COUNTY COMMISSION OF LEWIS COUNTY

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Weston, WV 26452
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COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

LEWIS COUNTY COMMISSION
MEETING AGENDA
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
August 15, 2016

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. **10:00 AM** **Call Meeting to Order** *(action required)*
2. **10:05 AM** **T. Chad Kelley, Lewis County Assessor**
   RE: Exonerations, Consolidations, Apportionments
   Draft copies will be available for review upon request on Thursday, August 11, 2016. *(action required)*

APPOINTMENTS

3. **10:10AM** **Francis (Frank) Lydon** **RE:** Francis (Frank) Lydon was reappointed as a member of the Lewis County Fire Board by the Commission at the August 1, 2016 meeting. The oath of office will be administered. His term of office will expire June 30, 2019. *(action required)*

CORRESPONDENCE

4. **Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for August 4, 2016 and August 11, 2016. *(information only)*
5. **Lewis-Gilmer Emergency 911 Monthly Call Report:** July, 2016 call totals for the Lewis Gilmer Emergency 911 including: number of calls by agency; disposition of calls; call totals for the month. (*information only*)
6. **West Virginia State Auditor's Office Budget Revision Approvals:** The West Virginia State Auditor has approved Lewis County's General County Budget Revisions #1 and #2. These revisions incorporated the unemcumbered balance and grant awards into the Fiscal Year 2016-17 Budget. (*information only*)
7. **West Virginia State Auditor's Request for Notification of Excess Levy Renewal:** The West Virginia State Auditor's Office requests notification of any excess levy extension. Lewis County's Excess Levy will expire June 30, 2017 and was not extended so no correspondence is required. (*information only)*
8. **Lewis County Animal Control Monthly Report**: Lewis County Animal Control Monthly Report for July 2016 including: number of complaints, animals picked up, bounty collected and vehicle mileage *(information only)*
9. **Fiscal Year 2016 Reconciliation of the Assessor's Valuation Fund:** The Lewis County Sheriff's Tax Office submits the Fiscal Year 2016 Assessor's Valuation Fund reconciliation. (*information only)*
10. **Jane Lew Public Service District Meeting Agenda and Minutes:** Public Meeting Agenda for August 11, 2016 and Minutes of June 9, 2016 meeting of the Jane Lew Public Service District. (*information only*)
11. **Shenandoah Cable Television LLC(Shentel) Quarterly Franchise Fee Remittance:** Shentel Cable Franchise Fee remittance for the second quarter of 2016 including the months of April, May and June 2016 in the amount of $9,920.49. This increased from last quarter's remittance of $9,878.53. (*information only*)
12. **Sheriff's Monthly Settlement:** Sheriff's monthly settlement (reconciliation) of Lewis County financial accounts for July 2016. *(information only)*

13. **West Virginia Regional Jail and Correctional Facility Authority Monthly Invoice:** Lewis County's Regional Jail Invoice for July, 2016 in the amount of $83,424.25 (1,794 inmate days X $48.25 per diem). *(information only)*
14. **Sheriff's Monthly Vehicle Report:** The sheriff's monthly vehicle report for July, 2016 including: vehicle mileage and maintenance for the fleet. *(information only)*
15. **Lewis Gilmer Emergency 911 Monthly Addressing Report:** Report of activities by the Lewis Gilmer Emergency 911 Addressing office including: telephone calls; walk ins; addresses issued; mileage; proof of address requests. *(information only)*
16. **Lewis Gilmer Emergency 911 Monthly Advisory Board Meeting Minutes:** Minutes of the August 8, 2016 Lewis Gilmer Emergency 911 Advisory Board Meeting. *(information only)*

BUSINESS

17. **Boards and Committee(s) Reports:** Reports from Commissioners on any board(s) or committee(s) meetings attended including: Region 7 Planning and Development Council Picnic; Sentencing in the case of State of West Virginia vs. Myers; Senior Center Housing; County Commissioners Association of West Virginia Annual Meeting. *(information only)*
18. **Lewis County Clerk, Cynthia S. Rowan Requests Use of the County Commission Meeting Room for Poll Worker Training:** Lewis County Clerk, Cynthia S. Rowan requests the use of the County Commission Meeting Room for poll worker training on October 11, 13, 18 and 25, 2016 at 6pm *(action required)*
19. **Annual Software Systems Contract Renewal:** Renewal of the Software Systems Contract for county offices for July 2016 through June 2017. The following are cost changes from last year's contract: Jury Selection an increase of $3.00; Circuit Clerk Processing increase of $72.00; Department of Motor Vehicle Processing decrease of $6.00; Tax collection increase of $38.00; Tax Internet Inquired no change; System and hardware maintenance increase of $51.00; Budget and Payroll no change; Assessor's supplements decrease of $1.00. *(action required)*
20. **West Virginia Division of Justice and Community Service Court Security Grant Contract Acceptance:** The Lewis County Commission is requested to approve the Division of Justice and Community Service court security grant contract for project 16-CS-10 in the amount of $20,676.00. This grant will allow microwave transmission of the security cameras on the courthouse complex to the Emergency 911 center for after hours monitoring. *(action required)*
21. **Request for Reappointment of Thomas Bailey to the Jane Lew Public Service District Board:** The Jane Lew Public Service District requests Thomas Bailey be reappointed as a member of the Jane Lewis Public Service District Board. The new term of office will expire June 30, 2022. *(action required)*
22. **Approval of Tolands Towing, LLC to the Lewis County Wrecker Rotation:** Tolands Wrecker, LLC submitted an application to be added to the Lewis County Towing Rotation. E911 Direction William Rowan has reviewed the application and recommends the Lewis County Commission approve the addition of Tolands Wrecker, LLC to the Lewis County Towing Rotation. *(action required)*
23. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
24. **Timesheets and Leave Requests** ***(action required)***

ACTIONS, ORDERS AND ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:

24. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, August 11, 2016. *(action required)*
25. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, August 11, 2016. *(action required)*
26. **Approval of Estate Settlements:** County Clerk Cynthia S. Rowan presents the Estates ready for Settlement to the Lewis County Commission for approval. Draft Copies will be available for review upon request Thursday, August 11, 2016. (action required)
27. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, August 11, 2016. *(action required)*

ADJOURNMENT:

28. **With no further action being required by the Lewis County Commission, the meeting will be adjourned.** *(action required)*

LEWIS COUNTY COMMISSION
MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

Roberts Rules of Order is utilized as a guide only.
The Commission controls meeting management, discussion and input.

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

*I, **Francis(Frank) Lydon,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia, and that I will faithfully discharge the duties of serving as a*

***MEMBER of the LEWIS COUNTY FIRE BOARD** to the best of my skill and judgment,*

***SO HELP ME GOD**.*

*Signature*_____

Subscribed and sworn to before the Lewis County Commission in said County and State, this 15th day of August, 2016.

_____
Agnes Queen, President
Lewis County Commission

*Attest:*_____
Cynthia S. Rowan
Lewis County Clerk

Term Expires June 30, 2019

Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: August 4, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- July 21, 2016
- July 27, 2016 – Special Meeting

9:15 a.m. Laura B. Meadows, Executive Director, Upshur County Convention and Visitors Bureau – Annual Report

9:30 a.m. George Roessing --Discussion of public alley restroom hours

9:45 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court

Item may lead to Executive Session per WV Code §6-9A-4

(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;

10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff's vehicle

<u>Items for Discussion / Action / Approval:</u>

1. Approval of Recommendation for Removal of Penelope Palmer as Executrix in the Estate of Robert James Rose, deceased and Order Removing Penelope Palmer as Executrix. Upon approval of the Recommendations, Penelope Palmer will be removed as Executrix for Robert James Rose, deceased; Ms. Palmer will be ordered to turn over any and all documentation regarding the Estate and the Sheriff of Upshur County will be appointed as Executor of the Estate.

2. Approval and signature of MonPower Collective Billing Application.

3. Approval and signature of Statement of Interest in Multi-Hazard Mitigation Planning. Upon approval, the Upshur County Commission agrees to actively participate in the Region VII Planning and Development Council Natural Hazard Mitigation Planning process.

4. Approval of Revised Upshur County Courthouse Roof Repair Project Manual prepared by WYK Associates, Inc. and advertisement of project. This manual includes an Invitation for Bids for the repair of the Courthouse Roof that will be funded by the grant award made by the WV Courthouse Facilities

Improvement Authority. There will be a mandatory pre-bid conference at 3:00 p.m. on Thursday, August 18, 2016. All sealed bids must be received no later than 9:15 a.m. on Thursday, September 1, 2016. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, September 1, 2016.

5. Approval and signature of Order and Notice of Election for an Additional County Commission Levy to fund supplemental salaries, materials and general operating expenses for the Upshur County Public Library.

6. Approval and signature of Order and Notice of Election for an Additional County Commission Levy to the Voters of Upshur County and Upshur County Commission Election to Authorize Additional Levies (November 8, 2016).

7. Approval and signature of FY 2015 State of WV Division of Homeland Security and Emergency Management (EMPG) Sub-Grant Award in the amount of $28,965.

