COUNTY COMMISSION OF GRANT COUNTY

5 Highland Avenue
Petersburg, WV 26847
Phone: (304) 257-4422
Fax: (304) 257-9645
Email: administrator@grantcountywv.org

COMMISSIONERS: TYSON K. RIGGLEMAN
SCOTTY W. MILEY
KEVIN P. HAGERTY

ADMINISTRATOR: MICHELLE SITES

Regularly Scheduled Meeting Agenda
Location: Courthouse Lower-Level Conference Room
Tuesday, September 22, 2026 @ 3:30pm

1) Call to Order

2) Consent and Approval
   a) Minutes
   b) Budget Revisions
   c) Board Appointments/Removals/Resignations

3) Scheduled Appointments
   a) Potomac Highlands Guild Prevention Team to present the Red Ribbon Week Proclamation for Signature.

4) Comments from the Public

5) Actions of the Clerk & Estates (See Exhibit A1)

6) Exonerations (See Exhibit A2)

7) Correspondence
   a) Invitation to the Potomac Valley Conservation District Annual Awards Banquet.
   b) Letter from the Public Service Commission of WV in reference to Disbursement of Wireless E-911 Subscriber Fees.
   c) Minutes of the Grant County PSD Regular Board Meeting of August 27, 2026.

8) Unfinished Business

9) New Business
   a) Consideration for Signature the WVCFIA Grant Application & Resolution.
   b) For Consideration hiring a full-time and part-time Custodian.
   c) For Consideration increasing Compensation of Poll Workers from $155 to $225
   d) Consideration for Signature the Preventative Maintenance Contract between Southern Air Inc. and Grant County Courthouse.

10) Reports from Elected Officials

11) Reports from County Commissioners

12) Approval of expenses (See Exhibit A3)
(Invoices are available for public review by contacting the Grant County Clerk, 5 Highland Avenue, Petersburg, WV 26847, 304-257-4550)

13) Adjourn

Exhibit A

GRANT COUNTY COMMISSION
PETERSBURG, WEST VIRGINIA 26847

GRANT COUNTY COMMISSION MINUTES

Date: September 22, 2026 **Time**: 3:30 p.m. **Location**: Conference Room Grant County Courthouse

Commissioners:
Tyson Riggleman, President
Scotty Miley
Kevin Hagerty

Michelle Sites, County Administrator

Reporting:
Erin Camp, Grant County Press
Madison Rose, Grant County Press

1. Call to Order

President Riggleman called the regular meeting to order at 3:30 p.m.

2. Consent and Approval – County Administrator

a. Minutes

- Presented for approval were the minutes from the meeting held on September 8, 2026.

A motion was made to approve the minutes.
MOTION: Hagerty / unanimously approved

b. Budget Revisions

- None

c. Board Appointments/Removals/Resignations

- None

3. Scheduled Appointments

a) Potomac Highlands Guild Prevention Team to present the Red Ribbon Week Proclamation for Signature.

Aimee Chave, Trish Sponaugle, Catherine Richardson and Kristen Strosnider, Potomac Highlands Guild Prevention Team, and Jakob Rohrbaugh, Moorefield Church of God Revive Youth Group Member, appeared before the Commission to present Red Ribbon Week. Red Ribbon Week is recognized nationally each year from October 23rd to October 31st providing communities with an opportunity to raise awareness about substance use prevention.

A motion was made to sign the Proclamation for Red Ribbon Week.
MOTION: Hagerty / unanimously approved

4. Comments from the Public

- None

5. Actions of the Clerk, Exonerations, Estates (See Exhibit A1)

A motion was made to approve Actions of the Clerk Exhibit A1.
MOTION: Miley / unanimously approved

6. Exonerations (See Exhibit A2)

A motion was made to approve Exonerations Exhibit A2.
MOTION: Miley / unanimously approved

7. Correspondence

a) Invitation to the Potomac Valley Conservation District Annual Awards Banquet.

b) Letter from the Public Service Commission of WV in reference to Disbursement of Wireless E-911 Subscriber Fees.

c) Minutes of the Grant County PSD Regular Board Meeting of August 27, 2026.

8. Unfinished Business

- None

9. New Business

a) Consideration for Signature the WVCFIA Grant Application and Resolution.

If awarded, the WVCFIA Grant funds will be used to repair the Grant County Courthouse parking lot.

A motion was made to sign the West Virginia Courthouse Facility Improvement Agency Grant Application and Resolution.
MOTION: Miley / unanimously approved

b) For consideration hiring a full-time and part-time custodian.

