

**A G E N D A**  
**PRESTON COUNTY COMMISSION**  
**APRIL 9, 2025**  
**9:30 A.M.**

**Call to order by President and Pledge of Allegiance**

**Roll call of Commissioners**

**Recognition of Public**

**Review of Bills**

**Assessor's Office –**

De Leon, Lorena Isabel Real Estate  
Foy, Dylan J Personal Property  
Lewis, Joseph Personal Property (2023)  
Lewis, Joseph Personal Property P (2024)  
Roy, Jason L & Emily D Personal Property (2023)  
Roy, Jason L & Emily D Personal Property (2024)

**Apportionments – None**

**Recognition of Scheduled Appointments –**

9:32 a.m. Cheryl Wilt, Town of Newburg – Request funding for Banners  
9:40 a.m. Duane Hamilton and Justin Wolfe, OEM/E911  
A. Employee Hire  
B. Budget Revision  
C. Fire Association Representatives for the Preston County 911 Advisory Council  
D. 911 SOG Update  
E. Homeland Security Grants (Adjustments and Request)  
9:45 a.m. Preston/Taylor Parents as Teacher, Mary Jennings – Proclamation  
National Child Abuse Prevention Month  
9:50 a.m. Linda Huggins, County Clerk – Budget Adjustment  
9:55 a.m. Dave Nestor, Assessor – Employee Request

**Approval of Minutes – March 19, 2025 and March 27, 2025**

**Estate Settlements List – March 27, 2025 thru March 27, 2025**  
ESTATE NAME: FRANCES L. BISHOP

**Proceedings in Vacation/Clerk's Fiduciary Report – March 27, 2025 through April 2, 2025**

**Fiduciary Commissioner Motion(s) – Motion to Accept and Record Fiduciary Commissioner Report –**  
Quarterly Fiduciary Commissioner Report – dated March 31, 2025,  
filed by Anne Marie Armstrong, Fiduciary Commissioner.

**Old Business – Consideration and/or action**  
A. Estate of Erma Grace Heis

**New Business – Consideration and/or action**  
A. Application to use Preston County Courthouse Lawn - CASA For Kids – Child Abuse  
Prevention/Awareness Month  
B. Draft/Discussion Fiduciary Supervisor

**County Administrator's Report – Consideration and/or action**  
A. Facilities Projects—Quotes and anticipated motions  
B. Budget Revisions  
C. Miscellaneous Correspondence

**Information**

**Commissioners' Comments**

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

The Preston County Commission met in the Regular Session at 9:30 a.m., April 9, 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.



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	20251074-001		6202	00541521100		04/02/2025 WM05	P	29.99
N	NA		.00	.00 REIMB-FEB 2025	04/09/2025 04/02/2025			04/2025
		PEGGY PASE		MAG CT TELEPHONE	6202	PEGGY PASE		
VC	20251074-002		6202	00541521100		04/02/2025 WM05	P	29.99
N	NA		.00	.00 REIMB-MAR 2025	04/09/2025 04/02/2025			04/2025
		PEGGY PASE		MAG CT TELEPHONE	6202	PEGGY PASE		
VC	20251074-003		4021	00173134121		03/31/2025 AG01	P	17.40
N	NA		.00	ACCT #003921	04/09/2025 03/31/2025			04/2025
		AQUA FILTER FRESH INC		COMM CORR SUPPLIES-GRANT	4021	AQUA FILTER FRESH INC		
VC	20251074-004		5747	07273136100		04/01/2025 BC72	P	200.00
N	NA		.00	.00 TESTING	04/09/2025 04/01/2025			04/2025
		OPANS LLC		COMM CORR DRUG TEST	5747	OPANS LLC		
VC	20251074-005		5872	00173134121		03/31/2025 AG01	P	83.82
N	NA		.00	.00 SUPPLIES	04/09/2025 03/31/2025			04/2025
		AMAZON CAPITAL SERVICES		COMM CORR SUPPLIES-GRANT	5872	AMAZON CAPITAL SERVICES		
VC	20251074-006		5872	07273136100		03/31/2025 BC72	P	44.52
N	NA		.00	.00 SUPPLIES	04/09/2025 03/31/2025			04/2025
		AMAZON CAPITAL SERVICES		COMM CORR DRUG TEST	5872	AMAZON CAPITAL SERVICES		
VC	20251074-007		5253	00140521400		04/01/2025 AG01	P	116.20
N	NA		.00	.00 REIMB	04/09/2025 04/01/2025			04/2025
		MEGAN FIELDS		PROS ATTY TRAVEL	5253	MEGAN FIELDS		
VC	20251074-008		5447	00140221900		02/28/2025 AG01	P	276.98
N	NA		.00	.00 RENTAL & PRINTS	04/09/2025 02/28/2025			04/2025
		JUSTTECH LLC		CO CLERK BLDG/EQ RENTS	5447	JUSTTECH LLC		
VC	20251074-009		5447	00140221900		03/31/2025 AG01	P	317.76
N	NA		.00	.00 RENTAL & PRINTS	04/09/2025 03/31/2025			04/2025
		JUSTTECH LLC		CO CLERK BLDG/EQ RENTS	5447	JUSTTECH LLC		
VC	20251074-010		4758	00171721701		03/13/2025 AG01	P	384.00
N	NA		.00	.00 REMOVAL OF DECALS	04/09/2025 03/13/2025			04/2025
		J. D. SIGNS, INC		CENTRAL GARAGE-AFTERMARKE	4758	J. D. SIGNS, INC		
VC	20251074-011		1908	00171734300		03/25/2025 AG01	P	1114.76
N	NA		.00	ACCT #2-137172	04/09/2025 03/25/2025			04/2025
		GLOTFELTY ENTERPRISES INC		CENT GARAGE-AUTO SUPPLIES	1908	GLOTFELTY ENTERPRISES INC		
VC	20251074-012		6058	00171734300		03/31/2025 AG01	P	7523.24
N	NA		.00	.00 FUEL	04/09/2025 03/31/2025			04/2025
		WEX BANK		CENT GARAGE-AUTO SUPPLIES	6058	WEX BANK		