8. Approval and signature of FY 17 Court Security Grant Contract Agreement, Resolution, Certifications and Court Security Fund Special Conditions and Assurances. The grant award is in the sum of $26,297 to be used for the purpose of enhancing the county's court security.

9. Approval and signature of esri renewal quote in the amount of $5,650 for term period October 1, 2016 to September 30, 2017. Of this amount, $1,200 is to be paid by the Assessor's Revaluation Fund.

10. Correspondence from Dennis J. Willett, Esq., requesting consideration to fill the four year unexpired term Bar Association vacancy on the Upshur County Civil Service Board. Upon approval, Mr. Willett's term will expire on 12-31-2016.

11. Correspondence from James T. Farrell, OEM Director, requesting the consideration of Brian Shreves, OEM Deputy Director, to fill the OEM representative position on the Upshur County Enhanced Emergency Telephone System Advisory Board effective July 1, 2016. Upon approval, Mr. Shreves' term will expire on June 30, 2019.

12. Correspondence from JC Raffety requesting reappointment to the Corridor H Authority for another four year term. Upon approval, Mr. Raffety's term will expire on June 30, 2020.

13. Correspondence from Robin Keogh requesting a revision of the Lewis-Upshur Animal Control Facility Volunteer Program. Ms. Keogh requests (1) the volunteer age limit be changed from 18 years of age to 16 years of age with the stipulation that the volunteer be supervised by an adult volunteer, (2) the volunteer application be modified to address younger applicants and (3) hours for volunteering be expanded on Saturday to 9:00 a.m. to 12:00 p.m. and offer Sunday hours.

14. Approval of Buckhannon Upshur Recreational Park Pool logo.

15. Correspondence from Steven M. Linger, E-911 Director, announcing his retirement, effective September 16, 2016.

16. Approval of Lewis-Upshur Animal Control Facility Volunteer, Damion T. Cobb.

17. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. FOIA Request response prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Project Coordinator to Alan Meadors, Verisk Insurance Solutions

2. FEMA News Release – July 23, 2016

3. Building Permits – July 2016

4. Upshur County Mileage Reports – June 2016
    - Sheriff
    - Dog Pound

5. Upshur County Sheriff's Financial Statement – Period Ending June 2016

6. Upshur County Sheriff's Settlement – June 30, 2016

7. Buckhannon-Upshur Chamber of Commerce Newsletter – July 25, 2016

8. Upshur County Family Resource Network Newsletter – August 2016

9. James W. Curry Public Library Calendar – August 2016

10. Lewis-Upshur Animal Control Facility Cat Report – June 2016

11. Upshur County Dog Report – June 2016

12. Upshur County Development Authority annual Board of Director's Meeting invitation – August 16, 2016

13. Agendas and/or Notice of Meetings:

• Upshur County Public Library	July 26, 2016
• James W. Curry Library/Park	July 27, 2016
• Upshur County Farmland Protection Board	July 28, 2016
• Elkins Road PSD	August 2, 2016
• Upshur County Solid Waste Authority	August 8, 2016
• Buckhannon Upshur Parks and Recreation Board	August 8, 2016
• Flood Aftermath – public presentation "The Next Flood"	August 10, 2016

14. Meeting Minutes:

• Upshur County Public Library	June 14, 2016
• James W. Curry Library and Park	June 22, 2016
• Upshur County Family Resource Network Director's Report	July 2016

15. Meetings:

- 08/02/16 5:30 p.m. Elkins Road PSD
- 08/02/16 6:00 p.m. Hodgesville PSD
- 08/04/16 7:00 p.m. Banks District VFD
- 08/04/16 7:00 p.m. Selbyville VFD
- 08/08/16 12:00 p.m. Upshur County Family Resource Network
- 08/08/16 4:30 p.m. Upshur County Solid Waste Authority
- 08/08/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 08/08/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis County
- 08/09/16 6:00 p.m. Buckhannon River Watershed Association
- 08/08/16 7:30 p.m. Adrian VFD
- 08/11/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 08/16/16 12:00 p.m. Upshur County Development Authority – Annual Meeting
- 08/24/16 12:00 p.m. Upshur County Senior Center Board
- 08/24/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 08/10/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 08/24/16 7:30 p.m. Warren District VFD
- 08/11/16 1:00 p.m. Adrian PSD
- 08/11/16 3:00 p.m. Tennerton PSD
- 08/11/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 08/11/16 7:30 p.m. Buckhannon VFD
- 08/11/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 08/18/16 6:30 p.m. Upshur County Youth Camp Board
- 08/21/16 6:00 p.m. Washington District VFD
- 08/15/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/23/16 4:00 p.m. Upshur County Public Library Board
- 08/16/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 08/16/16 6:30 p.m. Upshur County Fire Board
- 08/16/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 08/17/16 7:00 p.m. Ellamore VFD
- 08/17/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 08/24/16 10:00 a.m. James W. Curry Advisory Board
- 08/25/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 08/22/16 10:00 a.m. Mountain CAP of West Virginia, CDC

16. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association
- Upshur County Enhanced Emergency Telephone Board (6-30-16-Dirk Burnside) --- Commission
- Upshur County Fire Board (Vacant Position – 6-30-19) --- Fire Association Representative
- Upshur County Fire Board (6-30-16 – Joe Malcolm) – Fire Association Representative
- Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission
- Hodgesville Public Service District (8-5-16 – Donnie Kincaid)
- Upshur County Solid Waste Authority (6-30-16 – Robert L. Wines) Conservation District

Tabled Items
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
August 11, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex

ATTENTION The Commission meeting on Thursday, August 18, 2016 has been cancelled

Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: August 11, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- August 4, 2016

9:15 a.m. Dr. Joseph Reed – Green bean snapping to benefit Upshur Cooperative Parish House

9:30 a.m. Seth Blake, Pool Director – Provide end of season report

9:45 a.m. Discussion of E911 Communication Center Management Matrix
Item may lead to Executive Session per WV Code §6-9A-4
(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

10:00 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court
Item may lead to Executive Session per WV Code §6-9A-4
(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;

<u>Items for Discussion / Action / Approval:</u>

1. Order to approve the number of Election Officials and Election Commissioners for the November 8, 2016 General Election.

2. Order to approve the Number of Sets of Emergency Absentee Voting Commissioners for the November 8, 2016 General Election.

3. Approval and signature of Election Records as Board of Canvassers and Recount Minutes for the May 10, 2016 Primary Election.

4. Approval and signature of DEA Compliance Form for the Lewis-Upshur Animal Control Facility. This questionnaire provides Henry Schein Animal Health (HSAH) with necessary data to help satisfy the DEA

requirement and will assist HSAH in maintaining compliance for their customers and their controlled substance purchases.

5. Correspondence from Greg Harris, Maintenance Director, requesting the year round part-time employment of Michael E. Dean, effective August 21, 2016. Upon approval, Mr. Dean would continue to work up to 29 ½ hours per week, receive the same wage rate of $9.00 per hour and would become eligible for participation in the WVPERS, but not be eligible for any other employment benefits.

6. Correspondence from Steven M. Linger, E911 Director, requesting for Kimbra Wachob to be transferred from part-time to full-time telecommunicator, effective September 1, 2016.

7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Lewis County Commission public auction announcement – August 19, 2016

2. Correspondence from Nesco, Inc. providing notice of blasting activities that will be taking place from August 22, 2016 through August 23, 2017 in Meade District of Upshur County.

3. Letter of support for Model Senior Living Community

4. Upshur County Children's Festival – September 17, 2016

5. Lewis-Upshur Animal Control Facility Cat Report – July 2016

6. Animal Control Officer Dog Report – July 2016

7. Agendas and/or Notice of Meetings:
   - Upshur-Buckhannon Health Department — August 11, 2016
   - Upshur County Safe Structures and Sites Enforcement Board — August 11, 2016
   - Buckhannon-Upshur Airport Authority — August 11, 2016
   - Upshur County Fire Board, Inc. — August 16, 2016
   - Elkins Road PSD — September 6, 2016

8. Meeting Minutes:
   - Elkins Road Public Service District — July 5, 2016
   - Upshur County Solid Waste Authority — July 11, 2016
   - Upshur County Family Resource Network — July 11, 2016
   - Elkins Road Public Service District – Special Emergency Meeting — July 14, 2016
   - Upshur County Public Library — July 26, 2016

