

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
PO Box 466
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commission
THOMAS V. FEALY
Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
Monday, October 3, 2016, 10:00 AM

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, September 29, 2016 (*action required*)

APPOINTMENTS

3. NONE

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for September 29, 2016 (*information only*)
5. **Lewis County Parks and Recreation Board Agenda and Meeting Agenda:** Agenda for the September 19, 2016 Lewis County Parks and Recreation and Minutes of the August 24, 2016 Meeting. (*information only*)
6. **Louis Bennett Public Library Minutes and Financial Statements:** Minutes and Financial Reports of the Louis Bennett Public Library for June, July and August, 2016 including Hotel Motel Tax expenditures. (*information only*)

BUSINESS

7. **Board(s) and Committee(s) Reports:** Commissioners will give a report on any board(s) or committee(s) they have attended including: Work Session with Elected Officials and Department Heads regarding the current status of their department and the county's Fiscal Year 2016-17 Budget; Housing Summit Planning Meeting; Tour of Latham Pool facility. (*information only*)
8. **Lewis County County Building Commission Request for Appointment:** The Lewis County Building Commission requests the appointment of Alicia Flesher (R) to their board to fill the unexpired term of Leland Kesner. If appointed her term of office will expire February 15, 2019. (*action required*)
9. **Lewis-Northwest Water Project Request for Release of Small Cities Block Grant Funds :** Request for \$10,000.00 of Small Cities Block Grant funds for the Lewis-Northwest Water Project is presented for signature. These funds are for engineering services. (*action required*)

10. **Region VII Planning and Development Council Notification of Amendment of Hazard Mitigation Plan:** Notification from Region VII Planning and Development Council that county's need to amend their Hazard Mitigation Plan to include Mitigation Reconstruction. This is required to be eligible for FEMA reimbursement. Also, Lewis County is asked to agree to the amendment of the Region VII Planning and Development Council Hazard Mitigation Plan to include this amendment. *(action required)*
11. **Lewis County 4-H Achievement Banquet Invitation:** The Lewis County Commission is invited to attend the 2016 Lewis County 4-H Achievement Banquet and Awards Celebration for the Lewis County 4-Hers, volunteers and community partners on Sunday, October 30, 2016 at 1:30 PM. Cost is \$8.00 person. RSVP is required by Monday October 17, 2016 at noon. *(action required)*
12. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
13. **Timesheets and Leave Requests** *(action required)*

ACTIONS, ORDERS , ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:

14. **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, September 22, 2016. *(action required)*
15. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, September 29, 2016. *(action required)*
16. **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, September 29, 2016. *(action required)*
17. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, September 29, 2016 *(action required)*

ADJOURNMENT:

18. **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.

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 29, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 22, 2016
- 9:15 a.m. Sandy Bennett, WV Association of Retired School Employees President – Presentation of Proclamation for WV and Upshur County Association of Retired School Employees Week, September 29th through October 1st
- 9:30 a.m. Discussion regarding current and future vacant employment positions
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*
- 9:45 a.m. Discuss Buckhannon–Upshur Parks and Recreation Pool fees for 2017 season, fiscal years 2017 and 2018
- 11:00 a.m. City of Buckhannon Mayor, David McCauley on behalf of the Buckhannon Bicentennial Planning Committee – Discuss planting of sycamore tree at Pringle Tree Park
- Reading and signature of Proclamation Designating September 30, 2016 as Buckhannon Day

Items for Discussion / Action / Approval:

1. Approval and Signature of 2016 – 14th Grant Cycle WV Courthouse Facilities Improvement Authority Application for Funding Assistance in the amount of \$125,000. The maximum grant award is \$100,000 with a 20% match. The project consists of making renovations to the Circuit Courtroom in an effort to bring the Courtroom into compliance with the Americans with Disabilities Act Standards.
2. Correspondence from Bill Appleby, FEMA Project Specialist regarding WV highway damages occurred in disaster 4273 in Upshur County. These highways are owned and maintained by the WV Department of Highways, and therefore, the damages will be considered under the application to WV Department of Highways. Approval and signature of Notification of Withdrawal of Request for Public Assistance due to no eligible damages.
3. Approval of 2016 Application and Schedule for Excess Loss Insurance with Gerber Life Insurance Company, effective July 1, 2016 through June 30, 2017.
4. Approval of Press Release regarding the “Brunch Bill” and two excess levies that will appear on the General Election Ballot in November 2016.