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	20251074-013		6058	05640721400		03/31/2025 AA56	P	164.52
N	NA		.00	.00 FUEL	04/09/2025 03/31/2025			04/2025
		WEX BANK		AVF-TRAVEL	6058	WEX BANK		
VC	20251074-014		4896	00140221900		03/31/2025 AG01	P	773.33
N	NA		.00	.00 COPIER & PRINTER	04/09/2025 03/31/2025			04/2025
		LEAF		CO CLERK BLDG/EQ RENTS	4896	LEAF		
VC	20251074-015		2412	00140322100		04/04/2025 AG01	P	225.00
N	NA		.00	.00 87TH ANNUAL CONFERENCE	04/09/2025 04/04/2025			04/2025
		WV ASSOC OF CIRCUIT		CLKS CIR CLERK TRAIN/EDUCATION	2412	WV ASSOC OF CIRCUIT CLKs		
VC	20251074-016		5447	00140321900		02/28/2025 AG01	P	363.77
N	NA		.00	.00 COPIER & PRINTS	04/09/2025 02/28/2025			04/2025
		JUSTTECH LLC		CIRC CK-EQUIP RENTS	5447	JUSTTECH LLC		
VC	20251074-017		5447	00140321900		02/28/2025 AG01	P	425.20
N	NA		.00	.00 COPIER & PRINTS	04/09/2025 02/28/2025			04/2025
		JUSTTECH LLC		CIRC CK-EQUIP RENTS	5447	JUSTTECH LLC		
VC	20251074-018		5507	00146022100		01/30/2025 AG01	P	600.00
N	NA		.00	.00 TRAINING	04/09/2025 01/30/2025			04/2025
		AVENU INSIGHTS &		CO CLERK OPER-TRAINING &	5507	AVENU INSIGHTS &		
VC	20251074-019		5956	00870521900		04/01/2025 HC08	P	1137.70
N	NA		.00	.00 MAR 2025	04/09/2025 04/01/2025			04/2025
		ALLIED UNIVERSAL ELECTRON		HOME CONFIN EUIP RENT	5956	ALLIED UNIVERSAL ELECTRON		
VC	20251074-020		4660	00170023300		04/01/2025 AG01	P	75.00
N	NA		.00	ACCT ID: 816477	04/09/2025 04/01/2025			04/2025
		TRANSUNION RISK & ALTER		LAW ENFORCE-INVEST. EXP.	4660	TRANSUNION RISK & ALTER		
VC	20251074-021		5507	00146023000		04/01/2025 AG01	P	1984.66
N	NA		.00	.00 MAR 2025	04/09/2025 04/01/2025			04/2025
		AVENU INSIGHTS &		CO CLERK OPER-CONTRACT SE	5507	AVENU INSIGHTS &		
VC	20251074-022		5778	00171721700		04/01/2025 AG01	P	773.69
N	NA		.00	ACCT #632855	04/09/2025 04/01/2025			04/2025
		CORPORATE BILLING		CENTRAL GARAGE-M&R-AUTO	5778	CORPORATE BILLING		
VC	20251074-023		1786	00171721700		04/01/2025 AG01	P	175.11
N	NA		.00	ACCT #681512	04/09/2025 04/01/2025			04/2025
		FISHER AUTO PARTS, INC.		CENTRAL GARAGE-M&R-AUTO	1786	FISHER AUTO PARTS, INC.		
VC	20251074-024		1301	00171721900		04/09/2025 AG01	P	4.57
N	NA		.00	LOAN #910006190	04/09/2025 04/09/2025			04/2025
		CLEAR MOUNTAIN BANK		EQUIPMENT-LEASE	1301	CLEAR MOUNTAIN BANK		

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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	20251074-025		1301	00171721900		04/09/2025 AG01	P	1.51
N	NA		.00	.00 LOAN #910005054	04/09/2025 04/09/2025			04/2025
		CLEAR MOUNTAIN BANK		EQUIPMENT-LEASE	1301	CLEAR MOUNTAIN BANK		
VC	20251074-026		4896	00771223000		03/31/2025 AE07	P	511.40
N	NA		.00	.00 COPIER	04/09/2025 03/31/2025			04/2025
		LEAF		E911 CONTRACTED SERV	4896	LEAF		
VC	20251074-027		0336	00170423000		03/31/2025 AG01	P	48958.05
N	NA		.00	.00 MAR 2025	04/09/2025 03/31/2025			04/2025
		WV REGION JAIL AUTHORITY		REG JAIL CONTRACT SERVICE	0336	WV REGION JAIL AUTHORITY		
VC	20241074-028		2884	00140623000		04/01/2025 AG01	P	756.00
N	NA		.00	.00 APR 2025	04/09/2025 04/01/2025			04/2025
		GLOBAL SCIENCE & TECH		ASSESSOR CONTRACTED SERV	2884	GLOBAL SCIENCE & TECH		
VC	20241074-029		4629	00140622200		03/04/2025 AG01	P	90.00
N	NA		.00	.00 MEMBERSHIP RENEWAL	04/09/2025 03/04/2025			04/2025
		WVAGP		ASSESSOR-DUES & SUBSCRIPT	4629	WVAGP		
VC	20241074-030		5286	00171721900		04/03/2025 AG01	P	924.74
N	NA		.00	.00 LEASE PAYMENTS	04/09/2025 04/03/2025			04/2025
		ENTERPRISE FM TRUST		EQUIPMENT-LEASE	5286	ENTERPRISE FM TRUST		
VC	20241074-031		0282	00171721700		03/31/2025 AG01	P	2205.00
N	NA		.00	.00 MAR 2025	04/09/2025 03/31/2025			04/2025
		PRESTON CO SENIOR		CENTRAL GARAGE-M&R-AUTO	0282	PRESTON CO SENIOR		
VC	20241074-032		0323	00171721700		03/31/2025 AG01	P	4106.51
N	NA		.00	.00 MAR 2025	04/09/2025 03/31/2025			04/2025
		SCOTT FORD MERCURY		CENTRAL GARAGE-M&R-AUTO	0323	SCOTT FORD MERCURY		
VC	20241074-033		4021	00771222300		03/31/2025 AE07	P	64.00
N	NA		.00	ACCT #500103	04/09/2025 03/31/2025			04/2025
		AQUA FILTER FRESH INC		E911 PROFESSIONAL SERVICE	4021	AQUA FILTER FRESH INC		
VC	20241074-034		3944D	00171121600		03/31/2025 AG01	P	46.98
N	NA		.00	.00 ACCT #445	04/09/2025 03/31/2025			04/2025
		ACE HARDWARE & CONTRACTOR		EMERG SERV M&R EQUIP	3944D	ACE HARDWARE & CONTRACTOR		
VC	20241074-035		4836	00771223000		03/31/2025 AE07	P	150.56
N	NA		.00	.00 SERVICE	04/09/2025 03/31/2025			04/2025
		LANGUAGE LINE SERVICES		E911 CONTRACTED SERV	4836	LANGUAGE LINE SERVICES		
VC	20241074-036		3733	00141221400		04/09/2025 AG01	P	389.52
N	NA		.00	.00 REIMB	04/09/2025 04/09/2025			04/2025
		DAVID HARTLEY		CO AGENT TRAVEL	3733	DAVID HARTLEY		