9. Meetings:
   - 08/02/16 5:30 p.m. Elkins Road PSD

- 08/02/16 6:00 p.m. Hodgesville PSD
- 08/04/16 7:00 p.m. Banks District VFD
- 08/04/16 7:00 p.m. Selbyville VFD
- 08/08/16 12:00 p.m. Upshur County Family Resource Network
- 08/08/16 4:30 p.m. Upshur County Solid Waste Authority
- 08/08/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 08/08/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County -CANCELLED
- 08/09/16 6:00 p.m. Buckhannon River Watershed Association
- 08/08/16 7:30 p.m. Adrian VFD
- 08/11/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 08/16/16 12:00 p.m. Upshur County Development Authority – Annual Meeting
- 08/24/16 12:00 p.m. Upshur County Senior Center Board
- 08/24/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 08/10/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 08/24/16 7:30 p.m. Warren District VFD
- 08/11/16 1:00 p.m. Adrian PSD
- 08/11/16 3:00 p.m. Tennerton PSD
- 08/11/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 08/11/16 7:30 p.m. Buckhannon VFD
- 08/11/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 08/18/16 6:30 p.m. Upshur County Youth Camp Board
- 08/21/16 6:00 p.m. Washington District VFD
- 08/15/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/23/16 4:00 p.m. Upshur County Public Library Board
- 08/16/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 08/16/16 6:30 p.m. Upshur County Fire Board
- 08/16/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 08/17/16 7:00 p.m. Ellamore VFD
- 08/17/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 08/24/16 10:00 a.m. James W. Curry Advisory Board
- 08/25/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 08/22/16 10:00 a.m. Mountain CAP of West Virginia, CDC

10. Appointments Needed or Upcoming:
    - Upshur County Fire Board (Vacant Position – 6-30-19) --- Fire Association Representative
    - Upshur County Fire Board (6-30-16 – Joe Malcolm) – Fire Association Representative
    - Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission
    - Hodgesville Public Service District (8-5-16 – Donnie Kincaid)

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Robin Keough requesting a revision of the Lewis-Upshur Animal Control Facility Volunteer Program. Ms. Keogh requests (1) the volunteer age limit be changed from 18 years of age to 16 years of age with the stipulation that the volunteer be supervised by an adult volunteer, (2) the volunteer application be modified to address younger applicants and (3) hours for volunteering be expanded on Saturday to 9:00 a.m. to 12:00 p.m. and offer Sunday hours.

2. Discussion regarding operational hours of the public restrooms in the Chancery Street Alley.

Next Regular Meeting of the Upshur County Commission
August 25, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex

ATTENTION The Commission meeting on Thursday, August 18, 2016 has been cancelled

LEWIS-GILMER E-911 YEARLY TOTALS

CAD #	DATE 2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
	LEWIS COUNTY													
15	LEWIS SHERIFF	603	546	527	479	738	630	631						4154
10	WESTON PD	255	284	244	251	373	280	347						2034
250	LEWIS DPS	119	109	152	127	98	134	154						893
230	LEWIS DNR	29	21	15	16	19	14	39						153
208	LEWIS EMS	284	233	277	284	280	313	278						1949
201	WESTON FD	54	40	28	38	47	61	52						320
202	JANE LEW FD	33	16	12	23	29	25	37						175
203	PRICETOWN FD	12	8	8	5	8	16	15						72
204	WALKERSVILLE FD	26	19	17	23	23	35	23						166
205	JACKSON MILL FD	15	10	7	10	15	15	21						93
206	MIDWAY FD	2	6	1	5	4	4	1						23
	ANIMAL CONTROL	45	63	84	60	59	77	72						460
	DOGS PICKED UP	15	34	32	20	20	24	37						182
													Total	10492
	GILMER COUNTY													
104	GILMER SHERIFF	72	85	86	69	73	93	91						569
102	GLENVILLE PD	87	100	110	120	61	112	96						686
103	CAMPUS PD	14	6	7	11	10	5	5						58
150	GILMER DPS	113	100	91	122	112	78	113						729
130	GILMER DNR	16	13	10	10	11	12	3						75
175	GILMER EMS	108	87	67	87	80	60	78						567
101	GLENVILLE FD	18	24	17	27	20	23	15						144
105	NORMANTOWN FD	0	0	3	0	1	2	3						9
106	SAND FORK FD	12	21	9	13	15	13	13						96
107	CEDARVILLE FD	1	1	2	0	0	2	0						6
108	TROY FD	1	5	1	8	7	2	1						25
	ANIMAL CONTROL	0	7	5	2	3	1	4						22
													Total	2986
	Total by Month	1934	1838	1812	1810	2106	2031	2129	0	0	0	0	0	

DATE 2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
**********													
PICKENS COUNTY	11	7	4	8	10	6	6						52
PICKENS OWNER	9	8	11	3	4	4	6						45
PICKENS SERVICE	2	1	0	1	1	1	0						6
PICKENS TOTAL	22	16	15	12	15	11	12						103
M & J COUNTY	11	7	4	8	10	6	6						52
M & J OWNER	1	3	3	3	1	2	4						17
M & J SERVICE	2	1	0	1	1	0	0						5
M & J LARGE	8	2	0	1	1	0	0						12
M & J TOTAL	22	13	7	13	13	8	10						86
HITT'S COUNTY	10	6	5	7	10	6	7						51
HITT'S OWNER	6	0	2	2	3	4	1						18
HITT'S SERVICE	2	0	1	0	2	1	0						6
HITT'S TOTAL	18	6	8	9	15	11	8						75
LIPP'S COUNTY	11	6	5	7	10	6	7						52
LIPP'S OWNER	7	4	1	1	4	1	3						21
LIPP'S SERVICE	2	1	0	1	1	1	0						6
LIPP'S LARGE	7	2	1	0	1	0	0						11
LIPP'S TOTAL	27	13	7	9	16	8	10						90
QUALITY COUNTY	11	6	5	7	7	6	7						49
QUALITY OWNER	1	1	0	0	2	0	1						5
QUALITY SERVICE	1	1	0	1	1	1	0						5
QUALITY TOTAL	13	8	5	8	10	7	8						59
GILMER COUNTY													
TOWING OWNERS	0	0	0	0	1	0	0						1
GLEN- AUTO COUNTY	4	3	2	2	2	1	2						16
GLEN- AUTO OWNERS	7	6	8	4	3	10	3						41
GLEN- AUTO SERVICE	2	0	0	0	0	0	0						2
GLEN- AUTO TOTALS	13	9	10	6	5	11	5						59
A and S COUNTY	0	4	1	3	2	1	2						13
A and S OWNERS	0	3	1	1	1	0	0						6
A and S SERVICE	0	1	0	0	0	0	0						1
A and S TOTAL	0	7	2	4	3	1	2						19

2016 LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	581	511	409	366	682	572	479						3600
	10-28	502	458	365	322	582	461	381						3071
	III & CIB	437	411	257	204	309	266	209						2093
	OTHER	23	33	51	32	154	50	26						369
	DVP	0	7	10	2	0	1	4						24
CITY	10-27	163	238	149	178	333	126	222						1409
	10-28	131	113	156	136	246	123	164						1069
	III & CIB	22	23	19	50	44	22	17						197
	OTHER	9	2	0	16	11	6	9						53
	DVP	0	0	1	1	1	1	0						4
STATE	10-27	105	54	121	84	134	96	75						669
	10-28	59	54	85	54	55	59	72						438
	III & CIB	22	8	38	36	23	32	11						170
	OTHER	7	4	0	2	3	5	2						23
	DVP	0	0	3	0	0	0	3						6
DNR	10-27	16	14	19	29	24	11	32						145
	10-28	29	19	11	14	15	4	13						105
	III & CIB	4	0	0	15	0	4	3						26
	OTHER	2	0	0	4	2	4	2						14
	DVP	0	0	1	0	0	0	0						1
PROSECUTOR	10-27	20	17	9	3	5	12	4						70
	10-28	0	8	0	0	0	0	0						8
	III & CIB	75	9	40	19	42	59	27						271
	OTHER	0	0	0	0	0	0	0						0
	DVP	0	0	0	0	0	0	0						0
ADULT PROB	10-27	2	3	0	4	16	6	3						34
	10-28	1	0	0	0	0	0	0						1
	III & CIB	12	43	18	19	25	17	5						139
	OTHER	0	7	0	0	8	0	0						15
	DVP	0	0	0	0	0	0	0						0
JUV PROB	10-27	0	0	1	0	0	0	0						1
	10-28	0	0	0	0	0	0	0						0
	III & CIB	0	0	4	0	0	0	0						4
	OTHER	0	0	0	0	0	0	0						0
	DVP	0	0	0	0	0	0	0						0

2016 LEWIS-GILMER E-911 TELETYPE REPORT

									TOTAL
LEWIS									
SWJS PARK	10-27	0	0	0	0	0	1	0	1
	10-28	0	3	0	0	0	1	2	6
	III & CIB	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0
	DVP	0	0	0	0	0	0	0	0
DAY REPORT	10-27	0	0	0	0	0	0	10	10
	10-28	0	0	0	0	0	0	0	0
	III & CIB	4	2	0	0	0	0	20	26
	OTHER	0	0	0	0	0	0	19	19
	DVP	0	0	0	0	0	0	0	0