5. Correspondence from Terry N. Gould, Hodgesville PSD Manager, requesting the appointment of Howard J. Cutright to the Hodgesville PSD Board, effective August 5, 2016. Upon approval, Mr. Cutright's term would expire on August 5, 2022.
6. Approval and signature of letter to Wendy Higgins and Rhonda Surette providing notice of termination of lease agreement for office space situate at 91 West Main Street, effective December 31, 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. Advisory Memorandum from Lisa A. Hopkins, State Auditor, regarding the publication of financial statements.
2. SUBA guest speaker event – Nicholas Cutright of Heavner-Cutright Funeral Home – October 5th at 7:00 p.m. at the Banks District Civic Center
3. Anytime Fitness Flyer – Join for \$1 through September 30, 2016
4. Lewis-Upshur Animal Control Facility – Adoption Financial Transactions – August 2016

5. Agendas and/or Notice of Meetings:

- Mountain Lakes Preservation Alliance September 29, 2016
- Elkins Road PSD October 4, 2016

6. Meeting Minutes:

- Upshur Citizen Corp Council Minutes August 10, 2016
- Upshur County Fire Board August 16, 2016

7. Meetings:

- 10/04/16 5:30 p.m. Elkins Road PSD
- 10/04/16 6:00 p.m. Hodgesville PSD
- 10/06/16 7:00 p.m. Banks District VFD
- 10/06/16 7:00 p.m. Selbyville VFD
- 10/10/16 12:00 p.m. Upshur County Family Resource Network – Cancelled
- 10/03/16 12:00 p.m. Upshur County Family Resource Network – Special Meeting
- 10/10/16 4:30 p.m. Upshur County Solid Waste Authority
- 10/10/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board –Cancelled
- 10/17/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board – Special Meeting
- 10/10/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 10/11/16 6:00 p.m. Buckhannon River Watershed Association
- 10/11/16 7:30 p.m. Adrian VFD
- TBA 6:00 p.m. Buckhannon-Upshur Board of Health
- 10/19/16 7:00 a.m. Upshur County Development Authority
- 10/05/16 7:00 a.m. Upshur County Development Authority – Executive Board

- 10/12/16 12:00 p.m. Upshur County Senior Center Board
- 10/26/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 10/12/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 10/12/16 7:30 p.m. Warren District VFD
- 10/13/16 1:00 p.m. Adrian PSD
- 10/13/16 3:00 p.m. Tennerton PSD
- 10/13/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 10/13/16 7:30 p.m. Buckhannon VFD
- 10/13/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 10/20/16 6:30 p.m. Upshur County Youth Camp Board
- 10/16/16 6:00 p.m. Washington District VFD
- 10/17/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 10/18/16 4:00 p.m. Upshur County Public Library Board
- 10/18/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 10/18/16 6:30 p.m. Upshur County Fire Board
- 10/18/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 10/12/16 7:00 p.m. Ellamore VFD
- 10/19/16 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 10/26/16 10:00 a.m. James W. Curry Advisory Board
- 10/27/16 4:00 p.m. Upshur County Farmland Protection Board – Cancelled
- 10/24/16 4:00 p.m. Upshur County Farmland Protection Board – Special Meeting
- 10/31/16 6:00 p.m. Upshur County Fire Fighters Association
- 10/24/16 10:00 a.m. Mountain CAP of West Virginia, CDC

8. Appointments Needed or Upcoming:

- 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 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.
2. Review and discuss US Cellular services for local government.
3. Approval and adoption of Updated Procedures to Dispatch Wrecker Services.