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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	20241074-037		0280	00142022500			04/01/2025	AG01	187.68
N	NA		.00	.00 INV #4225895744	04/09/2025	04/01/2025			04/2025
		CINTAS CORPORATION		CUSTODIAL LAUN/DRY CLEAN	0280		CINTAS CORPORATION		
VC	20241074-038		0280	00142034100			04/01/2025	AG01	194.70
N	NA		.00	.00 INV #4225895718	04/09/2025	04/01/2025			04/2025
		CINTAS CORPORATION		CUSTODIAL MAT/SUPPLIES	0280		CINTAS CORPORATION		
VC	20241074-039		0280	00142034500			04/01/2025	AG01	25.00
N	NA		.00	.00 INV #4225895783	04/09/2025	04/01/2025			04/2025
		CINTAS CORPORATION		CUSTODIAL UNIFORMS	0280		CINTAS CORPORATION		
VC	20241074-040		5965	00140121900		2025-11	05/01/2025	AG01	1900.00
N	01		.00	.00 MAY 2025 RENT	04/09/2025	05/01/2025			04/2025
		DAFAMCO LLC		CO COMM BLDG/EQUIP RENTS	5965		DAFAMCO LLC		
VC	20241074-041		2884	00142823000		99845	04/01/2025	AG01	2000.00
N	NA		.00	.00 APR 2025	04/09/2025	04/01/2025			04/2025
		GLOBAL SCIENCE & TECH		DATA PROCESS CONT SERVICE	2884		GLOBAL SCIENCE & TECH		
VC	20241074-042		4896	00171621900		18181184	03/31/2025	AG01	59.50
N	NA		.00	.00 COPIER	04/09/2025	03/31/2025			04/2025
		LEAF		DOG WARDEN B&E RENTS	4896		LEAF		
VC	20241074-043		6088	00142023000		12379	04/04/2025	AG01	455.65
N	NA		.00	.00 SERVICE	04/09/2025	04/04/2025			04/2025
		A DURER INC		CUSTODIAL CONT SERVICES	6088		A DURER INC		
VC	20241074-044		4581	00371634100			01/06/2025	AS03	853.65
N	N1		.00	.00 INV #9026439542	04/09/2025	01/06/2025			04/2025
		ZORTIS US LLC		DOG & KENNEL SUPPLIES	4581		ZORTIS US LLC		
VC	20241074-045		0056	00142022300		278842	07/30/2024	AG01	1565.50
N	NA		.00	.00 IONIZATION DEVICES	04/09/2025	07/30/2024			04/2025
		CASO TECHNICAL SERVICES		CUSTODIAL PROF SERVICES	0056		CASO TECHNICAL SERVICES		
VC	20241074-046		5979	20744256809			04/09/2025	AR207	80000.00
N	NA		.00	.00 WATERLINE EXTENSION	04/09/2025	04/09/2025			04/2025
		PRESTON CO PSD #1		ARPA-PRESTON CO PSD #1	5979		PRESTON CO PSD #1		
VC	2025074 -047		4238	05640723000		A25-0213	03/31/2025	AA56	600.00
N	NA		.00	.00 MAR 2025	04/09/2025	03/31/2025			04/2025
		ATLAS GEOGRAPHIC DATA INC		AVF-CONTRACTED SERVICES	4238		ATLAS GEOGRAPHIC DATA INC		
VC	2025074 -048		0107	00140634100		1824	03/28/2025	AG01	225.00
N	NA		.00	.00 TAPES	04/09/2025	03/28/2025			04/2025
		ECKERTS INC		ASSESSOR MAT & SUPPLIES	0107		ECKERTS INC		

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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	2025074 -049		3801	00140622100			04/09/2025	AG01	300.00
N	NA		.00	.00 AWVA TRAINING-KIMBLE	04/09/2025	04/09/2025			04/2025
		AWVA		ASSESSOR TRAIN/EDUCATION	3801		AWVA		
VC	2025074 -050		3801	00140622100			04/09/2025	AG01	300.00
N	NA		.00	.00 AWVA TRAINING-NESTOR	04/09/2025	04/09/2025			04/2025
		AWVA		ASSESSOR TRAIN/EDUCATION	3801		AWVA		
VC	2025074 -051		3801	00140622100			04/09/2025	AG01	300.00
N	NA		.00	.00 AWVA TRAINING-PATTERSON	04/09/2025	04/09/2025			04/2025
		AWVA		ASSESSOR TRAIN/EDUCATION	3801		AWVA		
VC	20251074-052		6217	00142022300		24	03/21/2025	AG01	1935.00
N	N1		.00	.00 SERVICE & PARTS	04/09/2025	03/21/2025			04/2025
		GENERATORS UNLIMITED LLC		CUSTODIAL PROF SERVICES	6217		GENERATORS UNLIMITED LLC		

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371634100  
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541521100  
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00870521900  
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 07273136100  
WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256809

TOTAL TRANSACTION AMOUNT 165947.16

List of invoices approved for  
payment this 9th day of  
April 2025.  
Int. MAR

Assessor’s Office

Tax Correction List –

President Smith recognized Connie Kimble with the Tax Correction List dated April 9, 2025.