TOTAL TRANSACTIONS 14091

2016 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	50	46	41	44	49	52	40						322
	10-28	50	39	27	25	39	33	27						240
	III & CIB	137	137	50	73	73	75	53						598
	OTHER	4	20	8	3	1	1	8						45
CITY	10-27	57	64	84	67	35	76	39						422
	10-28	127	104	93	68	38	84	71						585
	III & CIB	16	24	20	14	10	28	8						120
	OTHER	5	2	0	1	1	7	0						16
STATE	10-27	54	49	46	57	85	46	44						381
	10-28	96	66	67	77	83	33	60						482
	III & CIB	0	11	3	11	12	4	22						63
	OTHER	0	0	0	1	1	4	3						9
DNR	10-27	14	11	0	16	12	6	7						66
	10-28	14	13	5	4	11	5	4						56
	III & CIB	2	11	0	4	0	0	6						23
	OTHER	1	1	0	0	0	0	1						3
PROSECUTOR	10-27	1	2	0	0	1	1	9						14
	10-28	0	0	0	0	0	0	0						0
	III & CIB	37	42	32	21	41	15	38						226
	OTHER	0	0	0	0	0	0	0						0
CAMPUS	10-27	2	10	1	0	2	2	0						17
	10-28	3	6	3	3	6	2	1						24
	III & CIB	0	13	0	0	0	0	0						13
	OTHER	0	0	0	0	0	0	0						0

Total Transactions 3725

LGSD BR (Ver. 2014)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2016/2017
Fund: 1
Rev. No. 1
Pg. of No. 1 of 1

RECEIVED
JUL 25 2016
WV State Auditor

Lewis County Commission
GOVERNMENT ENTITY

110 Center Avenue
STREET OR PO BOX

COUNTY
Government Type

Weston WV 26452
CITY ZIP CODE

Person To Contact Regarding Request:
Name: Debra A. Hull
Phone: 304-269-8215
Fax: 304-269-8202

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	2,500,000	318,972		2,818,972
382	Refunds/Reimbursements (External Sources)	143,884		4,125	139,759
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 314,847

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	County Clerk	423,300	385		423,685
403	Circuit Clerk	278,078	5,249		283,327
404	Sheriff-Treasurer	285,689	1,158		286,847
405	Prosecuting Attorney	408,020		54	407,966
406	Assessor	327,707		117	327,590
424	Courthouse	1,797,164	300,117		2,097,281
431	Economic Development	93,692	7,871		101,563
700	Sheriff-Law Enforcement	732,419		56	732,363
701	Sheriff-Service of Process	48,162	147		48,309
728	Local Law Enforcement Grant	49,268	147		49,415
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 314,847

APPROVED BY THE STATE AUDITOR
BY: Ora Ash / Karen 7/26/2016
Deputy State Auditor, Local Government Services Div. Date

Agnes H Queen 7/25/16
AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RECEIVED
AUG 01 2016
WV State Auditor

LGSD BR (Ver. 2014)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2016/2017
Fund 1
Rev. No. 2
Pg. of No. 1 of 1

Lewis County Commission
GOVERNMENT ENTITY

110 Center Avenue
STREET OR PO BOX

COUNTY
Government Type

Weston WV
CITY

26452
ZIP CODE

Person To Contact Regarding Request:
Name: Debra A. Hull
Phone: 304-269-8215
Fax: 304-269-8202

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants	55,865	29,414		85,279
323	State Grants		77,858		77,858
324	Other Grants	47,806	4,455		52,261
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 111,727

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category) (WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	County Clerk	423,685	8,250		431,935
403	Circuit Clerk	283,327	8,250		291,577
443	State Grants		50,265		50,265
699	Contingencies	883,720	24,286		908,006
730	Courthouse Security	131,164	20,676		151,840
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 111,727

APPROVED BY THE STATE AUDITOR
BY: Ora Ash / Karen 8/2/2016
Deputy State Auditor, Local Government Services Div. Date

Agnes G. Queen 8/1/16
AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

State of West Virginia

1900 Kanawha Boulevard, East
State Capitol, Building 1
Suite W-100
Charleston, West Virginia 25305

Office of the
State Auditor

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsao.gov

July 25, 2016

Honorable County Commissioners of Lewis County
110 Center Ave.
Weston, WV 26452

RE: Expiration of Special Excess Levy

We are in the process of updating our file to reflect any renewed special excess levies. Our records indicate that the special excess levy presently in effect for your entity will expire at the end of this fiscal year, June 30, 2017.

If an election has been held or after the election is held, please forward a copy of the (1) levy call/notice of election, (2) sample ballot, and (3) a certified copy of the canvass of votes to me at:

West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302

This information should be on file with this office prior to submitting the Levy Estimate (Budget) which is due on or before March 28, 2017.

If you have any questions, or need additional information, please do not hesitate to contact me at 304-627-2415, ext 5114.

Sincerely,

Ora L. Ash,
Deputy State Auditor
Local Government Services Division

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH July YEAR 2016

NUMBER OF COMPLAINTS 72

NUMBER DOGS PICKED UP 25

OTHER ANIMALS PICKED UP 8 chickens 2 Ducks

CATS PICKED UP 4

TOTAL NUMBER ANIMALS PICKED UP 39

CATS DROPPED OFF AT POUND 17

NUMBER OF CATS ADOPTED 2

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED 15

NUMBER OF DOGS RECLAIMED 3

NUMBER OF DOGS EUTHANIZED 2

NUMBER DOGS ADOPTED 15

BOUNTY MONEY $ 12 50

MONEY FROM POUND CHECKS $ 66 00

MONEY FROM POUND CASH $ 204 00

TOTAL MONEY FROM POUND $ 270 00

Mileage Beg - 83756
End - 85231

1,565 Total

Adoption Financial Transactions

County: Lewis

Date Range: 07/01/2016 07/31/2016

Display

Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time
6276	7954	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	07/01/2016	12:36:31
6292	7959	30.00	Cash		RANDY		None							Lewis	JAN	07/11/2016	12:13:26
6304	7962	20.00	Cash		RANDY	3.00	Lewis	50.00						Lewis	JAN	07/11/2016	12:16:21
6290	7960	20.00	Cash		RANDY	3.00	Upshur	50.00						Lewis	JAN	07/11/2016	12:18:26
6286	7957	20.00	Cash		CHRISTY	6.00	None	50.00						Lewis	JAN	07/11/2016	12:30:46
5887	7619		CK				Upshur			50.00	Cr/Db Card		PC INVOICE 123757	Lewis	JAN	07/15/2016	11:23:33
6318	7968	30.00	~~Cash~~	923	JAN		None							Lewis	JAN	07/15/2016	12:24:13
6223	7984	20.00	Cash		JAN		None	50.00						Lewis	JAN	07/25/2016	10:35:42
6341	7991	20.00	Cash		JAN		None	50.00						Lewis	JAN	07/25/2016	13:08:53
5946	7668						None			50.00	Cr/Db Card		PC INVOICE 245954	Lewis	JAN	07/26/2016	08:51:16
6044	7752						None			50.00	Cr/Db Card		PC INVOICE 245722	Lewis	JAN	07/26/2016	08:52:53
6286	7957						None			50.00	Cr/Db Card		PC INVOICE 246650	Lewis	JAN	07/26/2016	08:53:58
6145	7840						Upshur			50.00	Cr/Db Card		PC INVOICE 244625	Lewis	JAN	07/26/2016	08:55:47
6304	7962						Lewis			50.00	Cr/Db Card		PC INVOICE 216037	Lewis	JAN	07/26/2016	12:40:29
6348	7995	30.00	Check	4686	JAN	6.00	None							Lewis	JAN	07/27/2016	11:57:35
6340	7994	20.00	Cash		JAN		None	50.00						Lewis	JAN	07/27/2016	13:05:11
6176	8000	15.00	Cash		JAN		None							Lewis	JAN	07/28/2016	13:20:36
6177	8001	15.00	Cash		JAN		None							Lewis	JAN	07/28/2016	13:22:32
	Totals	270.00			Lewis	6.00	300.00		300.00								
					Upshur	3.00											
							Total Received		579.00	300.00	Deposits Returned						

Main Menu

Adoptions $270

S/n deposits Returned 300

S/n deposits 300

NC Agreement # 7964
7980
7992
7993
7996
7998

Lewis County Sheriff's Department

Adam Gissy, Sheriff

110 Center Ave. Weston, WV 26452
Phone: (304) 269-8251

Email: agissy@wvlcso.com
Fax: (304) 269-2644

July 26, 2016

Lewis County Commission
110 Center Ave.
Weston, WV 26452

Dear Commissioners:

Please find enclosed Lewis County's Reconciliation of the Assessor's Valuation Fund for FY 2016-2017.

I used actual distribution calculations rather than projected (targeted) calculations to eliminate the addition or reduction of monies in April 2017.

If you have any questions regarding this reconciliation, please do not hesitate to contact my office.

