

**A G E N D A**  
**PRESTON COUNTY COMMISSION**  
**FEBRUARY 5, 2025**  
**9:00 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** – Clarkson, Robert B & Tammy L - Personal Property  
Pyles, Joseph W & Rebecca L - Real Estate

**Apportionments** – None

**Recognition of Scheduled Appointments** –

9:01 a.m. Duane Hamilton and Justin Wolfe, OEM/E911

A. Budget Revision

B. Award Wireless Tower Access Assistance Grant Agreement

9:05 a.m. Sheriff Scott Spiker and Becky Zuchowski, Tax Office - Financial Statements

**Approval of Minutes** – January 29, 2025

**Estate Settlements List** – January 22, 2025 thru January 22, 2025  
ESTATE NAME: **TERRY LYN DONK**

**Proceedings in Vacation/Clerk's Fiduciary Report**

A. January 23, 2025 through January 29, 2025

**Fiduciary Commissioner Motion(s)** - None

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

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

A. Employee Hire, Facilities Supervisor, Preston County Commission

B. Preston County EMS Association request to appoint Robin Feather and Shawna Knotts to the  
911 Advisory Board – Terms expiring December 31, 2025

**Sheriff's Tax Office – Consideration and/or action**

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

A. Board of Equalization and County Commission Meeting Schedule: February 2025

B. Preston County Parks and Recreation Work Session: Monday, 10 a.m. February 10, 2025

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 the Regular Session at 9:00 a.m., February 5, 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.

**Recognition of Public**

Also present was County Administrator Nate Raybeck.

The following people registered their attendance during the meeting:

Scott Spiker-Sheriff                      Deanna Lively                      Becky Zuchowski-CTD  
 Jacob Martin-WV News                  Jesse Hale                          Connie Kimble  
 Justin R. Wolfe-OEM                      Duane Hamilton-OEM

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 02/05/2025                      COUNTY OF PRESTON                      PAGE 1  
 REPORT DATE 02/05/2025                      TRANSACTION EDIT LIST                      TIME 7:17:28  
 FILES ID W    BATCH NUMBER 0997                      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	20250997-001	N	NA	6202	00541521100	02/05/2025	01/28/2025	01/28/2025	WM05	P	29.99
				.00	.00 REIMB-DEC 2024	6202					02/2025
			PEGGY PASE		MAG CT TELEPHONE				PEGGY PASE		
VC	20250997-002	N	NA	6202	00541521100	02/05/2025	01/28/2025	01/28/2025	WM05	P	29.99
				.00	.00 REIMB-JAN 2025	6202					02/2025
			PEGGY PASE		MAG CT TELEPHONE				PEGGY PASE		
VC	20250997-003	N	NA	1515	00541521100	02/05/2025	01/28/2025	01/28/2025	WM05	P	59.96
				.00	.00 REIMB-FEB 2025	1515					02/2025
			P.L. GRIMM		MAG CT TELEPHONE				P.L. GRIMM		
VC	20250997-004	N	NA	5918	05640734100	02/05/2025	01/18/2025	01/18/2025	AA56	P	51.20
				.00	.00 ACCT #0519629	5918					02/2025
			QUENCH USA INC		AVF-MATERIALS & SUPPLIES				QUENCH USA INC		
VC	20250997-005	N	N1	4883	00771234500	02/05/2025	01/21/2025	01/21/2025	AE07	P	12.00
				.00	.00 SEW ON 911 PATCHES	4883					02/2025
			STITCHES		E911 UNIFORMS				STITCHES		
VC	20250997-006	N	N1	4934	00140422300	02/05/2025	10/01/2024	10/01/2024	AG01	P	4847.68
				.00	.00 OCT 2024-JAN 2025	4934					02/2025
			COMPILED TECHNOLOGIES LLC		TAX OFF PROF SERVICE				COMPILED TECHNOLOGIES LLC		
VC	20250997-007	N	NA	4929	00140222000	02/05/2025	01/28/2025	01/28/2025	AG01	P	92.00
				.00	.00 ACCT #117364 RENEWAL	4929					02/2025
			WV NEWS		CO CLERK ADV/LEGAL PUBLIC				WV NEWS		
VC	20250997-008	N	NA	0223	00140121302	02/05/2025	01/28/2025	01/28/2025	AG01	P	1704.45
				.00	.00 ACCT #110 088 635 294	0223					02/2025
			MON POWER		UTILITIES MON POWER				MON POWER		
VC	20250997-009	N	NA	0223	00140121302	02/05/2025	01/28/2025	01/28/2025	AG01	P	568.29
				.00	.00 ACCT #110 081 397 009	0223					02/2025
			MON POWER		UTILITIES MON POWER				MON POWER		
VC	20250997-010	N	NA	0223	00140121302	02/05/2025	01/28/2025	01/28/2025	AG01	P	76.63
				.00	.00 ACCT #110 088 635 047	0223					02/2025
			MON POWER		UTILITIES MON POWER				MON POWER		
VC	20250997-011	N	NA	0223	00140121302	02/05/2025	01/29/2025	01/29/2025	AG01	P	1411.24
				.00	.00 ACCT #110 086 272 223	0223					02/2025
			MON POWER		UTILITIES MON POWER				MON POWER		
VC	20250997-012	N	NA	0280	00142034500	02/05/2025	01/28/2025	01/28/2025	AG01	P	25.00
				.00	.00 INV #4219234163	0280					02/2025
			CINTAS CORPORATION		CUSTODIAL UNIFORMS				CINTAS CORPORATION		