Next Regular Meeting of the Upshur County Commission
 October 6, 2016 --- 9:00 a.m.
 Upshur County Courthouse Annex

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday September 19, 2016 at 6:pm at the Park

- 1) Call to Order**

- 2) Reading of the Minutes**

- 3) Treasurer's Report**

- 4) Public Comment**

- 5) Director's Report**

- 6) Old and Unfinished Business**

- 7) New Business**

- 8) Adjourn**

If you are unable to attend, please contact Gene Edwards, at 304-269-4836

LEWIS COUNTY PARK BOARD

Minutes of the Meeting of August 24, 2016

Present: Gene Edwards, President, Shirley Taylor, Secretary, Aylce Henry, Josie Britton, Glenn Brown, Richard Messenger, Andrea Clem, Agnes Queen, John Shaffer, Director, Tom Alkire, Becky Stalnakar for Public Comment. The Meeting was called to order by Gene Edwards. The minutes were read. A motion to accept was made by Richard Messenger, seconded by Alyce Henry. Motion passed. The Treasurer's Report was read. A motion to accept was made by Richard Messenger and seconded by Josie Britton. Motion passed.

Public Comment: Becky Stalnakar requested 3 mornings and 3 evenings of pool time for special needs children only. She stated that the Pool would have to be heated to bath tub temperature. The matter was discussed by the Board. Heating the Pool to this temperature would deplete the natural gas supply. It was decided to allow John to try arrange this for morning swims. However, the Pool can not be heated to this temperature.

Tom Alkire reported that the Park was being flooded because of the work being done on the new soccer field. Tom spoke with J.R. Dotson. A ditch with pipe was placed to correct the problem. The soccer field is ready for hydro seeding. Tom Alkire reported: 1) The rail fence was almost finished. Had to order some more rails to finish the job. 2) A new hot water tank was installed to the supply the kitchen with hot water. 3) The baby changing stations have been installed in both women's and men's rest rooms.

Richard Messenger stated the dozer work above the Tennis Courts should be finished before work on the Courts begins. If the work is above \$25,000.00 will go out to bids. Contractors will be coming from Georgia to determine work needed on the Tennis Courts. The work maybe done this fall. Tom reported work on a french drain in the area of the Golf Course and Parking Lot is finished. Also, that the 90 day workers are leaving--Less people to work.

John Shaffer passed out financial reports for the Park this season. Prices for next season was discussed. The Pool Parties are not breaking even with the present prices. New rates for Pool Parties:

0-100 people-----	\$150.00
101-150 people-----	\$165.00
151-200 people-----	\$185.00
201-over people-----	\$225.00

Slides will be an extra \$50.00/no-----Shelter \$25/no

Glen Brown made a motion to accept the new prices and fees and was seconded by Andrea

Louis Bennett Public Library

Report of Lewis County Hotel/ Motel Funding

June 2016 \$ 4,353.18

Leftover \$ 8,474.22

Total spent \$ 604.21

Leftover \$ 12,223.19

Leftover over funds will be used for maintenance in the next fiscal year

LOUIS BENNETT PUBLIC LIBRARY			
EXPENDITURES			
June, 2016			
CONTRACTURAL SERVICES			
1. TELEPHONE			
	A. Frontier		\$134.24
	B. AT&T		
		TOTAL	\$134.24
2. UTILITIES			
	A. Weston Sanitary Board		\$23.69
	B. WV-American Water		\$32.65
	C. Dominion Hope		
	D. Mon Power		\$215.39
		TOTAL	\$271.73
3. MAINTENANCE			
	A. UniFirst Corporation-mats		\$88.20
	B. Walmart-maint		\$110.04
		TOTAL	\$198.24

Louis Bennett Public Library

Report of Lewis County Hotel/ Motel Funding

July 2016 \$ 5,400.42

Leftover \$ 12,223.19

Total spent \$ 3,383.85

Leftover \$14,239.76

LOUIS BENNETT PUBLIC LIBRARY			
EXPENDITURES			
July, 2016			
CONTRACTURAL SERVICES			
1. TELEPHONE			
	A. Frontier		\$135.53
	B. AT&T		
		TOTAL	----- \$135.53
2. UTILITIES			
	A. Weston Sanitary Board		\$23.69
	B. WV-American Water		\$43.31
	C. Dominion Hope		\$115.00
	D. Mon Power		\$343.45
		TOTAL	\$525.45
3. MAINTENANCE			
	A. UniFirst Corporation-mats		\$88.20
	B. Erick Jensen		\$2,570.60
	C. WalMart-maint		\$64.07
		TOTAL	\$2,722.87

