Re-Appoint Commissioner to Boards/Committee

911 Advisory Committee – Samantha Stone
EMS Advisory Committee – Samantha Stone
Local Emergency Planning Commission (LEPC) – Samantha Stone
Preston County FEMA Board – Hunter Thomas
Preston County Economic Development Authority Board of Directors – Samantha Stone
Solid Waste Authority Board of Directors – Don Smith
Regional VI Planning and Development Council – Don Smith
Farmland Protection Board – Samantha Stone
Workforce West Virginia Board of Directors – Hunter Thomas
Community Corrections Board of Directors – Don Smith
Greater Morgantown Convention & Visitors Bureau – Don Smith
Extension Service Committee – Hunter Thomas

Recognition of Public

Review of Bills

Assessor's Office

Tax Correction List – None

Apportionments – None

Recognition of Scheduled Appointments – None

Approval of Minutes – None

Estate Settlements List – None

Proceedings in Vacation/Clerk's Fiduciary Report – None

Fiduciary Commissioner Report – None

Fiduciary Commissioner Motion – None

Old Business – Consideration and/or action

New Business – Consideration and/or action

County Administrator's Report – Consideration and/or action

A. Budget Revisions

B. Miscellaneous Correspondence

Personnel Matters- Consideration and/or action

A. Executive Session

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., January 2, 2025, 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.

Election of President

Commissioner Stone moved to elect Commissioner Don Smith to serve as President for the Preston County Commission for 2025. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

County Clerk Linda Huggins administered the Oath of Office to Don Smith as President of the Preston County Commission for a term of 1 year commencing January 2, 2025, through the end of 2025.

Time and Date of County Commission Meetings –

- **Time - 9:30 a.m.**
- **Discussion of Change in Meeting Day from Tuesday to Wednesday.**

Commissioner Stone moved to set the meetings to every Wednesday at 9:30 a.m. for 2025. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

- **Notice of Meeting** – stays the same posting two days before the meeting on Mondays.

Meeting Procedures –

Commissioner Thomas moved to accept and approve the 2025 Preston County Commission meeting procedures. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

Meeting Procedures

A. Generally

Commission meetings shall be conducted in an organized and lawful manner. Although the meeting may be held in an informal atmosphere, it is the responsibility of each Commissioner to observe the procedures of the Commission and to respect the rights and integrity of fellow Commissioners and persons appearing before the Commission. Items of discussion shall be limited to the question at hand.

B. The Open Governmental Proceedings Act

The Commission will comply with the West Virginia Open Governmental Proceedings Act – W.VA. CODE §6-9A-1 et seq. The Commission encourages the public to attend its meetings and is open to the public's views about the various issues that the Commission has presented to it. Nevertheless, the Commission is committed to holding its meetings in a lawful manner and asks members of the public to act respectfully to the Commission and members of the public.

C. Presiding Officer

The President of the Commission shall preside and be responsible for controlling the meeting, maintaining order, and ensuring that each member has an opportunity to express his/her views. The President shall have the right to make and second motions, to vote on all questions before the Commission, to speak on motions before the Commission, and to rule on disputes concerning Commission procedures.

D. Procedures for Meetings

The Commission's meetings shall be conducted in conformity with Robert's Rules of Order. The President shall rule on any issues of parliamentary procedure. (It should be appreciated that the Commission when acting in specific statutory situations may have a controlling procedure set forth by statute. Examples of this are when acting as the Board of Equalization and Review or the Board of Canvassers. In those cases, the President shall act in conformity with the appropriate legislation.)

E. Procedure for Public Speaking

Whenever a member of the public wishes to address the Commission at one of its meetings, that person may ask to be placed on the agenda three days prior to the meeting date. The person must state specifically the nature of their comments and they will be allocated no more than 10 minutes to address the Commission. A member of the public may ask to speak at a meeting without advance notice by signing up prior to the meeting being called to order. That person, when recognized by the Commission President, will be given three (3) minutes to speak. Anytime during a Commission meeting the President has the right to determine if comments made by a speaker are out of order and may request that person stop.