SYSTEM DATE 02/05/2025                      COUNTY OF PRESTON                      PAGE 2  
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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	20250997-013	N	NA	0280	00142022500	02/05/2025	01/28/2025	01/28/2025	AG01	P	94.48
				.00	.00 INV #4219234081	0280					02/2025
			CINTAS CORPORATION		CUSTODIAL LAUN/DRY CLEAN				CINTAS CORPORATION		
VC	20250997-014	N	NA	0280	00142034100	02/05/2025	01/28/2025	01/28/2025	AG01	P	26.85
				.00	.00 INV #4219234089	0280					02/2025
			CINTAS CORPORATION		CUSTODIAL MAT/SUPPLIES				CINTAS CORPORATION		
VC	20250997-015	N	NA	5390	00142034100	02/05/2025	01/29/2025	01/29/2025	AG01	P	435.81
				.00	.00 SUPPLIES	5390					02/2025
			TT&S SUPPLY INC		CUSTODIAL MAT/SUPPLIES				TT&S SUPPLY INC		
VC	20250997-016	N	NA	5390	00142034100	02/05/2025	01/29/2025	01/29/2025	AG01	P	-87.90
				.00	.00 CREDIT-DAMAGED SALT BAGS	5390					02/2025
			TT&S SUPPLY INC		CUSTODIAL MAT/SUPPLIES				TT&S SUPPLY INC		
VC	20250997-017	N	N1	5507	00146023000	02/05/2025	01/29/2025	01/29/2025	AG01	P	1984.66
				.00	.00 JAN 2025	5507					02/2025
			AVENU INSIGHTS &		CO CLERK OPER-CONTRACT SE				AVENU INSIGHTS &		
VC	20250997-018	N	N1	5943	00170022300	02/05/2025	01/27/2025	01/27/2025	AG01	P	296.99
				.00	.00 SERVICE	5943					02/2025
			CG&J GARAGE & TOWING LLC		LAW ENFORCE PROF SERVICES				CG&J GARAGE & TOWING LLC		
VC	20250997-019	N	NA	0734	00173034500	02/05/2025	01/10/2025	01/10/2025	AG01	P	48.88
				.00	.00 UNIFORMS	0734					02/2025
			GALLS		CH SECURITY UNIFORMS				GALLS		
VC	20250997-020	N	NA	0130	00541521900	02/05/2025	09/01/2017	09/01/2017	WM05	P	2700.00
				.00	.00 RENT-JAN 2017	0130					02/2025
			GENERAL COUNTY FUND		MAG CT BLD/EQIP RENTS				GENERAL COUNTY FUND		
VC	20250997-021	N	NA	0130	00541534100	02/05/2025	02/01/2025	02/01/2025	WM05	P	549.00
				.00	.00 FEB 2025 J&S	0130					02/2025
			GENERAL COUNTY FUND		MAG CT SUPPLIES				GENERAL COUNTY FUND		
VC	20250997-022	N	01	5661	00140121900	02/05/2025	02/01/2025	02/01/2025	AG01	P	2500.00
				.00	.00 FEB 2025 RENT	5661					02/2025
			CGP DEVELOPMENT CO INC		CO COMM BLDG/EQUIP RENTS				CGP DEVELOPMENT CO INC		
VC	20250997-023	N	NA	4068	00198645900	02/05/2025	03/02/2025	03/02/2025	AG01	P	10842.62
				.00	.00 LEASE PAYMENT	4068					02/2025
			BANK OF THE OZARKS		CO COMM CAP OUTLAY				BANK OF THE OZARKS		
VC	20250997-024	N	01	5661	07273121900	02/05/2025	02/01/2025	02/01/2025	BC72	P	1750.00
				.00	.00 FEB 2025 RENT	5661					02/2025
			CGP DEVELOPMENT CO INC		COMM CORR-RENT				CGP DEVELOPMENT CO INC		