Louis Bennett Public Library

Report of Lewis County Hotel/ Motel Funding

August 2016 \$ 6,230.38

Leftover \$ 14,239.76

Total spent \$ 4,407.42

Leftover \$ 16,062.72

LOUIS BENNETT PUBLIC LIBRARY			
EXPENDITURES			
August, 2016			
CONTRACTURAL SERVICES			
1. TELEPHONE			
A. Frontier		\$137.73	
B. AT&T		\$2.05	
	TOTAL		\$139.78
2. UTILITIES			
A. Weston Sanitary Board		\$35.37	
B. WV-American Water		\$42.13	
C. Dominion Hope		\$172.00	
D. Mon Power		\$288.34	
	TOTAL		\$537.84
3. MAINTENANCE			
A. UniFirst Corporation-mats		\$139.80	
B. Erick Jensen-semiannual mold/bacteria mt		\$3,500.00	
C. Dodson Pest Control-mo increase		\$90.00	
	TOTAL		\$3,729.80

Louis Bennett Public Library
148 Court Avenue
Weston, WV 26452

Statistics for FY 2015 - 2016
July 2015 - June 2016

Attendance (people visiting the library) 13,291
Circulation of Library Materials 19,693
Circulation of Juvenile collection 7,596

Items (books, etc.) Added to collection 1,637
Items (books, etc.) Deleted from collection 496
Photocopies \$ 1,828.75
Fax \$ 1,775.55
Fines \$ 393.15

Patrons on computer system

Adult 4,678
Child 1,073
Total 5,751

Library Materials on Computer

DVDS 1,407
Playaways (Digital audiobook) 41
Audios 74
Books 14,759

Total 16,281

Internet Computer

Patrons using Internet on their own (# of sessions) 3,067

Number of Children's Programs 52

Total Children's Program Attendance 669 Children/ 479 Adults total 1,148

4 Number of Young Adults's Programs

Total Young Adults's Program Attendance 22 Children/ 12 Adults

Louis Bennett Public Library

Statistics

Month: July 2016		Last year
Attendance (people visiting the library)	1,296	1,267
Circulation of Library Materials	2,008	1,754
Circulation of Juvenile collection	1,027	842
Patrons added to Follett	20	
Items (books, etc.) Added to Follett	94	
Items (books, etc.) Deleted from Follett	30	
Photocopies	\$ 206.90	
Fax	\$ 161.00	
Fines	\$ 62.10	

Internet Computer

Patrons using Internet on their own (# of sessions) 255
Wireless Users (# of sessions) 120

Groups at the Library

4 Tuesday storytimes total attendance 91 children / 52 adults
(aver. 23 children + 13 adults)

4 Toddler times total attendance 23 children / 23 adults (aver. 6 children + 6 adults)

Book Club 3 people

Louis Bennett Public Library

Statistics

Month: August 2016		Last year
Attendance (people visiting the library)	1115	1012
Circulation of Library Materials	1703	1317
Circulation of Juvenile collection	610	522
Patrons added to Follett	27	
Items (books, etc.) Added to Follett	96	
Items (books, etc.) Deleted from Follett	435	
Photocopies	\$ 181.35	
Fax	\$ 138.00	
Fines	\$ 26.45	

Internet Computer

Patrons using Internet on their own (# of sessions) 265
Wireless Users (# of sessions) 123

Groups at the Library

4 Toddler times total attendance 38 children /31 adults (aver. 10 children + 8 adults)

Book Club 3 people

8/9 Courtesy Patrol teacher 1/ student 2

8/9 Tutoring teacher 1/ student 3

8/12 Sharpe Hospital 3 employees/ 3 clients

The June 13, 2016 meeting of the Louis Bennett Public Library was called to order by Sharon Snyder with Nancy Colburn, Rose Robinson, Janice Sundstrom and Karen Enderle, Librarian in attendance.

Reading of the Minutes: The minutes of the April 25, 2016 meeting were read and accepted.