Marcella Hartman, full-time custodian, will be retiring October 30, 2026. Craig Owens, part-time custodian, is interested in the full-time position.

A motion was made to allow Craig Owens to move to the full-time position, as long as he is comfortable doing so and to advertise for the part-time custodian position.
MOTION: Hagerty / unanimously approved

c) For consideration increasing compensation of poll workers from $155 to $225.

A motion was made to increase poll workers compensation from $155 to $225 as well as an increase to $25 for training and $25 for messengers.
MOTION: Hagerty / unanimously approved

d) Consideration for Signature the preventative maintenance contract between Southern Air, Inc. and Grant County Courthouse.

Southern Air, Inc. will come twice a year to exam and test the heating/cooling unit for $3,368 yearly with a semi-annual bill of $1,684.

A motion was made to sign the preventative maintenance contract between Southern Air, Inc. and Grant County Courthouse.
MOTION: Miley / unanimously approved

10. Reports from Elected Officials

Lora Bennett, Grant County Clerk, would like to thank both executive committees for diligently searching for poll workers. It has been a huge help and we are in pretty good standing. We are busy preparing for the upcoming election.

11. Reports from County Commissioners

Commissioner Hagerty attended a 911 event at Petersburg Volunteer Fire Company on September 11, 2026. It was nice to see the community and first responders coming together on the 25th anniversary. Thank you to all the first responders for the sacrifices they make on a daily basis and remembering the 2,977 lives lost September 11, 2001. There would have been a lot more lives lost if it weren't for the first responders and people on the ground.

Commissioner Miley stated the hike and bike trail on the levee is slowly being finished. The asphalt is down and looks very nice. As we roll into fall, it would be nice to have a ribbon cutting for the trail and the Almost Heaven swing by the river. Let's check the calendars for a good date to get some representatives here and everyone who had a part in making it great. It was good seeing State Treasurer, Larry Pack, in town last week. I had good discussion with him about some projects in the community. Mr. Pack is always willing to lend a helping hand whenever we need it.

President Riggleman said they were having issues being able to bill for the Smoke Hole Project and were finally able to make a payment. Christmas is right around the corner. New exhibits are being delivered and trees will be trimmed soon. The trees will have more lights this year making it a bright Christmas.

12. Approval of Expenses to be Considered for Payment (See Exhibit A3)

All invoices are available for public review by contacting the Grant County Clerk, 5 Highland Avenue, Petersburg, WV, 26847, 304-257-4550.

A motion was made to approve the expenses. Commissioner Riggleman abstained from anything related to Hardy Net.
MOTION: Hagerty / unanimously approved

13. Adjourn

A motion was made to adjourn.
MOTION: Riggleman / unanimously approved

by R

PRESIDENT

10/13/26

DATE APPROVED

ATTEST:

Lora Bennett

CLERK OF THE COUNTY COMMISSION

Exhibit A-1

BOOK 030 PAGE 0678

ORDER NO. 09-22-2026-562

IN THE COUNTY COMMISSION OF GRANT COUNTY, WEST VIRGINIA
The Grant County Commission hereby orders the following actions taken by the Grant County

Clerk, Lora Bennett, in vacation of the County Commission be approved:

1. Wills Recorded in the Clerk's Office:
   - None

2. Wills Admitted to Probate:
   - None

3. Qualification Orders Granted in the Following Estates:

Estate	Person Qualifying:
• None	

4. Ancillary Administrations Granted for the following Decedents:

Estate	Person Qualifying:
• Angela S. Brooks	Christopher L. Maurer, Successor

5. Small Estate Certificates and Authorizations Granted in the Following Estates:

Estate	Person Qualifying:
• None	

Approved this 22nd day of September, 2026.

President

Exhibit A-1

Waiver of Final Settlement for the following:

- John Mark Hamilton

IN THE COUNTY COMMISSION OF GRANT COUNTY, WEST VIRGINIA

In the Matter of The Estate of John Mark Hamilton

Grant County
Lora A. Bennett, Clerk
Instrument 202600002460
09/23/2026 @ 09:32:40 AM
FIN ACCT & WAIVER (SHORT ADM)
Book 72 @ Page 304
Pages Recorded 2

WAIVER OF FINAL SETTLEMENT

Susan J. Rogers being first duly sworn, deposes and says that:

(1) She is the duly appointed Administratrix of the Estate of John Mark Hamilton.

(2) That the Estate was under the amount of the Federal Unified Credit and there is no Federal or State tax liability.