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	20250997-025		5737	07273136100		1351265	10/08/2024	BC72	2490.00
N	NA	.00	MICRO DISTRIBUTING II	TESTING	02/05/2025	10/08/2024			P
				COMM CORR DRUG TEST	5737		MICRO DISTRIBUTING II		02/2025
VC	20250997-026		4021	00173134121		2362251	01/27/2025	AG01	23.00
N	NA	.00	AQUA FILTER FRESH INC	ACCT #003921	02/05/2025	01/27/2025			P
				COMM CORR SUPPLIES-GRANT	4021		AQUA FILTER FRESH INC		02/2025
VC	20250997-027		5940	20744256822			02/05/2025	AR207	40178.81
N	NA	.00	PRESTON COUNTY PUBLIC	SEWER IMPROVEMENTS	02/05/2025	02/05/2025			P
				ARPA-P CO PUBLIC SERV DIS	5940		PRESTON COUNTY PUBLIC		02/2025
VC	20250997-028		4236	00371621900		340253	01/30/2025	AS03	3.71
N	NA	.00	HART OFFICE SOLUTIONS	PRINTS	02/05/2025	01/30/2025			P
				DOG KENNEL BLDG/EQUIP REN	4236		HART OFFICE SOLUTIONS		02/2025
VC	20250997-029		6040	00371622300			01/24/2025	AS03	380.00
N	NA	.00	REBECCA JANE LAYNE	BOARDING PONY	02/05/2025	01/24/2025			P
				DOG & KENNEL PROF SERV	6040		REBECCA JANE LAYNE		02/2025
VC	20250997-030		0280	00142022500			01/28/2025	AG01	134.46
N	NA	.00	CINTAS CORPORATION	INV #4219234069	02/05/2025	01/28/2025			P
				CUSTODIAL LAUN/DRY CLEAN	0280		CINTAS CORPORATION		02/2025
VC	20250997-031		4896	00140421900		17815828	01/23/2025	AG01	244.68
N	NA	.00	LEAF	COPIERS	02/05/2025	01/23/2025			P
				TAX OFF - BLDG/EQUIP RENT	4896		LEAF		02/2025
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20250997-032		4896	00140121900		17815828	01/23/2025	AG01	119.53
N	NA	.00	LEAF	COPIER	02/05/2025	01/23/2025			P
				CO COMM BLDG/EQUIP RENTS	4896		LEAF		02/2025
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20250997-033		4896	00140521900		17815828	01/23/2025	AG01	186.15
N	NA	.00	LEAF	COPIER	02/05/2025	01/23/2025			P
				PROS ATTY-BLDG/EQUIP RENT	4896		LEAF		02/2025
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20250997-034		4896	00141221900		17815828	01/23/2025	AG01	193.64
N	NA	.00	LEAF	COPIER	02/05/2025	01/23/2025			P
				CO AGENT - EQUIP RENT	4896		LEAF		02/2025
WARNING: INVOICE NUMBER EXISTS MORE THAN ONCE IN THIS BATCH FOR SPECIFIED VENDOR									
VC	20250997-035		2884	00140623000		99302	01/31/2025	AG01	200.00
N	NA	.00	GLOBAL SCIENCE & TECH	INCREASE LETTER PRINTING	02/05/2025	01/31/2025			P
				ASSESSOR CONTRACTED SERV	2884		GLOBAL SCIENCE & TECH		02/2025