Hours of Operation of Annex – Monday – 8:30 a.m. – 5:30 p.m.
Tuesday – Friday – 8:30 a.m. – 4:30 p.m.

Commissioner Thomas moved to approve the Hours of Operation for the County Annex as noted above. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

Hours of Operation of Courthouse – 8:30 a.m. – 4:30 p.m.

Commissioner Thomas moved to approve the Hours of Operation for the Courthouse as noted above. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

Appoint/Re-Appoint Commissioner to Boards/Committee

Commissioner Stone moved to appoint Commissioners to the Boards/Committees for the year 2025 as follows: (See attached.)

911 Advisory Committee – Samantha Stone
EMS Advisory Committee – Samantha Stone
Local Emergency Planning Commission (LEPC) – Hunter Thomas
Preston County FEMA Board – Hunter Thomas
Preston County Economic Development Authority Board of Directors-Samanth Stone
Solid Waste Authority Board of Directors – Don Smith
Regional VI Planning and Development Council – Don Smith
Farmland Protection Board – Hunter Thomas
Workforce West Virginia Board of Directors – Hunter Thomas
Community Corrections Board of Directors – Don Smith
Greater Morgantown Convention & Visitors Bureau – Don Smith
Extension Service Committee – Hunter Thomas

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

Recognition of Public

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

The following people registered their attendance during the meeting:

Jacob Martin-PCN&J Deanna Lively

No other people 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.)

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	20240967-001		5661	00140121900		555	01/01/2025	AG01	2500.00
N	01	CGP DEVELOPMENT CO	.00	RENT-JAN 2024	01/02/2025	01/01/2025	CGP DEVELOPMENT CO		P
		INC		CO COMM BLDG/EQUIP RENTS	5661		INC		01/2025
VC	20240967-002		0130	00541534100			01/01/2025	WM05	549.00
N	NA	GENERAL COUNTY FUND	.00	JAN 2025 J&S	01/02/2025	01/01/2025	GENERAL COUNTY FUND		P
				MAG CT SUPPLIES	0130				01/2025
VC	20240967-003		4068	00198645900			02/02/2025	AG01	10842.62
N	NA	BANK OF THE OZARKS	.00	LEASE PAYMENT	01/02/2025	02/02/2025	BANK OF THE OZARKS		P
				CO COMM CAP OUTLAY	4068				01/2025
VC	20240967-004		0211	00140234100		44063636	12/16/2024	AG01	301.31
N	NA	LEXISNEXIS MATTHEW BENDER	.00	COURT RULES	01/02/2025	12/16/2024	LEXISNEXIS MATTHEW BENDER		P
				CO CLERK MAT & SUPPLIES	0211				01/2025
VC	20240967-005		5507	00146023000		059204	12/23/2024	AG01	1984.66
N	N1	AVENU INSIGHTS &	.00	DEC 2024	01/02/2025	12/23/2024	AVENU INSIGHTS &		P
				CO CLERK OPER-CONTRACT SE	5507				01/2025
VC	20240967-006		5648	00140434100			12/21/2024	AG01	25.97
N	NA	CRYSTAL SPRINGS	.00	WATER	01/02/2025	12/21/2024	CRYSTAL SPRINGS		P
				TAX DEPART MAT/SUPPLIES	5648				01/2025
VC	20240967-007		3792	00171121102			12/10/2024	AG01	102.08
N	NA	US CELLULAR	.00	ACCT #854806714	01/02/2025	12/10/2024	US CELLULAR		P
				OEM-TELEPHONE-US CELL	3792				01/2025
VC	20240967-008		5986	00181334100			12/05/2024	AG01	38.24
N	NA	AT&T MOBILITY	.00	ACCT #287323242654	01/02/2025	12/05/2024	AT&T MOBILITY		P
				LITTER CONTROL MAT/SUPPLY	5986				01/2025
VC	20240967-009		5648	00170034400			12/21/2024	AG01	99.22
N	NA	CRYSTAL SPRINGS	.00	WATER	01/02/2025	12/21/2024	CRYSTAL SPRINGS		P
				LAW ENFORCE FOOD/DRUGS	5648				01/2025
VC	20240967-010		5823	00170022300			12/18/2024	AG01	8.79
N	NA	BREEZELINE	.00	SERVICE	01/02/2025	12/18/2024	BREEZELINE		P
				LAW ENFORCE PROF SERVICES	5823				01/2025
VC	20240967-011		5737	07273136100		1354782	12/18/2024	BC72	1680.00
N	NA	MICRO DISTRIBUTING II	.00	TESTING	01/02/2025	12/18/2024	MICRO DISTRIBUTING II		P
				COMM CORR DRUG TEST	5737				01/2025
VC	20240967-012		5672	07273136100		599680	11/30/2024	BC72	720.00
N	NA	TRAC SOLUTIONS	.00	MONITORING	01/02/2025	11/30/2024	TRAC SOLUTIONS		P
				COMM CORR DRUG TEST	5672				01/2025