(3) More than sixty (60) days have elapsed since the filing of any notice required by Section 1, Article 2, Chapter 44, of the West Virginia Code as amended.

(4) The time for filing claims against this estate has expired.

(5) No unknown and unpaid claims exist against this estate.

(6) All heirs and distributees whose signatures appear below have been advised of the share or shares to which each is entitled from the above-referenced Estate.

Susan J. Rogers

Susan J. Rogers, Administratrix of the Estate of John Mark Hamilton

STATE OF WEST VIRGINIA,
COUNTY OF GRANT, TO-WIT:

Taken, subscribed and sworn to before the undersigned by Susan J. Rogers, Administratrix, in the County aforesaid this the 8th day of September, 2026.

My commission expires June 10, 2027.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
James Paul Geary II
Geary & Geary LC
P.O. Box 218
Petersburg, WV 26847
My commission expires June 10, 2027

Notary Public

President, County Commission

9-22-26

Date Approved

EARY AND GEARY L.C.
ATTORNEYS AT LAW
P.O. BOX 218
TERSBURG, WEST VIRGINIA
26847-0218

BENEFICIARIES:

Susan J. Rogers

STATE OF WEST VIRGINIA,
COUNTY OF GRANT, to-wit:

The foregoing Waiver and Application for Short Form Settlement was acknowledged before me this the 8th day of September, 2026, by Susan J. Rogers.

My commission expires June 10, 2027.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
James Paul Geary II
Geary & Geary LC
P.O. Box 218
Petersburg, WV 26847
My commission expires June 10, 2027

Notary Public

THIS INSTRUMENT PREPARED BY GEARY AND GEARY, L.C.,
ATTORNEYS, P. O. BOX 218, PETERSBURG, WEST VIRGINIA 26847

Exhibit A-2

Exonerations for the following:

- None

Red Ribbon Week 2026 Proclamation



WHEREAS, alcohol and drug misuse affect individuals, families, schools, and communities across our nation, and substance use prevention is an important investment in the health, safety, and future of our youth; and

WHEREAS, visible, unified efforts by parents, youth, schools, faith-based organizations, community organizations, prevention coalitions, and other community partners must be strengthened to prevent substance use and promote healthy choices among the youth of Grant County; and

WHEREAS, Red Ribbon Week offers citizens an opportunity to demonstrate their commitment to healthy, safe, and drug-free lifestyles and to encourage young people to make positive choices that support their physical, mental, emotional, and social well-being; and

WHEREAS, Red Ribbon Week is recognized nationally each year from October 23 through October 31, providing communities with an opportunity to raise awareness about substance use prevention and to engage youth, families, schools, and community organizations in prevention activities; and

WHEREAS, the youth of Grant County have an important voice in shaping the future of our community, and empowering young people to take an active role in prevention strengthens their ability to become leaders, positive influences, and advocates for healthy lifestyles among their peers; and

WHEREAS, Citizens are committed to promoting substance use prevention among the youth of Hardy, Grant, and Pendleton Counties by providing opportunities for youth to build positive relationships, develop leadership skills, participate in healthy activities, and make informed decisions that support a drug-free lifestyle; and

WHEREAS, Youth works collaboratively with the ONTRACK Coalition and the Potomac Highlands Guild to strengthen community partnerships, increase awareness, support prevention efforts, and promote strategies that reduce the risk of substance use among youth and families throughout Grant County; and

WHEREAS, meaningful substance use prevention requires the commitment and participation of the entire community, including youth, families, schools, faith communities, government, law enforcement, health care providers, businesses, media, prevention organizations, and other community-based organizations; and

WHEREAS, the Grant County Commission recognizes the importance of supporting community-based prevention efforts and encourages citizens, families, organizations, and community leaders to work together throughout the year to create a healthier, safer, and more supportive environment for the youth of Grant County;

NOW, THEREFORE, BE IT PROCLAIMED, that the Grant County Commission does hereby proclaim October 23–31, 2026, as RED RIBBON WEEK in Grant County, West Virginia, and encourages all citizens to participate in Red Ribbon Week activities and prevention efforts, not only during Red Ribbon Week, but throughout the year, making a visible and lasting statement that Grant County is strongly committed to the health, safety, success, and future of its youth and to preventing substance use in our community.

BE IT FURTHER PROCLAIMED, that the Grant County Commission recognizes and commends SBCTC Prevention Pigeons, ONTRACK Coalition, and the Potomac Highlands Guild for their collaborative commitment to substance use prevention and their efforts to empower the youth of Grant County to make healthy choices and become positive leaders in their community.

Dated this 22nd day of September, 2026.