Sincerely,

Brittany L. Butcher
Assistant Chief Tax Deputy
Lewis County

BLB

Enc: Assessor Valuation Fund Reconciliation

Cc: Ora Ash, WV State Auditor's Office
T. Chad Kelley, Lewis County Assessor

Lewis County, West Virginia
Assessors Valuation Fund
Actual Collections for Assessor's Valuation Fund
For The Fiscal Year Ending June 30, 2016

		General County	General Current Expenses	Weston Current	Jane Lew Current
Collections of current settlement					
Line 17 Collections		4,894,089.28	6,530,570.94	367,388.28	51,550.80
Add: Linne 14 Sheriff's Commission		4,595.00	6,085.23	429.22	57.45
Add: line 15 Assessor's Valuation		94,178.24	127,193.26	7,899.57	1,036.01
Municipal Public Utilities					
2015				51,420.93	6,800.91
Subtotal		4,992,862.52	6,663,849.43	427,138.00	59,445.17
Less:					
Line 6 Interest and Fees		111,036.47	41,938.70	4,987.39	1,289.01
NET CURRENT COLLECTIONS		4,881,826.05	6,621,910.73	422,150.61	58,156.16
If Excess Levy is included with General County apply the following ration:					
County Rate x 100 / County rate + Excess Levy Rates +		100%	N/A		
	Total Due	239,680.87			
Amount due from each taxing unit....	.....	97,636.52	132,438.21	8,443.01	1,163.12

Jane Lew Public Service District

Regular Meeting August 11, 2016

~~ Public Board Meeting Agenda ~~

1. Call to Order
2. Minutes (07/14/16)
3. General Manager's July Reports (Gee)
   A. WATER:
      1. Water Bills
      2. Water Treasury Report
      3. Water Adjustments Report
      4. Water Purchase, Sales & Loss Report
      5. Water Preventive Maintenance Report
      6. Water Repairs Report *(fixing unplanned breakdowns)*
      7. Leak Detection Report
      8. Cross Connections/Backflow Report
      9. New Taps (non-project)
      10. Other

   B. WASTEWATER:
      1. Wastewater Bills
      2. Wastewater Treasury Report
      3. Wastewater Adjustments Report
      4. Wastewater Treatment Purchase & Sales Report
      5. Wastewater Preventive Maintenance Report
      6. Wastewater Repairs Report *(fixing unplanned breakdowns)*
      7. I & I Report
      8. New Taps (non-project)
      9. Other
4. Announcements:
5. Correspondence:

~~ OLD BUSINESS ~~

6. Update: Phase II Sewer Upgrade - *Case # 09-1043-PSD-42T-PC-PW-CN* (Gee)
7. Update: Pending Extensions and Road Bores (Gee)
8. Update: PSD Policies and Job Descriptions (Flaxer)
9. Update: Personnel (Gee)
10. Update: Lease of Sewer Ground (Gee)
11. Update: DOH Water & Sewer Line Relocation (Gee)
12. Update: Expiration of Tom Bailey's Term of Office (Gee)

~~ NEW BUSINESS ~~

13. Late-Received Agenda Items (Gee)
14. Adjournment

Minutes of Jane Lew Public Service District

Regular Meeting June 09, 2016

Present: Oscar R. Mills (Chairman); Elaine B. Flaxer (Secretary); Thomas E. Bailey; Nancy E. Gee (General Manager); Boone Brown (Field Coordinator).
Guests: Dan Ferrell, P.E. (Thrasher Engineer).
Absent:

1. **Call to Order:** Chairman Mills called the meeting to order at 4:00 p.m. at the Jane Lew PSD Office, 70 Park Avenue, Jane Lew WV, and then turned the meeting over to Elaine Flaxer to preside.

2. **Minutes:**

MOTION: (Mills/Bailey) to approve attached Minutes of 05/12/16 regular meeting. [Carried Unanimously]

3. **General Manager's May Reports (Gee)**

A. **WATER:**

1. Water Bills (Attached)

MOTION: (Bailey/Mills) to ratify payment of attached listed water invoices for May 2016. [Carried Unanimously]

2. Water Treasury Report (Attached)

MOTION: (Bailey/Mills) to approve attached Water Treasury Report for May 2016. [Carried Unanimously]

3. Water Adjustments Report (Attached)

MOTION: (Flaxer/Mills) to approve attached Water Adjustments Report for May 2016. [Carried Unanimously]

4. Water Purchase, Sales & Loss Report (Attached) – 09% *unaccounted loss, actual*

MOTION: (Bailey/Mills) to approve attached Water Purchase, Sales & Loss Report for May 2016. [Carried Unanimously]

5. Water Preventive Maintenance Report
   a) Lines -
   b) Fire hydrants [57] – weeded around
   c) Flushing Hydrants [25] – flushed Industrial Park, Main St. to Sewer Plant, Virginia St., High St., Park Ave, and Route 19 South.
   d) Valves [148]
   e) Meters [659] – changed old meter at Crestview Nursing Home
   f) Booster Stations [3] – checked weekly
   g) Tanks [2] – weeded around small tank
   h) Office Heating Cooling Systems
   i) Vehicles-[1.5]
   j) Generators [2 portable] – exercised weekly
   k) Critical Inventory – good

6. Water Repairs Report –
   ✓ Repaired leak at 6222 Main St;
   ✓ Changed out 3 meters that had stopped.

7. Water Leak Detection Program – visually checked for leaks while reading meters

8. Cross Connections/Backflow Prevention Program– ongoing

9. New Non-Project Water Taps – none

10. Other –

Assignments

✓ Continue to install new touch-read meters as weather warms and dries.

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Bailey/Mills) to ratify payment of listed sewer invoices for May 2016. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Flaxer/Mills) to approve sewer Treasury Report for May 2016. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Bailey/Mills) to approve sewer Adjustments Report for May 2016. [Carried Unanimously]

4. Wastewater Volume & Treatment Cost Report (Attached)

MOTION: (Flaxer/Bailey) to approve sewer Volume & Treatment Cost Report for May 2016. [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)
   a) Lines–
   b) Manholes [594] – checked manholes Broad Run Church Rd. for gas; videoed manholes on Broad Run Church Rd.
   c) Grinder Pumps [46]
   d) Lift Stations [16 total] – pulled pump at Snider's trailer park and removed rags, grease, tampons, etc.
   e) Bar Screen [1] – cleaned weekly
   f) Vehicles – [1.5] -
   g) Generators [5 total] – exercised weekly
   h) Classroom Heating & Cooling –
   i) Critical Inventory - good

6. Wastewater Repairs Report –
   - ✓ Bolt broke on pump at Lift 5, pulled & sent back to C.I. Thornburg. [See also Item 6-B]
   - ✓ Fixed air release valve that stuck open at Ridgeview Estates.
   - ✓ Replaced condenser fan motor in AC unit that cools pump controls at Lift 5. C.I. had given us a price of $6,500, but B. Brown contacted Richards Heating & Cooling, explained exactly what we needed, and they were able to fix for $525. Kudos for Boone.)
   - ✓ Replaced 2 broken E-I grinder pumps.
   - ✓ Fixed guide rails at Lift 2.

7. I&I Loss & Prevention Report – 6.1" rainfall; 2,833,800 gals I&I to Weston (actual)

8. New Non-Project Sewer Taps – none

9. Other –

4. Announcements:

5. Correspondence:

a. Letter 05-20-16 to The Board of Directors of the JLPSD from Bennett & Dobbins CPA Re: Letter of Engagement to confirm their understanding of the services they are to provide to the JLPSD for the year ended June 30, 2016

b. Letter 05-31-2016 to the customers of the Broad Run Village Mobile Home Park from Nancy Gee regarding large number of pump-plugging occurrences at the pump station

~~ OLD BUSINESS ~~

6. Update: Phase II Sewer Upgrade *[09-1043-PSD-42T-PC-PW-CN]* (Gee, Brown & Ferrell)

A. New Customer Hookups – 2

B. Lift Pump Issues – new variable frequency drive (VFD) was installed at Lift #10 and according to visual checks it has been working properly since then; however, interface module still needs to be installed by Thornburg for actual proof. Once confirmed, we will replace 3more VFDs on #6 & #10 that were tripping out and, hopefully, this longstanding problem will be solved. On Lift Pump #5 the bolts holding the impeller keep shearing off; C.I. Thornburg to work with us on investigating and fixing that issue.

C. Odor Issue – it was determined from Thrasher's in-line camera investigation that the lower part of the line going through highly saturated soil (almost like quicksand) has a "belly" (drooping lowpoint) which is causing most of the odor and also I&I. The belly stays partially filled at all times, and when sewage is being pumped, the bellied pipe quickly fills to capacity. As a result, when the force main kicks on, the air in the system cannot move downstream, but is forced out of vents and cleanouts in the area. This section of pipe needs to be reconstructed to a constant downslope grade to allow the sewage and air to move as intended. Ferrell will follow up with finding a contractor to do the work ASAP.

D. Final Cleanup – 2 areas of concern were addressed (Veltri property and McCormick property). PSD employees to check the problem areas, determine if they are issues caused by the project, and if so, determine what would be needed to fix them.