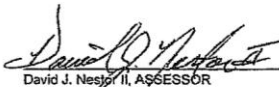
Commissioner Thomas moved to approve the Tax Correction List dated April 9, 2025, in the amount of \$1,888.48. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

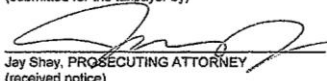
TAX CORRECTION LIST

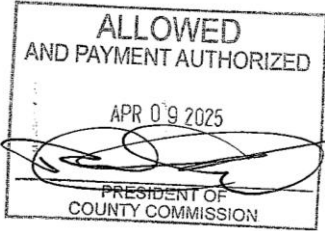
April 9, 2025

DIST	NAME	DESCRIPTION	REASON FOR EXONERATION	TICKET#	ACCT #	AMOUNT	YR
07	DE LEON LORENA ISABEL	Real Estate	Should have been Class 2 - Owner occupied	19913	06013333	\$1,350.18	2024
06	FOY DYLAN J	Personal Property	Taxpayer Error - Did not own 15 Chev Equinox 7/01/23	306821	00342794	\$91.16	2024
06	LEWIS JOSEPH P	Personal Property	Taxpayer Error - Did not own 04 GMC Sierra 7/01/23	307161	00242835	\$57.26	2023
06	LEWIS JOSEPH P	Personal Property	Taxpayer Error - Did not own 04 GMC Sierra 7/01/23	307141	00242635	\$42.80	2024
06	ROY JASON L & EMILY D	Personal Property	Taxpayer Error - Copied for MH - didn't own 17 Chev Trav 7/01/22	307466	00250767	\$217.56	2023
06	ROY JASON L & EMILY D	Personal Property	Taxpayer Error - Copied for MH - didn't own 17 Chev Trav 7/01/23	80006782	250767	\$120.52	2024

TOTAL: \$1,888.48

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

  
Jay Shay, PROSECUTING ATTORNEY  
(received notice)



Apportionments – None

Recognition of Scheduled Appointments –

9:32 a.m. Cheryl Wilt, Town of Newburg-Request funding for Banners

Cheryl Wilt, Recorder for the Town of Newburg, came before the commission with a request for \$3,500 to purchase 1 set of flags and part of another set for a beautification project that the town is doing to revitalize the town.

Commissioner Stone asked that she submit an invoice for the cost of the wintertime flags and that the subject be placed on the agenda next week.

9:40 a.m. Duane Hamilton and Justin, OEM/E911

A. Employee Hire- no request made

B. Budget Revision

Commissioner Thomas moved to approve the budget revisions as they have been presented by Duane Hamilton for OEM/E911. 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**  
**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**

April 9, 2025

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

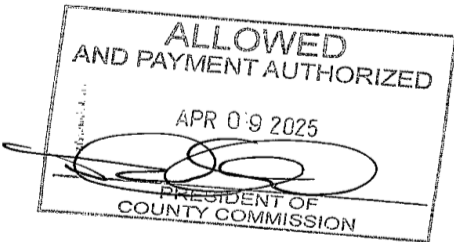
Re: BUDGET REVISION

Decrease: 007-733-108      \$650.00  
Increase: 007-733-103      \$650.00

Reason: Employee Pay

Thank You

A handwritten signature in black ink, appearing to read 'Duane Hamilton'.  
Duane Hamilton



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

April 9, 2025

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

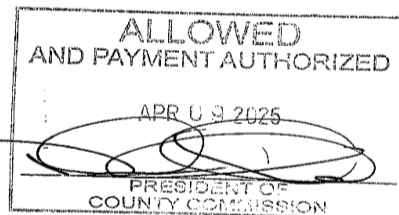
Re: BUDGET REVISION

Decrease: 007-712-109 \$25,000.00  
Increase: 007-712-108 \$25,000.00

Reason: Employee Pay

Thank You

Duane Hamilton



PRESTON COUNTY



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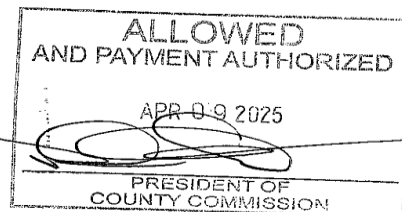
Re: BUDGET REVISION

Decrease: 007-733-230 \$4,060.00  
Increase: 007-733-353 \$4060.00

Reason: Increase in ERSI Software

Thank You

Duane Hamilton





**PRESTON COUNTY**  
**E-911 Communication Center**

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Re: BUDGET REVISION

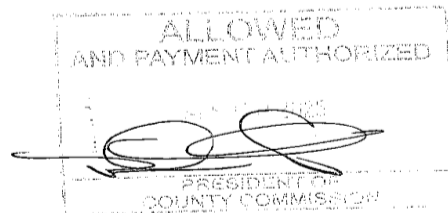
Increase: 001-382-009 \$2,764.97

Increase: 001-717-343 \$2,764.97

Reason: Fuel Tax Reimbursement

Thank You

  
Duane Hamilton



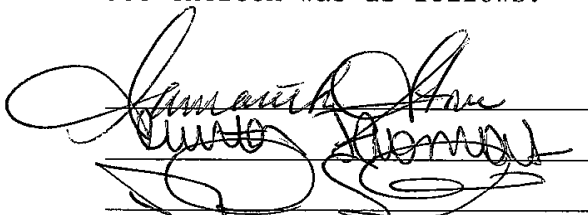
**RESOLUTION**

At a regular session of the county commission, held (Month, day and year April 9, 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 14, 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:



Yes or No  
Yes or No  
Yes 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.



C. Fire Association Representatives for the Preston County 911 Advisory Council

Commissioner Thomas moved to reappoint Owen Evans to the 911 Advisory Board with a term ending 12/31/2027. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

Commissioner Thomas moved to appoint Ian Kent to the 911 Advisory Board with a term ending 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 Fireman's Association**

PO Box 251, Kingwood, WV 26537

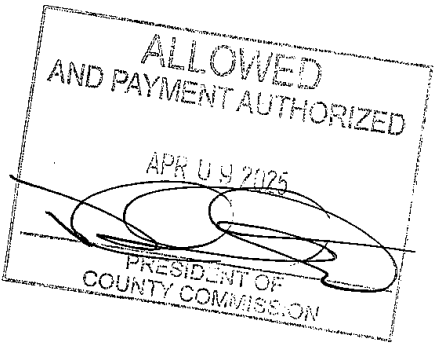
12/31/2024

To whom it may concern:

This letter is requesting the County Commission to approve the following members for the 911 Advisory Board. Owen Evans will retain his seat with his term ending 12-31-2027. While Shawn Lambert's nominated replacement will be Ian Kent with his term ending 12-31-2026.