Grant County Commission

Commission President

Commissioner

Commissioner

		Grant County Commission	Meeting Date:	Exhibit A-3
			9/22/2026	*Page 1 of 4*
Date Approved	Check #	Name	Memo	Amount
		E-911		
9/22/2026	3917	Caleb George	Reimbursement Travel	$328.32
9/22/2026	3918	DeLageLanden	Copier Rental	$260.66
9/22/2026	3919	Frontier	Phone	$916.09
9/22/2026	3920	Mon Power	Electric	$241.60
9/22/2026	3921	Pacific Interpreters	Interpreting Services	$64.35
9/22/2026	3922	Potomac Edison	Electric	$176.48
9/22/2026	3923	Riverside Sports	Street Signs	$48.00
9/22/2026	3924	WV State Police	Meals for Weapons Training	$40.00
9/22/2026	3925	WV State Police Academy	Registration Fee/Weapons Training	$100.00
9/22/2026	3926	Corporate Payment	911 Pcard	$2,335.26
		Assessor Valuation		
9/22/2026	2947	Doceo	Copier Rental	$112.37
9/22/2026	2948	GST	Network Support	$510.00
9/22/2026	2949	Riverview Consulting	Contract Wages	$1,400.00
9/22/2026	2950	Software Systems	Network Support	$97.70
9/22/2026	2951	Corporate Payment	pcard Assessor	$359.81
		Coal Severance		
9/22/2026	2936	VOID	VOID	
9/22/2026	2937	Twigg Heating & AC	Mt. Storm Library	$3,350.00
		Home Detention		
9/22/2026	938	SuperCom	Invoice 2799	$201.50
		State Grants		
9/22/2026	310	Sheriff of Grant Co.	Refund/Adv Costs Roof Project	$43.52
		AARP		
9/22/2026	139	Fairfax Materials	North Fork Ruritan Helipad	$681.37
9/22/2026	140	Petersburg Blocks	North Fork Ruritan Helipad	$8,895.61

BOOK 630 PAGE 0685

		Grant County Commission	Meeting Date:	Exhibit A-3
			9/22/2026	*Page 2 of 4*
		County Fire Protection		
9/22/2026	109	Bayard VFC	Sustain Our Future Grant	$187,500.00
		Magistrate		
9/22/2026	2344	AT&T	3042579501	$52.06
9/22/2026	2345	Hardy Telecommunications	Magistrate Phone	$640.93
		General County		
9/22/2026	117546	All Ours Towing	Auto Repairs	$1,317.09
9/22/2026	117547	Casto & Harris	Printing Maps	$338.00
9/22/2026	117548	Grant County Press	Estate Publication	*$129.64*
9/22/2026	117549	Builders Center	MMF & GCA Supplies	$217.85
9/22/2026	117550	Freedom Ag	Fuel and Supplies	$872.49
9/22/2026	117551	GST	CH Network Support	$968.28
9/22/2026	117552	Region 8	CH Trash Disposal	$304.55
9/22/2026	117553	Grant County Press	Estate Publication	$129.64
9/22/2026	117554	Potomac Edison	Electric	$8,663.34
9/22/2026	117555	Cutting Edge Small Engine	Levee Mower Part	$40.01
9/22/2026	117556	Grant County PSD	Radio Read Meters Purchase Assistance	$25,000.00
9/22/2026	117557	Grant County Press	Employment Advertisement Dispatcher	$201.00
9/22/2026	117558	MonPower	Electric/MtTop	$663.78
9/22/2026	117559	Petersburg Blocks	MMF Sand	$126.64
9/22/2026	117560	Quill	Supplies/CH & Annex	$618.27
9/22/2026	117561	Roberts Oxygen Co.	GCA Supplies	$199.48
9/22/2026	117562	Shentel	Phone GCA & LAC	$774.78
9/22/2026	117563	South Branch Animal Hos.	Spay/Dog Kennel	$288.26
9/22/2026	117564	Sunrise	Shop Trash	$60.54
9/22/2026	117565	1000 Bulbs	Christmas Lights/Welton	$1,113.36
9/22/2026	117566	Crystal Cleaning	CH Window Cleaning	$275.00
9/22/2026	117567	Highlands Bank	941 Taxes	$41,256.31
9/22/2026	117568	Rugged Trail Co.	Trail Construction	$90,401.00
***9/8/2026**	***117569**	***C & B Auto Parts LLC**	***To Replace VOIDED CK # 117498***	***$540.87***