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	20240967-013		0223	00140121302			12/30/2024	AG01	1695.02
N	NA	MON POWER	.00	ACCT #110 086 272 223	01/02/2025	12/30/2024	MON POWER		P
				UTILITIES MON POWER	0223				01/2025
VC	20240967-014		0223	00140121302			12/30/2024	AG01	87.30
N	NA	MON POWER	.00	ACCT #110 088 635 047	01/02/2025	12/30/2024	MON POWER		P
				UTILITIES MON POWER	0223				01/2025
VC	20240967-015		0223	00140121302			12/30/2024	AG01	1772.85
N	NA	MON POWER	.00	ACCT #110 088 635 294	01/02/2025	12/30/2024	MON POWER		P
				UTILITIES MON POWER	0223				01/2025
VC	20240967-016		0223	00140121302			12/30/2024	AG01	511.49
N	NA	MON POWER	.00	ACCT #110 081 397 009	01/02/2025	12/30/2024	MON POWER		P
				UTILITIES MON POWER	0223				01/2025
VC	20240967-017		0223	00140121302			12/30/2024	AG01	18.46
N	NA	MON POWER	.00	ACCT #110 083 937 554	01/02/2025	12/30/2024	MON POWER		P
				UTILITIES MON POWER	0223				01/2025
VC	20240967-018		2046	00771221104			12/20/2024	AE07	2281.53
N	NA	FRONTIER	.00	SERVICE	01/02/2025	12/20/2024	FRONTIER		P
				E-911 TELEPHONE FRONTIER	2046				01/2025
VC	20240967-019		0280	00771222300			12/24/2024	AE07	129.63
N	NA	CINTAS CORPORATION	.00	INV #4215675166	01/02/2025	12/24/2024	CINTAS CORPORATION		P
				E911 PROFESSIONAL SERVICE	0280				01/2025
VC	20240967-020		0280	00142034100			12/24/2024	AG01	199.23
N	NA	CINTAS CORPORATION	.00	INV #4215674966	01/02/2025	12/24/2024	CINTAS CORPORATION		P
				CUSTODIAL MAT/SUPPLIES	0280				01/2025
VC	20240967-021		0280	00142022500			12/24/2024	AG01	121.15
N	NA	CINTAS CORPORATION	.00	INV #4215674847	01/02/2025	12/24/2024	CINTAS CORPORATION		P
				CUSTODIAL LAUN/DRY CLEAN	0280				01/2025
VC	20240967-022		0280	00142034500			12/24/2024	AG01	25.00
N	NA	CINTAS CORPORATION	.00	INV #4215674925	01/02/2025	12/24/2024	CINTAS CORPORATION		P
				CUSTODIAL UNIFORMS	0280				01/2025
VC	20240967-023		0280	00142022500			12/24/2024	AG01	56.67
N	NA	CINTAS CORPORATION	.00	INV #4215674835	01/02/2025	12/24/2024	CINTAS CORPORATION		P
				CUSTODIAL LAUN/DRY CLEAN	0280				01/2025
VC	20240967-024		4896	00140421900		17647313	12/23/2024	AG01	244.68
N	NA	LEAF	.00	COPIERS	01/02/2025	12/23/2024	LEAF		P
				TAX OFF - BLDG/EQUIP RENT	4896				01/2025

WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR

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	20240967-025		4896	00140121900		17647313	12/23/2024	AG01	119.53
N	NA	LEAF	.00	COPIER	01/02/2025	12/23/2024	LEAF		P
				CO COMM BLDG/EQUIP RENTS	4896				01/2025
VC	20240967-026		4896	00140521900		17647313	12/23/2024	AG01	186.15
N	NA	LEAF	.00	COPIER	01/02/2025	12/23/2024	LEAF		P
				PROS ATTY-BLDG/EQUIP RENT	4896				01/2025
VC	20240967-027		4896	00141221900		17647313	12/23/2024	AG01	193.64
N	NA	LEAF	.00	COPIER	01/02/2025	12/23/2024	LEAF		P
				CO AGENT - EQUIP RENT	4896				01/2025
VC	20240967-028		5910	00171622300		1770	11/30/2024	AG01	472.50
N	NA	ALMOST HEAVEN PET	.00	SERVICE	01/02/2025	11/30/2024	ALMOST HEAVEN PET		P
				DOG WARDEN-PROF SERVICES	5910				01/2025
VC	20240967-029		5867	00142023000		3169795	12/17/2024	AG01	204.00
N	NA	MONITRONICS	.00	SERVICE-JUDGES CHAMBERS	01/02/2025	12/17/2024	MONITRONICS		P
				CUSTODIAL CONT SERVICES	5867				01/2025
VC	20240967-030		5918	05640734100			12/18/2024	AA56	51.20
N	NA	QUENCH USA INC	.00	INV #INV08317841	01/02/2025	12/18/2024	QUENCH USA INC		P
				AVF-MATERIALS & SUPPLIES	5918				01/2025
VC	20240967-031		1515	00541521100		12302024	12/30/2024	WM05	59.96
N	NA	P.L. GRIMM	.00	REIMB JAN 2025	01/02/2025	12/30/2024	P.L. GRIMM		P
				MAG CT TELEPHONE	1515				01/2025

TOTAL TRANSACTION AMOUNT 27281.88

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00181334100
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541521100
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541534100
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00771222300
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273136100

List of invoices approved for payment
 this 2nd day of Jan, 2025

Int. MR

Assessor's Office – Consideration and/or action

Tax Correction List - None

Apportionments –None

Recognition of Scheduled Appointments – None

Approval of Minutes – None

Estate Settlements List – None

Proceedings in Vacation/Clerk's Fiduciary Report – None

Fiduciary Commissioner Report – None

Fiduciary Commissioner Motion - None

Old Business- Consideration and/or action -

New Business – Consideration and/or action –

County Coordinator's Report-Consideration and/or action

President Smith recognized Nate Raybeck with the County Coordinator's Report.

A. Budget Revisions - None

B. Miscellaneous Correspondence

Commissioner Thomas moved to approve the amended Board of Equalization Schedule as presented. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

Final Dates BOE

Friday, January 31, 2025 - 5:00 p.m. – 6:00 p.m.

Wednesday, February 5, 2025 - 10:30 a. m. – 11:30 a.m.

Monday, February 10, 2025 - 9:00 a.m. - ? (State of WV Minerals)

Wednesday, February 12, 2025 - 10:30 a.m. – 11:30 a.m.

Tuesday, February 18, 2025 - 10:30 a.m. – 11:30 a.m.



Personnel Matters – Consideration and/or action

A. Executive Session

Legal Matters - Consideration and/or action

A. Executive Session

Information

A. Miscellaneous Correspondence

Commissioner's Comments

Commissioner Thomas noted that the county administrator sent out the handbook and it was recommended by Wendy Greve that each elected official take the handbook and adapt it to their office, basically the same except for minor changes that pertain to each office.

Also, the Emergency Action Plan will need modification because of the courthouse reconfiguration project.

At 10:06 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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01/02/2025