Thank-you,

Travis E. Reed  
Secretary – Preston County Fireman's Association



D. 911 SOG Update

Duane Hamilton and Justin Wolfe presented a letter from the Preston County Fireman's Association Volunteer Fire Departments on responding to non-emergency downed tree calls and presented updates to the Standard Operating Guide for approval.





## Preston County Fireman's Association

PO Box 251, Kingwood, WV 26032

3/7/2025

To Whom it may concern,

As per recent directives from the Preston County Fireman's Association, volunteer fire departments will no longer be paged for/respond to non-emergency downed tree calls obstructing roadways unless specific conditions are met. These conditions are as follows: multiple trees down due to a significant storm event, trees down with the involvement of power lines, or trees down with the involvement of a vehicle/pedestrian.

Volunteer fire departments will still respond to emergencies for trees not involving roadways, such as: a tree falls on a structure, tree trimming accidents, falls from a tree, etc.

This decision has been made to ensure that volunteer fire department resources remain available for critical emergencies, where timely response is essential. Unnecessary callouts for non-hazardous situations place undue strain on our volunteers and limit their availability to respond to genuine emergencies that may arise.

We appreciate the community's understanding and cooperation as we implement these changes for the safety and well-being of all residents in rural Preston County.

Thank you for your attention to this matter.

Sincerely,

Preston County Fireman's Association

President

Date

- Commissioner Stone moved to update, as requested, the Standard Operating Guide for the EMS request for response. Changing:

From: Upon notification of a cardiac arrest patient, dispatch the fire department with jurisdiction to respond to assist EMS.

To: Upon notification of a cardiac arrest patient, dual dispatch the fire department with jurisdiction and their next designated mutual aid department to respond to assist EMS.

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

### EMS Request for Response

- ~~Upon notification of a cardiac arrest patient, dispatch the fire department with jurisdiction to respond to assist EMS.~~
  - Upon notification of a cardiac arrest patient, dual dispatch the fire department with jurisdiction and their next designated mutual aid department to respond to assist EMS.
- Commissioner Thomas moved to approve the "Trees in Roadway" Policy as an addition to the 911 (SOG) Standard Operating Guide Agreement/Policy effective April 16, 2025. Commissioner Stone seconded the motion and commented that the communication needs sent out to the DOH today. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

### Trees in Roadway

- Contact WVDOH Traffic Management Center (TMC) on all trees blocking the roadway. If the tree is on a primary roadway, notify Law Enforcement (LE). LE will respond at their discretion, until WVDOH arrives on scene to take over. If the tree down involves power wires, a vehicle/pedestrian, or is storm related with multiple trees down, then page the Volunteer Fire Department (VFD) with jurisdiction.

E. Homeland Security Grants (Adjustments and Request)

Nothing presented today on this matter.

9:45 a.m. Preston/Taylor Parents as Teacher, Mary Jennings – Proclamation  
National Child Abuse Prevention Month

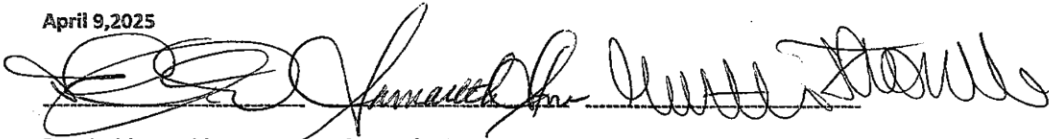
Commissioner Thomas moved that the Preston County Commission proclaim April as National Child Abuse Prevention Month. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

**Prevent Child Abuse**  
**West Virginia™**  
**Proclamation**

**Preston County Commission**

WHEREAS, children are our nation's most vulnerable members as well as our nation's most valuable resources, helping to shape the future of West Virginia; and  
WHEREAS, positive childhood experiences (PCEs)—like loving caregivers and safe, stable, and nurturing relationships—can help mitigate trauma and the negative impact of adverse childhood experiences (ACEs) to promote the social, emotional, and developmental well-being of children; and  
WHEREAS, childhood trauma can have long-term psychological, emotional, and physical effects throughout an individual's lifetime and impact future generations of their family; and  
WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting every community in the U.S., and finding solutions requires input and action from everyone; and  
WHEREAS, children who live in families with access to concrete economic and social supports are less likely to experience abuse and neglect; and  
WHEREAS, prevention is possible because of the partnerships created between families, prevention advocates, child welfare professionals, education, health, community, and faith-based organizations, businesses, law enforcement agencies, and local, state, and national governments; and  
WHEREAS, we acknowledge that in order to solve the public health issue of abuse and neglect we must work together to change hearts and mindsets through storytelling and sharing, center the needs of families, break down bias and barriers, and inspire action from expected and unexpected partners in prevention; and  
WHEREAS, we are committed to advancing equitable, responsive, and effective systems that ensure all children and families are healthy and thriving; and  
WHEREAS, we recognize the need to prioritize kids and invest in more prevention initiatives like home visiting and family-strengthening policies, economic supports, and community-based child abuse prevention programs at the national, state, and local levels; and  
NOW, THEREFORE, we do hereby proclaim April as NATIONAL CHILD ABUSE PREVENTION MONTH in Preston County and urge all citizens to recognize this month by building a narrative of hope for children and families through collaboration and the creation of an ecosystem of primary prevention that does not currently exist in this country.

April 9, 2025

  
Don Smith, President      Samantha Stone      Hunter Thomas

9:50 a.m. Linda Huggins, County Clerk-Budget Adjustment

County Clerk Linda Huggins discussed the need for \$16,000 to hire a part-time individual for a period of 6 months to help during the time of payroll training and extra election help.

The request will be reviewed and determined later.

9:55 a.m. Dave Nestor, Assessor – Employee Request

Assessor Dave Nestor came before the commission with a request for \$30,000 to \$32,000 to hire a new data collector for the commercial appraiser.

This request will be reviewed and determined later. (See attached.)



## David J. Nestor II Assessor Preston County

April 09, 2025

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

Dear Preston County Commission:

The Assessor's Office is requesting approval for the creation and funding of a new Data Collector position within our Appraisal Department. This role has been identified as essential to reduce the workload of the Commercial Appraiser and to ensure a more thorough and accurate appraisal of all commercial real estate and business personal property within Preston County.

Since the establishment of the Commercial Appraiser position, our office has undergone several staffing changes, which have led to additional duties being placed on the Commercial Appraiser. These additional responsibilities, some of which are outlined below, have taken valuable time away from appraisal work. The proposed Data Collector position will help alleviate these duties, enabling the Commercial Appraiser to focus more on appraisals rather than clerical tasks.