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	20250997-036		2884	00140623000		99282	02/01/2025	AG01	756.00
N	NA	.00	GLOBAL SCIENCE & TECH	FEB 2025	02/05/2025	02/01/2025			P
				ASSESSOR CONTRACTED SERV	2884		GLOBAL SCIENCE & TECH		02/2025
VC	20250997-037		2884	00142823000		99346	02/01/2025	AG01	2000.00
N	NA	.00	GLOBAL SCIENCE & TECH	FEB 2025	02/05/2025	02/01/2025			P
				DATA PROCESS CONT SERVICE	2884		GLOBAL SCIENCE & TECH		02/2025
VC	20250997-038		2046	00771221104			01/20/2025	AE07	2287.93
N	NA	.00	FRONTIER	SERVICE	02/05/2025	01/20/2025			P
				E-911 TELEPHONE FRONTIER	2046		FRONTIER		02/2025
VC	20250997-039		5699	00771221600		75521	01/29/2025	AE07	500.00
N	NA	.00	WISKYBILT LLC	2025 MAINT CONTRACTS	02/05/2025	01/29/2025			P
				E911 M&R EQUIPMENT	5699		WISKYBILT LLC		02/2025
VC	20250997-040		5747	07273136100		56347	02/02/2025	BC72	500.00
N	NA	.00	OPANS LLC	TESTING	02/05/2025	02/02/2025			P
				COMM CORR DRUG TEST	5747		OPANS LLC		02/2025
VC	20250997-041		3765	00173122121			01/28/2025	AG01	650.00
N	NA	.00	CLEAR MOUNTAIN BANK	TRAINING	02/05/2025	01/28/2025			P
				COMM CORR-TRAIN & EDUCATI	3765		CLEAR MOUNTAIN BANK		02/2025
VC	20250997-042		3765	07273121800			01/28/2025	BC72	5.78
N	NA	.00	CLEAR MOUNTAIN BANK	POSTAGE	02/05/2025	01/28/2025			P
				COMM CORR POSTAGE	3765		CLEAR MOUNTAIN BANK		02/2025
VC	20250997-043		5561	00140621900		17824047	01/26/2025	AG01	214.50
N	NA	.00	LEAF	COPIER	02/05/2025	01/26/2025			P
				ASSESSOR-EQUIP RENTALS	5561		LEAF		02/2025
VC	20250997-044		0055	00140234200		117797	01/30/2025	AG01	433.08
N	NA	.00	CASTO-HARRIS	RECORDING PAPER	02/05/2025	01/30/2025			P
				CO CLERK-RECORD BOOKS	0055		CASTO-HARRIS		02/2025
VC	20250997-045		0055	00140234200		117785	01/29/2025	AG01	948.20
N	NA	.00	CASTO-HARRIS	RECORD BOOKS	02/05/2025	01/29/2025			P
				CO CLERK-RECORD BOOKS	0055		CASTO-HARRIS		02/2025
VC	20250997-046		6203	00170022300			02/03/2025	AG01	21.00
N	NA	.00	UNIFIRST CORPORATION	INV #1240104182	02/05/2025	02/03/2025			P
				LAW ENFORCE PROF SERVICES	6203		UNIFIRST CORPORATION		02/2025
VC	20250997-047		3017	00170021102			01/16/2025	AG01	264.46
N	NA	.00	US CELLULAR	ACCT #832451359	02/05/2025	01/16/2025			P
				SHERIFF TELEPHONE-US CELL	3017		US CELLULAR		02/2025
TOTAL TRANSACTION AMOUNT									82784.75

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371621900  
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371622300

List of invoices approved for  
 payment this 5th day of  
Feb 2025.  
 Int. MR

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
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541521100									
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541521900									
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541534100									
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273121800									
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 20744256822									

**Assessor's Office**

**Tax Correction List –Clarkson, Robert B. & Tammy L – Personal Property  
Pyles, Joseph W & Rebecca L – Real Estate**

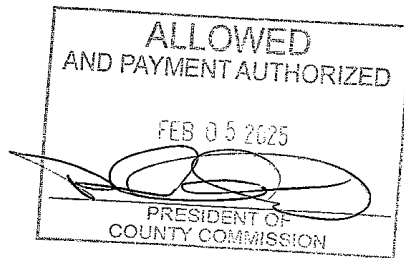
Connie Kimble presented the Tax Correction List for the Assessor's Office dated February 5, 2025, in the amount of \$111.66 for approval.

Commissioner Thomas moved to approve the Tax Correction List dated February 5, 2025, in the amount of \$111.66 as presented by Ms. Kimble. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

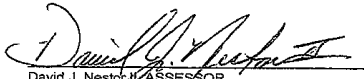
**TAX CORRECTION LIST**

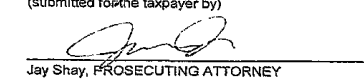
February 5, 2025

DIST	NAME	DESCRIPTION	REASON FOR EXONERATION	TICKET#	ACCT #	AMOUNT	YR
02	CLARKSON ROBERT B & TAMMY L	Personal Property	Taxpayer error - didn't own 08 F250 July 1, 2023- Val adjusted	301790	02240220	\$64.32	2024
06	PYLES JOSEPH W & REBECCA L	Real Estate	Appraiser error	18267	06022207	\$47.34	2024



TOTAL: \$111.66

  
 David J. Nestor, ASSESSOR  
 (submitted for the taxpayer by)

  
 Jay Shay, PROSECUTING ATTORNEY  
 (received notice)

**Apportionments – None**

**Recognition of Scheduled Appointments –**

9:01 a.m. Duane Hamilton and Justin Wolfe, OEM/E911

**A. Budget Revision**

Duane Hamilton, Director of OEM/E911, presented a budget revision for a check received for State Fuel Tax recovered from sales tax paid on fuel. He noted the WEX Cards automatically take off the federal tax but they have to apply for the state tax. He said it comes to about \$10K/year.