E. Final Closeout – still awaiting action from Shane Whitehair (Region VII) on closeout funds.

Assignment

- ✓ *Thrasher to fix odor problem.*
- ✓ *Gee to follow up with C.I. Thornburg on Lift #5 issue.*
- ✓ *Gee to follow up with Region VII regarding purchase of E-1pump with closeout money.*

7. Update: Pending Non-Project Extensions and Road Bores (Gee) – none.

8. Update: Board Review of PSD Policies and Job Descriptions (Flaxer) – nothing

A. Private Fire Protection Policy
B. Professional Incentives Policy
C. Revise Water Job Descriptions to be consistent with a water PURCHASE entity
D. Other

9. Update: Personnel Matters (Gee) – nothing new

A. Office Staff
B. Water Staff
C. Sewer Staff

10. Update: Lease of Sewer Ground (Gee) - no progress.

11. Update: Working Capital Mandate (Gee) – nothing about rate sufficiency for WCM in audit report. Presumably this means no problem seen.

12. Update: WVDOH Water & Sewer Line Relocation (Gee) – still no work done.

Assignment

~~ NEW BUSINESS ~~

13. NEW: 2015/16 Water and Wastewater Audits (Gee)

MOTION: (Flaxer/Bailey) to authorize Oscar R. Mills as Chairman to sign indicating Board approval of attached Letter of Engagement with Tetrick and Bartlett dated 05/20/16 to complete the 2015-2016 Water and Wastewater audits.
[Carried Unanimously]

MOTION: (Flaxer/Bailey) to authorize Oscar R. Mills as Chairman to sign indicating Board approval of attached Letter of Engagement with Bennett and Dobbins dated 05/20/16 to compile the data for the 2015-2016 Water and Wastewater audits..
[Carried Unanimously]

14. Late Received Agenda Items – none.

15. Adjournment: The meeting was adjourned by Chairman Designee Flaxer at 5:50 p.m.

Oscar R. Mills, Chairman

Elaine B. Flaxer, Secretary

Attachments:

- May '16 Bills Paid (Water/Wastewater)
- May '16 Treasury Reports (Water/Wastewater)
- May '16 Adjustments Reports (Water/Wastewater)
- May '16 Purchase & Sales / Volume & Cost Reports (Water/Wastewater)
- All Correspondence listed on Page 2.
- Executed Copies of both audit Letters of Engagement

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, Attorney
- Dan Ferrell, Phase II Sewer Project Engineer, Thrasher Engineering
- Doug Forni, Thrasher Engineering
- Shane Whitehair, Region VII
- PSD Office
- Board Members

Shenandoah Cable Television, LLC
FRANCHISE FEE PAYMENT SUMMARY
Lewis Co, WV

July 23, 2016

Enclosed please find payment in accordance with our franchise agreement.

Payment Frequency:	Quarterly
Month(s) Covered:	Apr - Jun
Year(s) Covered:	2016
Percent of Revenue:	3%
Applicable Revenue:	$330,682.85
Fee (%):	3%
Fee Due to Franchisor:	$9,920.49

I certify that this information is true and correct to the best of my knowledge.

Paula L. Tennant

Paula Tennant, Sr Tax Accountant
540-984-5014

LEWIS COUNTY COUNTY CLERK
08/10/2016
09:27:55 AM

Lewis County, West Virginia
Sheriff's Monthly Settlement
July 31, 2016

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	2,920,999.82	416,953.26	282,626.30	726,041.40	2,894,537.98
Coal Severance	1,935.22	7,025.97	0.00	0.00	8,961.19
General School	44,650.57	3,777.33	0.00	0.00	48,427.90
Magistrate Court	1,469.39	1,595.50	0.00	1,838.95	1,225.94
Worthless Check	71,535.46	75.00	0.00	1,001.14	70,609.32
Dog and Kennel	1,350.68	275.00	0.00	271.06	1,354.62
Home Detention	1,615.90	9,360.53	0.00	4,366.86	6,609.57
Emergency 911 Fund	2,793,883.29	131,132.95	0.00	58,705.09	2,866,311.15
Lewis County Aquatic Fund	87,883.06	33,987.80	0.00	0.00	121,870.86
Citizens Education	9,982.61	0.00	0.00	840.00	9,142.61
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	26,375.92	0.00	26,375.92	0.00
LC Flood Relief Fund	1,162.13	1,435.40	0.00	0.00	2,597.53
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	0.00	0.00	0.00	0.00
Sheriff Special Account-state	26,929.06	2.27	0.00	5,175.72	21,755.61
Acquatic Excess Levy	0.00	1,037.71	32,943.18	33,980.89	0.00
County Building	569,405.47	28.33	0.00	0.00	569,433.80
Board of Health	394,530.15	50,739.05	0.00	19,348.52	425,920.68
Tax Lien	561,799.35	0.00	2,759.54	6,184.66	558,374.23
Delinquent Nonentered	6,579.84	0.00	420.00	0.00	6,999.84
Concealed Weapons	62,499.03	909.36	0.00	406.92	63,001.47
Assessor Valuaton	76,409.18	20,109.18	0.00	9,085.53	87,432.83
Voters Registration	5,233.59	0.00	0.00	0.00	5,233.59
State Current	0.00	0.10	4,984.84	4,984.94	0.00
Criminal Charges	0.00	1,458.32	0.00	1,458.32	0.00
Court Reporter	0.00	114.38	0.00	114.38	0.00
State Police	0.00	225.00	0.00	225.00	0.00
Vehicle License	0.00	24,585.00	0.00	24,585.00	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	656.50	655.50	0.00	655.50	656.50
General Current Expenses	0.00	12,200.80	376,198.10	388,398.90	0.00
Excess Levy	0.00	6,490.44	206,048.05	212,538.49	0.00
Weston Current	0.00	0.57	29,258.48	29,259.05	0.00
Jane Lew Current	0.00	0.12	6,389.16	6,389.28	0.00
Totals					
	7,640,511.01	750,550.79	941,627.65	1,562,231.52	7,770,457.93

Balance in county depositories - End of Month	$	8,585,218.29	Bank errors	
Less: Orders Outstanding	-	(1,241,317.86)	Bank errors	
Add: Deposits in Transit	+	423,057.50		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		(0.01)		
Total in county Depositories and Office	$	7,770,457.93	Total	0.00

True Balance $ 7,770,457.93

I, Adam M.. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of County, West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Difference (0.00)

Adam M. Gissy, Sheriff & Treasurer, Lewis County

08/10/16

Dated and sworn to on this date.

STATE OF WEST VIRGINIA

WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY
1325 VIRGINIA STREET, EAST
CHARLESTON, WV 25301-3011
(304) 558-2110
FAX: (304) 558-2115

EARL RAY TOMBLIN
Governor

JOSEPH C. THORNTON
Cabinet Secretary

THE HONORABLE AGNES QUEEN, PRESIDENT
LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE
WESTON, WV 26452

Statement Number: 71162a8e
Statement Date: 8/8/2016
Month Of Service: July, 2016

Pursuant to subsection 10, Article 20, Chapter 31 of the West Virginia Code, the West Virginia Regional Jail and Correctional Facility Authority hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of July, 2016.

The costs per day for inmate maintenance and operation were determined by the Authority according to criteria, procedures, and regulations promulgated in the code of state Regulations at 94 CSR 7, in accordance with article 3, Chapter 29a of the West Virginia Code.

Detail information, including names of inmates and the number of days of inmate maintenance, to support this invoice is attached.

Month: July

NUMBER OF INMATE DAYS: 1729

PER DIEM RATE: $48.25

AMOUNT DUE - July, 2016 $83,424.25

This statement amount is due and payable upon receipt.

Please Remit Payment to:
WV Regional Jail and Correctional Facility Authority
P O Box 40258
Charleston, WV 25364

REGIONAL JAIL INVOICES			
2014-2015		**2015-2016**	
July	$ 97,368.50	July	$ 72,761.00
August	$ 89,262.50	August	$ 69,962.50
Sept	$ 71,892.50	September	$ 63,690.00
October	$ 73,919.00	October	$ 65,525.50
November	$ 74,208.50	November	$ 77,055.25
December	$ 78,309.75	December	$ 86,801.75
January	$ 65,813.00	January	$ 94,859.50
February	$ 59,145.50	February	$ 86,801.75
March	$ 67,115.75	March	$ 78,454.50
April	$ 65,282.25	April	$ 85,692.00
May	$ 73,098.75	May	$ 86,560.50
June	$ 61,615.25	June	$ 78,559.25
REGIONAL JAIL COSTS	**2016-2017**		
Jul-16	$ 83,424.25		

JULY 2016 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 16,940

151 Hyre Temp / 14 EXPLORER 29,193

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 48,234

153 Kirkparick 1234/ 13 POLICE

INTERCEPTOR 26,235

154 Carpenter 3169 / 13 POLICE INTERCEPTOR 57,371

155 Moran 1643 / 11 TAHOE 53,982

156 Lopez 1910 / 13 POLICE INTERCEPTOR 33,102

157 Tonkin 2966 / 12 CHEV CAPRICE 68,274

158 Clark 2824 / 11 TAHOE 76,521

159 Hendershot 2829 / 11 TAHOE 61,864

160 Carey 2726 / 11 TAHOE 128,589

161 Hummel 1232 / 07 CROWN VIC 86,056

162 Minney 2868 / 10 TAHOE 107,852

170 Cayton 3184 / 09 RAM TRK 106,393

~~**171 Ryan 1232 / 07 CROWN VIC**~~

Spare 2511 / 07 CROWN VIC 114,092

174 Bush 1233 / 07 EXPLORER 103,518

1500 Deputy Reserves 1696 / 03 DURANGO 122,245

Spare 2001 JEEP 200,900

2007 Chevy Sub. 70,665

1995 JEEP CHEROKEE 156,500

Dodge Trk - 203,250

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You

E-911 Addressing Report

JULY 1, 2016 – JULY 31, 2016

	Lewis	Gilmer
Telephone Calls	14	6
Walk Ins	3	0
Addresses Issued/Reissued	6	3
Mileage	125	97
Proof of Address request	10 Combined	

Road signs have been identified that need replaced, and an order will be placed soon. Please let me know of any signs that have disappeared.