Position Details:

Title: Data Collector

Position Type: Full-time

Salary Range: \$30,000 - \$32,000

Funding Source: General County Fund

**dnestor@prestoncountywv.gov**  
**106 W. Main Street, Suite 101 Kingwood, WV 26537**  
**Phone (304) 329-1220 Fax (304) 329-1643**  
**www.preston.wvassessor.com**

## Justification for Hiring:

### Primary Duties:

The Commercial Appraiser position initially included two major responsibilities:

#### 1.) County wide commercial real estate appraisal

##### Commercial Real Estate

Total parcels: **2315**

- Tax year 2026 (without splits/y's): **418**
- Tax year 2027 (without splits/y's): **868**
- Tax year 2028 (without splits/y's): **1,029**

#### 2.) All mobile home parks and campgrounds (excluding Big Bear)

##### Mobile Home Parks and Campgrounds

**30** mobile home parks and **3** campgrounds (excluding Big Bear)

**1281** total personal property mobile homes

- Assuming 33% of all personal property MHs are in mobile home parks/campgrounds, roughly **427** mobile homes/campers
  - o **\*\*All done yearly\*\***

### Additional Duties:

The departure of Cheryl created gaps in three key areas: (included are the positions who took on the given responsibility)

- 1.) Business Personal Property (Business PP) (Commercial Appraiser)
- 2.) Appraisal of Big Bear (Commercial Appraiser)
- 3.) Processing field notes/appraisals (Data Entry Clerk)

#### 1.) Business PP:

- Current Business PP accounts in Preston County: **1,336** (as of 3/1/2025), projected **1,356** for tax year 2027
- Processing timeline: **July to February** (includes initial processing, proofreading, copy/delete process)
- Larger accounts (e.g. Walmart, Dollar General, Toyota & other leasing companies) require significant time investment
- **Crypto mining companies** introduced additional complexity, requiring extensive research, state education, and defense of Assessor's decisions before the Commission and Office of Tax Appeals

#### 2.) Appraisal of Big Bear

- Total number of parcels: **4388**
- Largest single district in the county by parcel size
- Ideally appraised yearly due to constant changes (legally only every 3 years)
  - o **\*\*Needs to be completely re-appraised\*\***

On top of the duties created by this departure, our office wishes to place greater emphasis on research into market trends. In order to do this, we need additional help collecting and processing data. Included with this request is an example of the construction cost trend in Preston County broken down by neighborhoods.

### Safety:

Safety encompasses both physical and legal protection for the Commercial Appraiser. Having two county employees conduct site visits reduces the risk of non-truthful disputes from taxpayers, preventing potential "he-said-she-said" situations and minimizing the chances of legal issues. Additionally, a Data Collector allows the Commercial Appraiser to focus on driving, rather than navigating with a tablet map to the next destination.

### Efficiency:

Attached is the current tax year's production report for the Commercial Appraiser. Notable observations indicate that the absence of a Data Collector results in roughly a **53% decrease in production**. With the assistance of a Data Collector, 137 parcels were completed in two days, compared to only 97 parcels completed in three days without one. This represents a decrease from **68.5 parcels per day with a Collector** to **32.3 parcels per day without**.

## Conclusion

The need for a Data Collector is both clear and urgent. In the Assessor's Office, our primary responsibility is to fairly and accurately appraise property for ad valorem taxation, which is essential, as the majority of the county's budget relies on our work. Additional support in the field enhances both safety and efficiency, allowing us to spend less time away from the office and more time focused on research, processing, and ensuring the accuracy of our work.

**Approval of Minutes – March 19, 2025, and March 27, 2025**

Commissioner Thomas moved to approve the minutes of March 19, 2025, and March 27, 2025. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

**Estate Settlement List – March 27, 2025, thru March 27, 2025**  
ESTATE NAME: FRANCES L. BISHOP

Commissioner Thomas moved that the proceeding estate settlements and/or waivers thereof, having been filed for a period of (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 03/27/2025 thru 03/27/2025 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, April 9, 2025.

ESTATE NUMBER: 4580  
SETTLEMENT TYPE: Final Settlement  
SETTLEMENT RECORDED: March 27, 2025  
ESTATE NAME: FRANCES L. BISHOP  
EXECUTRIX: LYNN A. PETERS  
FIDUCIARY COMMISSIONER: WOODROW E. TURNER  
PO BOX 585  
KINGWOOD, WV 26537-0585

Subscribed and sworn to before me on 04/02/2025.

*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/Clerk's Fiduciary Report -March 27, 2025, through April 2, 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 March 27, 2025, through April 2, 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.)

United States of America



State of West Virginia

County of Preston, ss:

Clerk's Fiduciary Report

Estates from Thursday, March 27, 2025, through Wednesday, April 2, 2025

The County Commission of Preston County on this 9<sup>th</sup> of April, 2025 day 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, March 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, **JOSH RODEHEAVER** was appointed and qualified as ADMINISTRATOR of the estate of **MARY ELEANOR GUTHRIE**, deceased. No bond was required.

**On, Friday, March 28, 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, **CLARK F. ST. CLAIR** was appointed and qualified as ADMINISTRATOR of the estate of **MICHAEL EUGENE ST. CLAIR**, deceased. Bond was 40,000.00.

The last will and testament of **TERRY EARL PYSELL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**TIMOTHY EDWARD OSBORNE**, who was named in the last will and testament of **TERRY EARL PYSELL**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

**On, Monday, March 31, 2025, the following matters were disposed of in the presence of the Clerk:**

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

**CHARLOTTE POLING**, who was named in the last will and testament of **ROSEMARY WINTERS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **LINDA W. LEWIS AKA LINDA JEAN LEWIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**SARA E. LEWIS**, who was named in the last will and testament of **LINDA W. LEWIS AKA LINDA JEAN LEWIS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Tuesday, April 1, 2025, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **MARY M. ALVAREZ**, 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.

**JOE ALVAREZ**, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

The last will and testament of **PINDLE ROTH JR. AKA PINDLE ROTH**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**BRENDA LEE HOVATTER**, who was named in the last will and testament of **PINDLE ROTH JR. AKA PINDLE ROTH**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

**On, Wednesday, April 2, 2025, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **RANDOLPH LEE WHITE I**, 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.