This budget revision will be considered later under the county administrator's report (C) below.

**B. Award Wireless Tower Access Assistance Grant Agreement**

Justin Wolfe presented a Wireless Tower Access Assistance Grant Agreement in the amount of \$647,921.00 for the acquisition, equipping and/or construction of a wireless tower on Caddell Mountain adjacent to the tower there now.

Commissioner Stone moved to approve and authorize the President to sign the Grant Agreement between the Public Service Commission and Preston County Commission in the amount of \$647,921.00 for the construction of a new tower. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)

### GRANT AGREEMENT

This Grant Agreement is entered into on the 5th day of February, 2025 between the Public Service Commission of West Virginia, Grantor, and Preston County, Grantee.

### RECITALS

WHEREAS, a grant application was submitted by the Grantee, for the purposes of the acquisition, equipping and/or construction of a wireless tower described in Exhibit A (Project). The grant application has been reviewed by the Tower Access Assistance Fund Review Committee (TAAFRC), and the TAAFRC has determined that (1) the Project will result in the provision of enhanced 911 wireless coverage in the Project's coverage area, and (2) the absence of a sufficient number of potential wireless users in the Project's coverage area prevents adequate funding of the Project without the awarding of a grant from the Wireless Tower Access Assistance Fund, and has recommended to the PSC that the application be approved. It is estimated that the Project's total costs will be:

\$ 647,921.00

THEREFORE, in accordance with the provisions of *West Virginia Code* § 24-6-6b(e), the Grantor has decided to approve the award of a grant in an amount of

\$ 647,921.00 (Grant)

WHEREAS, the Grantee wishes to accept the Grant upon such terms and conditions as are hereinafter set forth, and as such are stated in the grant application form and supporting documentation, for the purposes of acquiring, equipping and/or constructing the wireless tower described in Exhibit A, attached hereto and incorporated herein by reference (Project);

WHEREAS, this Grant Agreement sets forth the Grantor's, the Grantee's and the TAAFRC's understandings and agreements with regard to the Grant.

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the Grantor and the Grantee agree as follows:

### TERMS

1

1. The Grantee agrees that it will require the contractor(s) to provide a performance bond(s) and a payment bond(s) covering completion of the project. The Grantee shall submit copies of the bond(s) to the TAAFRC upon receipt.
2. Construction on the Project must begin within six months of the proposed beginning construction date and must be completed no more than six months after the proposed ending construction date.
3. All Grant money shall be accounted for by the Grantee in a separate fund. Upon actual expenditure of Grant money, the TAAFRC shall be provided appropriate evidence of payment of invoices and other financial transactions involving Grant money. In the event that Grant money is not expended as planned, it shall be returned to the Grantor.
4. The Grantee will use the proceeds of the Grant only for the purposes specifically set forth in Exhibit A.
5. The Grantee shall comply with the reporting requirements of *W.Va. Code* § 12-4-14 and the State Auditor's Accountability Requirements for State Funds and Grants, 155 C.S.R. 9, by filing a report of disbursements of the Grant funds or a sworn statement of expenditures, whichever is applicable, with the Grantor and the State Auditor.
6. The Grantee shall comply with and is bound by the Grantor's Rules set forth as Title 150 *W. Va. Code of State Regulations*, Series 25.
7. The Grantee shall list the Grant in any press release, publication, program bulletin, sign or other public communication that references the Project, including but not limited to any program document distributed in conjunction with any groundbreaking or dedication of the Project.
8. The Grantee agrees to permit reasonable joint use of the tower by other entities as specified in Rule 13.2.1.j. of Grantor's *Rules and Regulations Governing Emergency Telephone Service*, 150 *W. Va. C.F.R.* 25. Nothing in this Grant Agreement shall preclude reasonable leasing, at reasonable cost, of tower space by the Grantee, provided that use of tower space shall be free for 1) public safety operations, including 9-1-1, law enforcement, ambulance, rescue and fire fighting and 2) the West Virginia Department of Highways and other state agencies.
9. The Grantee shall provide the Grantor with thirty days advance notice of its intent to sell the tower that is the subject of the Project.