Treasurer's Report: The reports of April and May 2016 were reviewed and accepted.

Computer Statistics: The reports of April and May 2016 were reviewed and accepted.

Old Business

Audit: No board members had a question about the audit report.

Video Surveillance System: Karen reported that the company hooked up two outside cameras and extra signs. The TV monitor was installed, but the company will purchase a computer to run the system since it slowed up the circulation computer.

Lewis County Commission Reports: Karen presented the board with the reports of April and May.

Summer Reading Program: Karen presented the Board with the activities flyer. Karen reported thirty seven children have signed up for the program which starts on June 21, 2016.

New Business

Evans Foundation 2016-2017: Karen reported this grant needs to be submitted online by September 1, 2016. After some discussion, Nancy made a motion to write the grant for painting of the circulation room and new shelving units for this room. Rose seconded the motion and the motion carried. Karen reported she will get quotes and write the grant this summer.

Board of Education Levy: Karen reported she spoke with Monika Weldon in May. Monika said levy revenues are projected down the next fiscal year. The library may only receive \$ 29,275 instead of \$30,000 from the levy.

New Board Member: Karen reported the Lewis County Commission approved the recommendation of Mrs. Megan Mullins of Alum Bridge, WV as the new board member. Megan's term of office will begin on July 1, 2016 and expire on June 30, 2021. Megan will replace Sharon Snyder who decided to step off the board when her term expires on June 30, 2016.

Board Election: After some discussion, Rose made the motion to accept the presented slate of officers as: Bonnie Hersman, President, Janice Sundstrom, Vice President, Nancy Colburn, Secretary and Rose Robinson, Treasurer. Nancy seconded the motion and the motion carried.

Meeting adjourned and next meeting is scheduled for September 12, 2016 at 3:30 PM.

Nancy Colburn, Secretary

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
June, 2016

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$134.24
B. AT&T	

TOTAL	\$134.24
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2. UTILITIES

A. Weston Sanitary Board	\$23.69
B. WV-American Water	\$32.65
C. Dominion Hope	
D. Mon Power	\$215.39

TOTAL	\$271.73
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3. MAINTENANCE

A. UniFirst Corporation-mats	\$88.20
B. Walmart-maint	\$110.04

TOTAL	\$198.24
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4. OTHER

A. John E Law CPA,A.C.-06/16 acctg	\$204.00
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TOTAL	\$204.00
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TOTAL CONTRACTURAL SERVICES	\$808.21
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COMMODITIES

1. BOOKS/PERIODICALS

A. Ingram Library Services-books	\$646.87
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	\$646.87
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2. VIDEO/AUDIO

TOTAL	\$0.00
	\$646.87

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
M June, 2016

3. SUPPLIES

A. DEMCO-library supplies \$60.52
B. Xerox-04/21-05/21 usage \$81.99

TOTAL

\$142.51

4. OTHER

TOTAL

\$0.00

TOTAL COMMODITIES

\$142.51

SALARIES & FRINGES

\$9,840.23

TOTAL DISBURSEMENTS

\$11,437.82

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES BUDGET STATUS
FISCAL YEAR JUNE, 2016