**KATHRYN ELLEN CROGAN WHITE**, was named, as SUCCESSOR 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 Affidavit was filed. Further assets have been discovered requiring the Small Estate Affidavit Testate to be amended and filed.

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

Subscribed and sworn to before me on 04/02/2025.

*Linda Huggins*

Clerk of the Preston County Commission

By: *Ashley Cole*  
Ashley Cole, Deputy Clerk

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

Fiduciary Commissioner Motion(s) – Motion to Accept and Record Fiduciary Commissioner Report – Quarterly Fiduciary Commissioner Report – dated March 31, 2025 filed by Anne Marie Armstrong, Fiduciary Commissioner

MOTION TO ACCEPT AND RECORD FIDUCIARY COMMISSIONER REPORT – April 9, 2025

(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.

Quarterly Fiduciary Commissioner Report - dated March 31, 2025, filed by Anne Marie Armstrong, 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. Estate of Erma Grace Heis

A hearing was set for May 7, 2025, at 11:00 a.m.

New Business – Consideration and/or action

A. Application to use Preston County Courthouse Lawn – CASA For Kids – Child Abuse Prevention/Awareness Month

Commissioner Stone moved to authorize and allow the President to sign the application to use the courthouse lawn submitted by CASA for Kids of Mon, Preston and Tucker Counties for the date of April 18, 2025. 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**  
**Application to use Preston County Courthouse Lawn**  
Must be submitted 15 days prior to the event date

Name of Organization CASA For Kids of Mon, Preston & Tucker Co.  
Address 130 South Price Street, Suite 201  
Kingwood, WV 26537

Describe Event \*\* Child Abuse Prevention Month - Awareness, Recruitment of Volunteers  
Would like to read and have the Child Abuse Prevention Proclamation signed by all Commissioners as well.

(submit additional sheet if needed)

\*\* Depending on the type of event being held and the length of the event your organization may be required to show proof of liability insurance. If Proof of insurance is required it must be submitted to the County Commission at least 7 days prior to the date of the event

Date(s) and time(s) of event April 18th, 2025

Do you want to ring the bell? yes  
no

Contact Person Name Leah Turner  
Address 130 South Price Street  
Kingwood, WV 26537  
Phone (304) 680-3172 (best number to reach you)  
Email address leah@casaforkidsmpc.org

[Signature]  
Signature of Authorized Person for Organization  
Director of Outreach and Engagement  
Title

APPROVAL  
[Signature]  
Preston County Commission, President

April 4th, 2025  
Date

4/9/2025  
Date




## WAIVER OF LIABILITY

Must be submitted to Preston County Commission 15 days prior to the event date

The CASA For Kids of Mon, Preston & Tucker County, accepts full  
name of organization  
responsibility and liability for the Child Abuse Prevention Month  
name of event  
held April 18th, 2025 9am-2pm  
date(s) and time(s)  
on the Preston County Courthouse lawn.

Therefore, the CASA For Kids of Mon, Preston & Tucker County  
name of organization  
will hold the Preston County Commission harmless from any liability.

  
Signature of Authorized Person for Organization  
Director of Outreach & Development  
Title

April 4th, 2025  
Date

### B. Draft/Discussion Fiduciary Supervisor

Commissioner Thomas explained that the County Commission has chosen to adopt a fiduciary supervisor that will alleviate a lot of current issues with the fiduciary commissioner system. He drafted a job description and asked that the subject be placed on the agenda for next week and noted any recommendations should be given to Commissioner Thomas or Administrator Raybeck by the end of the week.

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

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

### A. Facilities Projects – Quotes and anticipated motions

Two estimates were received for replacing the roof on the county commission meeting room roof. One from Mansuetto & Sons Inc. in the amount of \$16,564 and the second estimate from Laurel Home Improvements in the amount of \$9,200. (See attached.)

#### Commission Meeting Room Bldg Roof

Commissioner Stone moved to move forward and authorize facilities to move forward with replacing the rubber roof on the meeting room using Mansuetto & Sons Inc. in the amount of \$16,564.00. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas, and Smith voting yes. Motion carried.



**N.F. Mansuetto & Sons, Inc.**  
ROOFING AND SHEET METAL CONTRACTORS

March 3<sup>rd</sup>, 2025

RE: EPDM Roof Replacement

Mr. Likens,

We propose to furnish all labor, materials, tools, equipment, and insurances (worker's compensation, liability, auto, personal injury and property damage) necessary to perform the following work:

**EPDM Rubber Roof System:**

1. Remove the existing roof/roofs and insulation down to the deck; remove loose membrane flashings; remove all debris from the roof and haul away to an approved landfill.
2. Inspect the existing decking and report any problems to the owner. All repairs will be as approved by owner on a time and material basis.
3. Provide and install new wood blocking on top of parapet walls as necessary.
4. Over the entire area, apply a continuous layer of tapered insulation with a minimum thickness of 1.5" at the roof drain.
5. Over the new insulation, apply a 60 mil, fully adhered, EPDM rubber roof system.
6. At all walls and curbs, install membrane flashing. Mechanically attach the new flashing continuously along the top edge.
7. Apply manufacturer approved flashing systems at all pipes, drains, metal drain boxes, and other projections.
8. Provide and install new edge metal fabricated from 24-gauge galvanized steel with kynar 500 coating. Color to be selected by owner from manufacturer's standard color chart.
9. Provide and install new Retro-Fit roof drains.
10. Perform all work in strict accordance with the manufacturer's printed specifications.

116 WOOD STREET • MARTINS FERRY, OH 43935  
(740) 633-7320 • Fax (740) 633-7322 • Email [Mansuetto@mansuettoroofing.com](mailto:Mansuetto@mansuettoroofing.com)  
WV CONTRACTORS# 005321



**N.F. Mansuetto & Sons, Inc.**  
ROOFING AND SHEET METAL CONTRACTORS

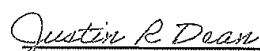
11. Perform only as much work that can be made watertight that day. Protect owner's property at all times. Protect workmen, pedestrians, and employees at all times using scaffolding, barricades, signs, etc. Comply with all State and Federal Safety Regulations.
12. Upon completion, furnish manufacturer's written warranty for labor and material for 20 years.

For this work, we quote our lump sum price of **\$16,564.00**

If you have any questions, please call us.

Sincerely,

N.F. Mansuetto & Sons, Inc.