2

10. Upon sale by the Grantee of the tower that is the subject of the Project, then to the extent that proceeds are available, the Grantee shall reimburse the Tower Access Assistance Fund the amount of the Grant. Provided, that the amount of repayment shall be reduced by the applicable share of accumulated depreciation of the Project.
11. The Grantee shall comply with all applicable federal and state laws and all rules and regulations issued or imposed by the Grantor or other federal, state or local bodies regarding the design, acquisition, equipping and/or construction of the wireless tower.
12. This Grant Agreement shall be governed by the laws of the State of West Virginia.
13. The Grantor may seek to have a receiver appointed for the Project, as described herein, if the Grantee defaults on any terms of this Grant Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Grant Agreement to be executed by their respective duly authorized officers as of the dated executed below.

Preston County Commission

**GRANTEE**

By:   
Its Chairman or other authorized representative

SEAL

Date: 2-5-25

ATTEST

  
Its Secretary

9:05 a.m. Sheriff Scott Spiker and Becky Zuchowski, Tax Office-Financial Statements

Chief Tax Deputy, Becky Zuchowski updated the commission on financial statements for the Preston County Tax Office and presented a complete years' worth of financial statemen from February 2024 through February 2025 for the commission to review.

She noted that December still didn't look good to her, and she was having a problem with the numbers on reconciliation statements changing, after corrections were made.

A representative from Compiled Technologies is expected today and she is hopeful once this issue is remedied the process will speed up quickly.

She then requested an Executive Session to discuss some things considered legal.

**Approval of Minutes – January 29, 2025**

The minutes of January 29, 2025, were not approved.

**Estate Settlement List – January 22, 2025, thru January 22, 2025**  
ESTATE NAME: **TERRY LYN DONK**

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 01/22/2025 thru 01/22/2025 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 Wednesday, February 5, 2025.

ESTATE NUMBER: 4374  
SETTLEMENT TYPE: Annual Accounting  
SETTLEMENT RECORDED: January 22, 2025  
ESTATE NAME: **TERRY LYN DONK**  
ADMINISTRATOR CTA: JOSEPH W. DONK

Subscribed and sworn to before me on 01/29/2025.

*Linda Higgins*

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/Clerks's Fiduciary Report

A. January 23, 2025, through January 29, 2025

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 January 23, 2025, through January 29, 2025, 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, January 23, 2025, through Wednesday, January 29, 2025

The County Commission of Preston County this 5<sup>th</sup> day of February, 2025 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, January 23, 2025, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **CLARENCE L. HALL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**BARBARA L. HALL**, who was named in the last will and testament of **CLARENCE L. HALL**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **BARBARA ANN HOLSINGER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Testate Affidavit was filed.

**STARLYN ANN RIGGINS**, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

The last will and testament of **JEFFREY E. DAVIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**JANNA E. ADAMS**, who was named in the last will and testament of **JEFFREY E. DAVIS**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

More than 60 days since the date of death or the surviving spouse or heir, upon a motion, **TIMOTHY M. MAYLE** was appointed and qualified as SUCCESSOR of the Small Estate Intestate Affidavit was filed for **NANCY JANE MAYLE**, deceased. No bond was required.

**On, Friday, January 24, 2025, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **EDNA M. BUDD**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. In accordance with Recommendations ordered by **OLIVIA S. HARRIS DEVALL**, FIDUCIARY COMMISSIONER, the Small Estate Affidavit was revoked, and a Full Estate Administration was commenced.

**BEVERLY JEAN CONNER**, who was named in the last will and testament of **EDNA M. BUDD**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

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

**SHIRLEY A. EYE**, who was named in the last will and testament of **BONNIE M. ELKINS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Monday, January 27, 2025, the following matters were disposed of in the presence of the Clerk:**

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **SHANNON GRAHAM** was appointed and qualified as ADMINISTRATRIX of the estate of **KENNETH IRWIN GRAHAM**, deceased. No bond was required.

**On, Tuesday, January 28, 2025, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **ANDREA C. THORNTON**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**LINDA CASEY**, who was named in the last will and testament of **ANDREA C. THORNTON**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **DARRIN HESS** was appointed and qualified as ADMINISTRATOR of the estate of **ROSEMARY HESS AKA ROSEMARY PALAISA**, deceased. No bond was required.