BOOK 830 PAGE 0636

		Grant County Commission	Meeting Date:	Exhibit A-3
		General County	9/22/2026	*Page 3 of 4*
9/22/2026	117570	Corporate Payment Systems	Pcard GCA Supplies/Fuel	$823.75
9/22/2026	JV	Legal Shield	Employee Insurance	$25.90
9/22/2026	JV	RHBT	Employee Insurance	$3,955.78
9/22/2026	JV	PEIA	Employee Insurance	$90,479.34
9/22/2026	JV	Metlife	Employee Insurance	$234.39
9/22/2026	JV	VBA	Employee Insurance	$375.40
9/22/2026	117571	Highlands Bank	941 Taxes	$315.63
9/22/2026	117572	Petersburg Oil Co.	Fuel	$9,447.54
9/22/2026	117573	AT&T	Parks Phone	$516.42
9/22/2026	117574	Bound Tree	GCA Meds	$549.90
9/22/2026	117575	C-N-C Automotive	Sheriff Auto Repair	$19.78
9/22/2026	117576	Grant Co. Assessor	New Checks	$28.95
9/22/2026	117577	Galls	Sheriff Reebok	$176.95
9/22/2026	117578	Grant Memorial Hospital	GCA Meds	$1,436.76
9/22/2026	117579	Hardy Telecommunications	CH Phone	$2,167.79
9/22/2026	117580	Leaf	Copier Rental	$256.49
9/22/2026	117581	Motorola	Coroner's Vehicle/Radio Removal	$670.74
9/22/2026	117582	Potomac Edison	Electric	$40.65
9/22/2026	117583	Quill	UPC Battery Back up Clerk/Tax/Assessor	$1,855.49
9/22/2026	117584	South Branch Animal Hos.	Kennel Neuter	$210.00
9/22/2026	117585	Twigg Heating and AC	GCA AC Repair	$445.20
9/22/2026	117586	WV Tax Deputies Assoc.	Membership Dues	$10.00
9/22/2026	117587	VOID	VOID	
9/22/2026	117588	VOID	VOID	
9/22/2026	117589	VOID	VOID	
9/22/2026	117590	Frontier	CH Phone	$474.00
9/22/2026	117591	PCB	Christmas Club/Employees	$2,380.00
9/22/2026	117592	Burke & Herbert	WV Ret Plus/Employees	$450.00
9/22/2026	117593	Highlands Bank	941 Taxes	$13,336.00
9/22/2026	117594	Highlands Bank	WV State Taxes	$12,028.75

BOOK 030 PAGE 0687

		Grant County Commission	Meeting Date:	Exhibit A-3
		General County	9/22/2026	*Page 4 of 4*
9/22/2026	117595	Grant County Press	Estate Publication	$92.60
9/22/2026	117596	Casto & Harris	Recording Paper/Clerk	$880.22
9/22/2026	117597	Trusted Technology Partners	Sophos	$3,520.79
9/22/2026	117598	Tucker/Arensberg Atty.	Professional Services	$165.00
9/22/2026	117599	Glotfelty Tire	Sheriff Vehicle Balance/Rotate Tires	$40.00
9/22/2026	117600	10-42 Tactical	Sheriff Double Magazine Pouch	$53.25
9/22/2026	117601	Faithful Friends Animal Clinic	Dog Kennel	$170.00
9/22/2026	117602	Canon Financial	Copier Rental	$421.20
9/22/2026	117603	Hott Disposal	Dumpster Camp Echo	$580.00
9/22/2026	117604	Potomac Edison	Electric Camp Echo	$411.68
9/22/2026	117605	Quill	Supplies/CH & Annex	$227.80
9/22/2026	117606	Shentel	Internet City Park	$154.84
9/22/2026	117607	AT&T	Cellphones 911/CH/GCA/Sheriff	$1,744.01
9/22/2026	117608	Corporate Payment Systems	Pcard Sheriff	$336.98
9/22/2026	117609	VOID	VOID	
9/22/2026	117610	Corporate Payment Systems	County pcard/various departments	$7,384.28
9/22/2026	117611	Riverside Sports	MMF Supplies	$1,982.00
			WVCPRB: WV Consolidated Public Retirement Board	
			GCA: Grant County Ambulance	
			CH: Courthouse	
			LAC: Landes Art Center	
			MMF: Michael Memorial Field	
			OES: Office of Emergency Services	
			CVB: Convention Visitor's Bureau	
			GCHD: Grant County Health Dept.	
			SRDA: Seneca Rocks Development Auth.	
			PA: Prosecuting Attorney	

BOOK 630 PAGE 0088