If your agency does not have a recent driving direction list please get one from my office (can be supplied via Email, or put onto a flash drive/CD Etc.)

Lewis-Gilmer E-911 Advisory Board

August 8, 2016

The Meeting was called to order by L. Gerwig at 14:07 in Gilmer County.

Members Present: L. Gerwig, J. Gum, B. Rowan, J. Taylor, J. Spray, J. Heater, E. Squires, B. Huff

Also attending: L. Slaughter, M. Tomey, S. Ware

Motion was made by J. Heater and seconded by J. Taylor to approve the minutes from the previous meeting. Motion was approved.

Committee Reports

Executive Committee:
No report

Building and Operations:
J. Gum reported that they met with representatives from Frontier and has set a date for them to come to the center and give a quote on a new phone system. J. Heater inquired about whether 911 currently has the capability to accept texts. J. Gum informed that the texting feature would be part of the new system.

The ISO rating questions have been answered by J. Gum.

Budget and Finance:
B. Rowan reported that there was a carry-over of $501,000. That amount is down from years past, but still positive. That amount will have to be budgeted into another line item.

Public Relations:
L. Slaughter and P. Moran participated in the Lewis County National Night Out on August 2nd. L. Gerwig reported that Gilmer County had good participation for their event. The county and city police departments as well as the fire department all participated.

Personnel Committee:
B. Rowan reported that one of the new trainees, Trish Hamilton, has resigned. J. Gum informed members that she has now applied at Upshur County.

EMD/Training Committee:
J. Taylor reported that for 2 months there have been zero deficiencies with the EMD. J. Gum said he believes that the new cards had a lot to do with the improvements. J. Spray said there were 22 calls in Lewis and 9 calls in Gilmer that were reviewed.

Old Business:
J. Gum reported that they have met with Mike Ross about the tower site. The County Commission did not have an agreement for him to sign at that time.

B. Rowan said that Shentel had called him and said they will be donating 2 spools of fiber to the project. They are also going to see what other equipment they might have to assist.

J. Spray asked about the addressing of LZs and hydrants in both counties. J. Gum answered that S. Moneypenny is working on the project but is not complete at this time.

New Business:
J. Spray reported the principal of Roanoke advised him that the school is on city water so the hydrants will be coming online soon.

L. Gerwig reported that the new school will have their open house on Thursday, 8/11/16 and will be ready for school on 8/15/16. B. Huff asked L. Gerwig if an active shooter plan had been established for the new school.

Addressing Report:
Report will be emailed with the minutes.

J. Gum asked about the Delight Drive sign that has been put up. It was noted that the "hand painted" sign seems to be lasting longer that the others.

Chairman's Time:
No report

Director's Report:
No report

Benefit of the Organization:
J. Gum addressed the issue of setting off the Gilmer County fire siren for all calls. He reported that the policy is in the SOP. He has no idea where E. Rogucki has gotten his information. E. Squires stated that the board had approved that the siren would go off from 08:00-20:00 but is awaiting programming.

J. Spray inquired if or when the 911 Center will be hiring again in order to get back up to full staff. B. Rowan said that the position will have to be advertised again. Posting will be advertised next month.

J. Spray moved to adjourn the meeting, J. Heater seconded the motion.

The next meeting will be Monday, September 12, 2016 at 14:00 in Lewis County.

Rick Stout, Secretary **Larry Gerwig, Chairman**

LEWIS COUNTY COUNTY CLERK
07/08/2016
10:38:13 AM

Lewis County, West Virginia
Sheriff's Monthly Settlement
June 30. 2016

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	3,454,226.83	322,421.08	40,144.73	895,792.82	2,920,999.82
Coal Severance	31,946.91	1.31	0.00	30,013.00	1,935.22
General School	39,984.48	4,666.09	0.00	0.00	44,650.57
Magistrate Court	2,151.71	1,524.75	0.00	2,207.07	1,469.39
Worthless Check	72,250.37	100.00	0.00	814.91	71,535.46
Dog and Kennel	2,462.20	431.53	0.00	1,543.05	1,350.68
Home Detention	(427.95)	9,446.25	0.00	7,402.40	1,615.90
Emergency 911 Fund	2,761,277.12	163,692.18	0.00	131,086.01	2,793,883.29
Lewis County Aquatic Fund	83,252.35	4,630.71	0.00	0.00	87,883.06
Citizens Education	9,982.61	65.79	0.00	65.79	9,982.61
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	75,841.06	0.00	75,841.06	0.00
LC Flood Relief Fund	0.00	1,162.13	0.00	0.00	1,162.13
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	0.00	0.00	0.00	0.00
Sheriff Special Account-state	29,049.83	1,184.43	0.00	3,305.20	26,929.06
Acquatic Excess Levy	0.00	868.12	3,751.76	4,619.88	0.00
County Building	569,376.17	29.30	0.00	0.00	569,405.47
Board of Health	407,739.53	18,163.91	0.00	31,373.29	394,530.15
Tax Lien	562,206.98	0.00	2,332.32	2,739.95	561,799.35
Delinquent Nonentered	6,579.84	0.00	0.00	0.00	6,579.84
Concealed Weapons	61,881.64	767.39	0.00	150.00	62,499.03
Assessor Valuaton	89,536.24	62.25	0.00	13,189.31	76,409.18
Voters Registration	5,232.10	1.49	0.00	0.00	5,233.59
State Current	0.00	0.05	560.38	560.43	0.00
Criminal Charges	0.00	634.15	0.00	634.15	0.00
Court Reporter	0.00	68.90	0.00	68.90	0.00
State Police	0.00	350.00	0.00	350.00	0.00
Vehicle License	0.00	25,200.00	0.00	25,200.00	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	732.50	655.50	0.00	731.50	656.50
General Current Expenses	0.00	10,206.95	44,115.23	54,322.18	0.00
Excess Levy	0.00	5,429.67	23,467.35	28,897.02	0.00
Weston Current	0.00	0.43	5,237.20	5,237.63	0.00
Jane Lew Current	0.00	0.08	949.75	949.83	0.00
Totals	8,189,442.17	647,605.50	120,558.72	1,317,095.38	7,640,511.01

Balance in county depositories - At End of Month	$	8,007,218.07	Bank errors	
Less: Orders Outstanding	-	(524,931.91)	Bank errors	
Add: Deposits in Transit	+	154,724.85		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
			Bank errors	
Total in county Depositories and Office	$	7,640,511.01	Total	0.00

True Balance $ 7,640,511.01

, Adam M. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the oregoing is a true and correct statement of the finances of Lewis County, West Virginia, or the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Difference 0.00

Adam M. Gissy, Sheriff & Treasurer, Lewis County

07/08/16

Dated and sworn to on this date.

Cynthia S. Rowan
Lewis County Clerk
110 Center Avenue
Weston, WV 26452
(304) 269-8215 Fax: (304) 269-8202

August 4, 2016

Lewis County Commission
110 Center Avenue
Weston, WV 26452

RE: Poll Worker Training

I hereby request the use of the County Commission Meeting Room (the old courtroom) on the following dates at 6:00 pm for the purpose of poll worker training: October 11th, 13th, 18th, and 25th.

Thank you for your consideration in this matter.

Sincerely,

Cynthia S. Rowan

Cynthia S. Rowan
Lewis County Clerk
By: Stella Poling

Software Systems Incorporated

IBM Business Partner

23 South University Avenue, Morgantown, WV 26508 Phone (304) 292-2568 FAX (304) 292-9836

July, 31, 2016

TO: All Software Systems, Inc. Maintenance Contract Customers

SUBJECT: Changes in Maintenance Contract Amounts

Please find enclosed your new maintenance contract amounts. As a reminder, the level 2 and level 3 amounts are based on your "usage" for the period 7/1/2015 through 6/30/2016. Each month, we include in our billing, a page with a header that says "Maintenance Information". It also notes that you are not to pay that amount, but it is the value of the services you have received under your maintenance contract. If you total all those pages you've gotten over the past year, and divide by 12, you will see that the proposed level 2 and level 3 charges are the same as the number you calculate. We do this so that you will recognize what factors influence the price of our support. You are effectively paying this year for services you received last year. This is done in an effort to allow you to spread equal payments across the entire year, rather than having ups and downs in the amount due all year long.