**On, Wednesday, January 29, 2025, 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, **VALERIE BLOSSER** was appointed and qualified as SUCCESSOR of the Small Estate Intestate Affidavit that was filed for **JAMES ALAN SAVINA**, deceased. No bond was required.

Subscribed and sworn to before me on 01/29/2025.

*Linda Ruggins*

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.



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

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

**A. Employee Hire, Facilities Supervisor, Preston County Commission**

Commissioner Stone moved to authorize the hire of Kevin Likens to begin effective February 16, 2025, with an annual salary of \$52,500. The probationary period will end June 30, 2025, for the full-time position of facilities supervisor with benefits. 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

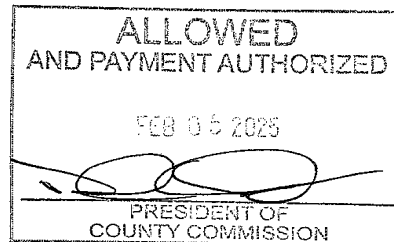


**MEMORANDUM**

**TO: CRYSTAL BOLYARD – PAYROLL CLERK**  
**FROM: PRESTON COUNTY COMMISSION**  
**SUBJECT: EMPLOYEE APPROVAL – KEVIN LIKENS—FACILITIES SUPERVISOR**  
**DATE: FEBRUARY 5, 2025**

Please be advised that on February 5, 2025, the County Commission approved their request to hire Kevin Likens as the full-time facilities supervisor with benefits for the Preston County Commission.

Mr. Likens' start date will be effective February 16, 2025. His pay rate will be \$25.24 per hour for an annual salary of \$52,500. This position will be a salaried position, though Mr. Likens will be subject to a probationary period that will end on June 30, 2025.



Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26537  
Phone (304)529.1805 • Fax (304)529.3192 • TDD (304)529.0652  
[www.prestoncountywv.gov](http://www.prestoncountywv.gov)

**B. Preston County EMS Association request to appoint Robin Feather and Shawna Knotts to the 911 Advisory Board – Terms expiring December 31, 2025**

Commissioner Thomas moved to approve the reappointment of Robin Feather as a volunteer squad representative to the 911 Advisory Board. This appointment will expire on 12/31/2025. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

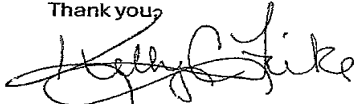
Preston County EMS Association  
150 Rich Wolfe Drive  
Kingwood, WV 26537

January 22, 2025

To whom it may concern,

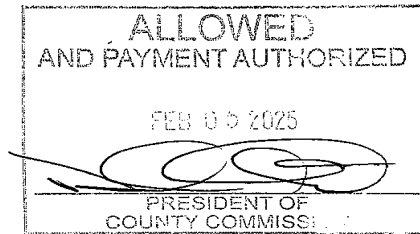
Last night during a quarterly meeting it was decided that Robin Feather would continue to be the representative for the volunteer squad to sit on the 911 Advisory Board. This appointment will expire on 12/31/2025, if approved. Robin is willing to continue as the Representative for the volunteer squad.

Thank you,



Kelly C. Fike, President

Preston County EMS Association



Commissioner Thomas moved to approve the reappointment of Shawna Knotts as the paid squad representative to the 911 Advisory Board. This appointment will expire on 12/31/2026. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

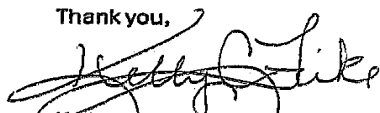
Preston County EMS Association  
150 Rich Wolfe Drive  
Kingwood, WV 26537

January 22, 2025

To whom it may concern,

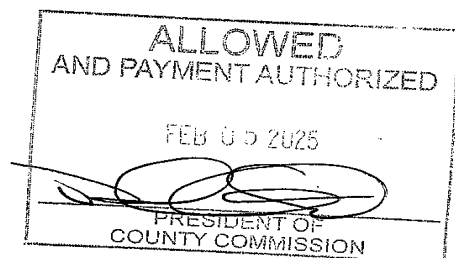
Last night during a quarterly meeting it was decided that Shawna Knotts would continue to be the representative for the paid squads to sit on the 911 Advisory Board. This appointment will expire on 12/31/2026, if approved. Shawna is willing to continue as the Representative for the paid squads.

Thank you,



Kelly C. Fike, President

Preston County EMS Association



Sheriff's Tax Office – Consideration and/or action

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

President Smith recognized Nate Raybeck with the County Administrator’s Report.