  
Justin R Dean, Estimator

Landscaping – Annex Building and Sheriff’s Office

Three quotes were received for this project from All Pro Landscaping, Jennings Garden Center LC and US Lawns.

Commissioner Thomas moved to approve the proposal from Jennings Garden Center LC to do the land scaping around the county annex and other areas in the amount of \$13,425.00 and authorize the President of the County Commission to sign the proposal. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

Proposal

Jennings Garden Center LC

1217 George Washington Hwy  
Thornton, WV 26440  
(304)612-6820  
Email: [cercisacer@yahoo.com](mailto:cercisacer@yahoo.com)

<b>Proposal Submitted To:</b> Preston County Annex/ Sheriff Dept	<b>Job Name</b>	<b>Job #</b>
<b>Address</b> 106 West Main Street	<b>Job Location</b>	<b>Date</b> 4/7/2025
Kingwood, WV 26537		
<b>Phone #</b>	<b>Email</b> klikens@prestoncountywv.gov	<b>Submitted By</b> Travis Jennings

**We hereby submit specifications and estimates for:**

Removal of old mulch and landscaping felt in existing beds around Annex Building and Sheriff’s Office

**Materials:**  
44-48 ton of Riverstone (egg stone size)  
Tyvar Landscaping Fabric and Pins

Labor, Delivery, Fuel and Materials                      **Total = \$ 13,425.00**

**We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:    \$ 13,425.00**  
**With payments to be made as follows: Payment Due Upon Completion**


Any alterations or deviations from above specifications involve extra costs will be executed upon written order, and will become an extra charge over and above the estimate.

Respectfully submitted A Travis Jennings

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

**Date of Acceptance** 4/9/2025

**Signature** \_\_\_\_\_  
  
**Signature** \_\_\_\_\_

Sheriff’s Department Basement Floor Drain Issues

Commissioner Thomas moved to approve the estimate from RaaContracting in the amount of \$18,170.00 to fix the drainage issues in the basement of the County Sheriff’s Office. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

ESTIMATE

RaaContracting  
2682 Campground Rd  
Tunnelton, WV 26444-7068

robbyayersman85@gmail.com  
+1 (304) 698-6660

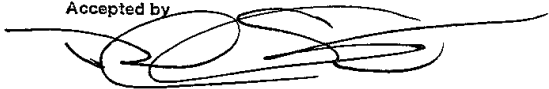
Bill to  
Kingwood Sheriff Department

Ship to  
Kingwood Sheriff Department

Estimate details  
Estimate no.: 1056  
Estimate date: 03/19/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Services	Sewer line Replacement.  RAA Contracting will remove 100ftx4ft +/- of concrete. Will demo/remove existing bleacher pad. Note: the entire hallway will get new concrete not just a patch job. RAA Contracting will dig down and remove the existing terrasotta piping. RAA Contracting will install 100ft+/- of new 4in schedule 40 PVC and fittings, 5 new floor drains with traps, 1 new cleanout, 2 vent lines and tie back into 2 existing floor drains coming from other rooms. RAA contracting will bring in #57 stone to bring area back up to elevation to pour concrete. Plastic vapor barrier put down before concrete is poured. concrete will be 4k psi mix with either fiber reinforcement or wire reinforcement.	1	\$18,170.00	\$18,170.00
Total						\$18,170.00

Accepted date  
4/9/2025

Accepted by  


Sealcoating of Parking Lots – Annex Bldg., Annex Lower Lot, Courthouse, Sheriff’s Office and 911

Commissioner Stone moved to move forward with Police Sealcoating, with a bid of \$13,705 to get our parking lots sealed. The motion was withdrawn.

Commissioner Thomas moved to approve all the estimates from Pro V Services LLC, collectively, in the total amount of \$13,025.00, for the sealing of all the parking lots and authorize the President of the Preston County Commission to sign all the estimates. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

ESTIMATE

Prepared For

Preston County Commission

**Pro V Services LLC**  
184 Rankin Road  
Tunnelton, WV 26444  
Phone: (304) 288-7696

Estimate # 257  
Date 03/11/2025

Description

Court House and Sheriffs Office  
Clean, seal with Sealmaster commercial grade sand mix sealant, stripe with Sherwin Williams  
hi vis traffic paint

Subtotal	\$4,050.00
Total	\$4,050.00



Preston County Commission

ESTIMATE

Prepared For

Preston County Commission

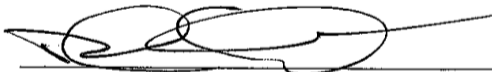
**Pro V Services LLC**  
184 Rankin Road  
Tunnelton, WV 26444  
Phone: (304) 288-7696

Estimate # 258  
Date 03/11/2025

Description

911 Center  
Clean, seal with Sealmaster commercial grade sand mix sealer and stripe with Sherwin Williams  
Hi Vis traffic paint

Subtotal	\$2,450.00
Total	\$2,450.00



Preston County Commission

ESTIMATE

Prepared For

Preston County Commission

Pro V Services LLC

Estimate # 259

184 Rankin Road  
Tunnelton, WV 26444  
Phone: (304) 288-7696

Date 03/11/2025

Description

Annex Building  
Clean, seal with Sealmaster commercial grade sand mix sealer and stripe with Sherwin Williams  
Hi Vis traffic paint

Subtotal	\$3,925.00
Total	\$3,925.00

  
Preston County Commission

ESTIMATE

Prepared For

Preston County Commission

Pro V Services LLC

Estimate # 260

184 Rankin Road  
Tunnelton, WV 26444  
Phone: (304) 288-7696

Date 03/11/2025

Description

Annex Lower Lot  
Clean, seal with Sealmaster commercial grade sand mix sealer and stripe with Sherwin Williams  
Hi Vis traffic paint

Subtotal	\$2,600.00
Total	\$2,600.00

  
Preston County Commission

Pressure Washing of Annex

Commissioner Thomas solicited a quote from Mountain State Pressure Washing LLC for a soft pressure washing of the Annex in the amount of \$1,300. The windows need sealed beforehand.

B. Budget Revisions - None

C. Miscellaneous Correspondence

Next week’s meeting is on Tuesday, April 15, 2025.

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

A. Executive Session

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

A. Executive Session

**Information**

**Commissioner’s Comments**

At 10:59 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

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

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

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

**---oOo---**

*04/09/2025*