If you have any questions about how these numbers were computed, please first refer to the documentation we supplied with each monthly invoice last year (the "maintenance" sheets). If you still have problems understanding the numbers, please let us know.

Please enter the level of maintenance you want for each system in the column second from the right. Also, then please initial each line. If you do not make an entry in the "2016-2017" column, we will assume you wish to continue the same level as last year.

Please also note that we have assumed most counties would continue the same level of maintenance this year as last year. The invoice for July 2016 reflects new rates for the same level of maintenance you had last year. If you determine you wish to change the level of maintenance, we will adjust the amount, and make corresponding changes to the charges for services performed in July 2016.

We look forward to bringing you additional program enhancements this year under the Level 1 terms of your maintenance contracts, and as usual are anxious to help you with all your computing needs.

Lewis County Circuit Clerk
Lewis County Courthouse
PO Box 87
Weston WV 26452

Please find below the 2016-2017 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2016-17	Initials
Jury Selection and Processing	$50.00	2 + lvl2	$50.00 $6.00 $56.00	N/A	2	____	____
Circuit Court Processing	$350.00	30 + lvl2	$350.00 $95.00 $445.00	N/A	2	____	____

Jury 53 ↑ 3.00
NSSCIR 373.00
↑ 12

ACCEPTED:_____ DATE:_____

Software Systems Incorporated

IBM Business Partner

23 South University Avenue, Morgantown, WV 26508 Phone (304) 292-2568 FAX (304) 292-9836

July, 31, 2016

TO: All Software Systems, Inc. Maintenance Contract Customers

SUBJECT: Changes in Maintenance Contract Amounts

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Please also note that we have assumed most counties would continue the same level of maintenance this year as last year. The invoice for July 2016 reflects new rates for the same level of maintenance you had last year. If you determine you wish to change the level of maintenance, we will adjust the amount, and make corresponding changes to the charges for services performed in July 2016.

We look forward to bringing you additional program enhancements this year under the Level 1 terms of your maintenance contracts, and as usual are anxious to help you with all your computing needs.

Lewis County Tax Office
Lewis County Courthouse
108 Center Ave.
Weston WV 26452

Please find below the 2016-2017 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2016-17	Initials
DMV Processing	$50.00		$50.00	N/A			
		0 + lvl2	$2.00				
			$52.00		2	____	____
Tax Collection	$250.00		$250.00	$250.00			
		25 + lvl2	$79.00	$79.00			
			$329.00 + lvl3	$109.00	3	____	____
				$438.00			
Tax Internet Inquiry	$100.00		$100.00	N/A			
		0 + lvl2	$2.00				
			$102.00		2	____	____

DMV Lv 2 58.00 ↓ 6
TAX lv3 400.00 ↑ 38
TAX INT lv2 102.00
=

ACCEPTED:_____ **DATE:**_____

Software Systems Incorporated

IBM Business Partner

23 South University Avenue, Morgantown, WV 26508 Phone (304) 292-2568 FAX (304) 292-9836

July, 31, 2016

TO: All Software Systems, Inc. Maintenance Contract Customers

SUBJECT: Changes in Maintenance Contract Amounts

Please find enclosed your new maintenance contract amounts. As a reminder, the level 2 and level 3 amounts are based on your "usage" for the period 7/1/2015 through 6/30/2016. Each month, we include in our billing, a page with a header that says "Maintenance Information". It also notes that you are not to pay that amount, but it is the value of the services you have received under your maintenance contract. If you total all those pages you've gotten over the past year, and divide by 12, you will see that the proposed level 2 and level 3 charges are the same as the number you calculate. We do this so that you will recognize what factors influence the price of our support. You are effectively paying this year for services you received last year. This is done in an effort to allow you to spread equal payments across the entire year, rather than having ups and downs in the amount due all year long.

If you have any questions about how these numbers were computed, please first refer to the documentation we supplied with each monthly invoice last year (the "maintenance" sheets). If you still have problems understanding the numbers, please let us know.

Please enter the level of maintenance you want for each system in the column second from the right. Also, then please initial each line. If you do not make an entry in the "2016-2017" column, we will assume you wish to continue the same level as last year.

Please also note that we have assumed most counties would continue the same level of maintenance this year as last year. The invoice for July 2016 reflects new rates for the same level of maintenance you had last year. If you determine you wish to change the level of maintenance, we will adjust the amount, and make corresponding changes to the charges for services performed in July 2016.

We look forward to bringing you additional program enhancements this year under the Level 1 terms of your maintenance contracts, and as usual are anxious to help you with all your computing needs.

Lewis County Commission
Lewis County Courthouse
PO Box 87
Weston WV 26452

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Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2016-17	Initials
System/Hardware	N/A		N/A	N/A			
		24 + lvl2	$92.00				
			$92.00		2	____	____

System lev 2 $41
↗ $51

ACCEPTED:_____ DATE:_____

Software Systems Incorporated

IBM Business Partner

23 South University Avenue, Morgantown, WV 26508 Phone (304) 292-2568 FAX (304) 292-9836

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Lewis County County Clerk
Lewis County Courthouse
PO Box 87
Weston WV 26452

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Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2016-17	Initials
Budget/Payroll	N/A		N/A	N/A			
		0 + lvl2	$2.00				
			$2.00		2	____	____

SAME

ACCEPTED:_____ **DATE:**_____

Software Systems Incorporated

IBM Business Partner

23 South University Avenue, Morgantown, WV 26508 Phone (304) 292-2568 FAX (304) 292-9836

July, 31, 2016

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Lewis County Assessor
PO Box 706

Weston WV 26452

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Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2016-17	Initials
Assessor Supplementals	$50.00	0 + lvl2	$50.00 $2.00 $52.00	N/A	2	____	____

Assr Lv 2 #53
↓ 1.00

ACCEPTED:_____ DATE:_____

Earl Ray Tomblin, Governor

Division of Justice & Community Services

W. Richard Staton, Director

Department of Military Affairs & Public Safety

July 28, 2016

The Honorable Agnes G. Queen
President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Re: Approved Funding – $20,676.00
Court Security Fund (CSF)
Project Number: 16-CS-10

Dear Commissioner Queen:

Congratulations on your recent Court Security Grant Award. Enclosed you will find:

- Contract
- Sample Resolution
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- EEOP Certification – Two (2) forms – one completed form to the Office for Civil Rights and one completed form returned to the Division of Justice and Community Services
- Court Security Fund Special Conditions and Assurances

To formalize your acceptance of this grant award, please sign the contract, certification and affect a resolution (if necessary) and return the **originals** to this office by August 12, 2016.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, extension 53313, or via email at Sarah.E.Price@wv.gov I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,

Sarah E. Price

Sarah E. Price
Criminal Justice Program Specialist I

SEP\pdk
cc: Cindy Whetsell (*all attachments*)
Grant File (*all attachments*)

Enclosures

1204 Kanawha Blvd., E.
Charleston, WV 25301-2900
Phone: (304) 558-8814
Fax: (304) 558-0391

Office of RESEARCH & STRATEGIC PLANNING

GRANT CONTRACT AGREEMENT

BETWEEN THE

DIVISION OF JUSTICE AND COMMUNITY SERVICES

AND

Lewis County Commission

16-CS-10

This **AGREEMENT**, entered into this **1st day of July, 2016,** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", for and on behalf of the State of West Virginia, and the **Lewis County Commission,** hereinafter referred to as "Grantee."

WHEREAS, DJCS is the recipient of a Court Security Fund grant from the State of West Virginia, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds. **for the purpose of enhancing the county's court security.**

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.

2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.

3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.

4. The Grantee will commence its duties under the Agreement on **July 1, 2016**, and shall continue those services/activities until **June 30, 2017**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **$20,676.00** shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.

6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement, does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.

7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds no more frequently than once a month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.

8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.

9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.

10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.

11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.

12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.

14. The parties agree that "notice" described herein may be by personal service, or by certified mail, return receipt requested, and evidence of such certified mail shall be postage prepaid, return receipt requested. Notice shall be given at the following addresses:

    a. Division of Justice and Community Services
    1204 Kanawha Boulevard, East
    Charleston, West Virginia 25301

    b. **Grantee Mailing Address:**
    Lewis County Commission
    110 Center Avenue
    Weston, West Virginia 26452

15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

_____

Agnes G. Queen, President
Lewis County Commission

_____

W. Richard Staton, Director
Division of Justice and Community Services

JANE LEW PUBLIC SERVICE DISTRICT
P.O. Box 845
Jane Lew, WV 26378
Phone/Fax: 884-7111/884-8922
E-mail: janelewpsd2@aol.com

July 14, 2016

Lewis County Commission
P.O. Box 466
Weston, WV 26452

Dear County Commissioners:

At this time Thomas Bailey is requesting that the Lewis County Commission approve his re-appointment to the Jane Lew Public Service District Board.

The Board met in regular session on Thursday, July 14, 2016 and at that time recommended the reappointment of Thomas Bailey, retroactive to July 1, 2016 for another term of service on the Jane Lew PSD Board.

Yours truly,

Nancy E Gee

Nancy E Gee
General Manager