**A. Board of Equalization and County Commission Meeting Schedule: February 2025**

Mr. Raybeck presented the remaining schedule for Preston County Commission meetings, Work Session dates and Board of Equalization dates for February 2025.

February 5, 2025

PCC Schedule & BOE meetings

**February 2025  
PCC Meeting/Work Session dates and BOE dates**

<b>Wednesday: February 5</b>	PCC: 9am	BOE #2: 10:30am
<b>Monday: February 10</b>	BOE #3: (Minerals): 9am	Parks & Rec Work Session: 10am
<b>Wednesday: February 12</b>	PCC: 9am	BOE #4: 10:30am
<b>Tuesday: February 18</b>	PCC: 9am	BOE #5: 10:30am (last session)
<b>Wednesday: February 26</b>	PCC: 9:30am	

**B. Preston County Parks and Recreation Work Session: Monday, 10 a.m. February 10, 2025**

This work session will focus on budget and fund requests.

**C. Budget Revisions**

Commissioner Thomas moved to approve the budget revisions as presented by Duane Hamilton for Central Garage and Nate Raybeck for the Prosecuting Attorney Jay Shay. 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



# PRESTON COUNTY

## E-911 Communication Center

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

**Director: Duane Hamilton**

**Deputy Director: Justin Wolfe**

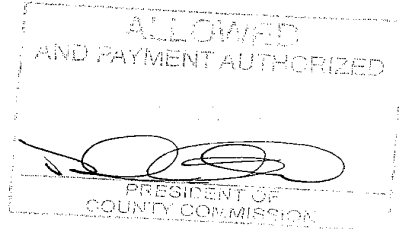
February 5, 2025

To: Preston County Commission  
106 W Main St, Suite 202  
Kingwood, WV 26537

Re: BUDGET REVISION

Increase: 001-382-009 \$2,816.00

Increase: 001-717-343 \$2,816.00



Reason: State Fuel Tax Reimbursement

Thank You

Duane Hamilton

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

Megan M. Fields  
Chief Assistant Prosecuting Attorney

Assistant Prosecuting Attorneys  
Claire L. Niehaus  
Christopher S. Arnold

Victim Advocate/Paralegal  
Stacy Greaser



Office Administrator  
Kristie Hartsell

Legal Assistants  
Amy Bolyard  
Pam Baker

February 3, 2025

Honorable County Commission  
by email delivery

Re: Prosecutor's Office Budget Revision

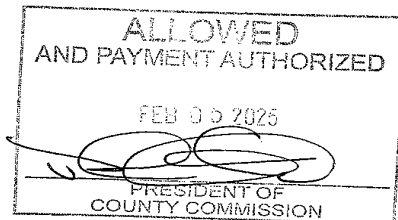
Please be advised that I am making the following budget revisions:

Action	Amount	From: Line Item	To: Line Item
Transfer	<del>\$500.00</del> #424.00	TELEPHONE 001-405-211-00	TRAVEL 001-405-214-00

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 001-405-211 and do not foresee any future expenditures in that line item. Thank you for your prompt attention to this matter.

Best regards,

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






**RESOLUTION**

At a regular session of the county commission, held (Month, day and year February 5, 2025) 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 11, 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**

Commissioner Thomas stated that it has been brought to his attention by the Assessor's Office that the county has accumulated over \$800K of delinquent personal property taxes over the past five (5) years which doesn't include real property tax bills. and how unfair it is to the taxpayers that pay their taxes.

He discussed state code that outlines a process to recoup delinquent taxes and suggested the county commission and sheriff look into it. The process hasn't been done in Preston County for years.

He sent the information to Prosecuting Attorney Jay Shay and Wendy Greve for their opinion and advice.

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

A. Executive Session

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

A. Executive Session

At 9:27 a.m., Commissioner Stone moved to go into Executive Session for a legal matter. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Those in attendance for the Executive Session: Commissioners Don Smith, Samantha Stone, Hunter Thomas, County Administrator Nate Raybeck, Sheriff Scott Spiker, and Chief Tax Deputy Becky Zuchowski.

**EXECUTIVE SESSION**

At 9:42 a.m., Commissioner Thomas moved to come out of Executive Session and reenter open session. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

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

**Information**

**Commissioner’s Comments**

Condolences to the families of Janie Lou White and Evelyn Jennings.

At 9:49 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

\_\_\_\_\_  
*Commissioner*

\_\_\_\_\_  
*Commissioner*

\_\_\_\_\_  
*Commissioner*

---oO---

02/05/2025