	FY	CURRENT	YEAR TO	BUDGET
	Budget	June, 2016	DATE	Status
	Budget	Expenditures	6/30/2016	6/30/2016
WAGES & BENEFITS				
WAGES	\$74,697.00	\$6,371.77	\$77,208.53	(\$2,511.53)
SOCIAL SECURITY	\$5,000.00	\$487.43	\$5,919.63	(\$919.63)
HOSPITALIZATION	\$18,276.00	\$1,760.00	\$21,717.00	(\$3,441.00)
RETIREMENT	\$8,155.00	\$689.03	\$7,915.59	\$239.41
UNEMPLOYMENT	\$700.00		\$607.48	\$92.52
BRICKSTREET	\$800.00		\$653.00	\$147.00
WV RETIREE TRUST	\$4,000.00	\$532.00	\$2,593.08	\$1,406.92
TOTAL	\$111,628.00	\$9,840.23	\$116,614.31	(\$4,986.31)
LIBRARY MATERIALS				
BOOKS	\$20,000.00	\$646.87	\$20,033.01	(\$33.01)
AUDIOVISUALS	\$2,000.00		\$1,142.39	\$857.61
PERIODICALS/NEWSPAPE	\$400.00		\$30.00	\$370.00
TOTAL	\$22,400.00	\$646.87	\$21,205.40	\$1,194.60
UTILITIES/TELEPHONE	\$10,000.00	\$405.97	\$7,467.09	\$2,532.91
BUILDING REPAIRS/MAIN	\$19,000.00	\$198.24	\$16,595.89	\$2,404.11
INSURANCE	\$126.00			\$126.00
POSTAGE/FREIGHT	\$200.00		\$145.00	\$55.00
OFFICE SUPPLIES	\$3,500.00	\$81.99	\$2,024.99	\$1,475.01
LIBRARY SUPPLIES	\$4,500.00	\$60.52	\$3,938.16	\$561.84
PROGRAMMING	\$1,200.00		\$715.45	\$484.55
TRAVEL	\$600.00		\$458.29	\$141.71
MEMBERSHIP DUES	\$50.00		\$45.00	\$5.00
TECHNOLOGY	\$4,000.00		\$9,780.54	(\$5,780.54)
MAINT CONT (COPIER/FAX)				\$0.00
ACCOUNTING/AUDIT	\$5,000.00	\$204.00	\$4,579.00	\$421.00
CONTINUING EDUCATION	\$400.00		\$105.00	\$295.00
TOTAL	\$48,576.00	\$950.72	\$45,854.41	\$2,721.59
TOTAL BUDGET	\$182,604.00	\$11,437.82	\$183,674.12	(\$1,070.12)

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
July, 2016

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$135.53
B. AT&T	

TOTAL	\$135.53
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2. UTILITIES

A. Weston Sanitary Board	\$23.69
B. WV-American Water	\$43.31
C. Dominion Hope	\$115.00
D. Mon Power	\$343.45

TOTAL	\$525.45
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3. MAINTENANCE

A. UniFirst Corporation-mats	\$88.20
B. Erick Jensen	\$2,570.60
C. WalMart-maint	\$64.07

TOTAL	\$2,722.87
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4. OTHER

A. John E Law CPA,A.C.-07/16 acctg	\$279.00
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TOTAL	\$279.00
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TOTAL CONTRACTURAL SERVICES	\$3,662.85
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COMMODITIES

1. BOOKS/PERIODICALS

A. Ingram Library Services-books	\$412.88
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\$412.88

2. VIDEO/AUDIO

A. MicroMarketing LLC-audio/visual DVDs	\$306.92
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TOTAL	\$306.92
	\$719.80

LOUIS BENNETT PUBLIC LIBRARY
 EXPENDITURES BUDGET STATUS
 FISCAL YEAR JUNE, 2017

	FY	CURRENT	YEAR TO	BUDGET
	Budget	July, 2016 Expenditures	DATE 6/30/2017	Status 6/30/2017
WAGES & BENEFITS				
WAGES	\$74,697.00	\$6,038.41	\$6,038.41	\$68,658.59
SOCIAL SECURITY	\$5,000.00	\$461.93	\$461.93	\$4,538.07
HOSPITALIZATION	\$19,007.00	\$1,935.80	\$1,935.80	\$17,071.20
RETIREMENT	\$8,155.00	\$580.97	\$580.97	\$7,574.03
UNEMPLOYMENT	\$700.00	\$187.33	\$187.33	\$512.67
BRICKSTREET	\$2,000.00			\$2,000.00
WV RETIREE TRUST	\$4,000.00	\$532.00	\$532.00	\$3,468.00
TOTAL	\$113,559.00	\$9,736.44	\$9,736.44	\$103,822.56
LIBRARY MATERIALS				
BOOKS	\$20,000.00	\$412.88	\$412.88	\$19,587.12
AUDIOVISUALS	\$2,000.00	\$306.92	\$306.92	\$1,693.08
PERIODICALS/NEWSPAPE	\$400.00			\$400.00
TOTAL	\$22,400.00	\$719.80	\$719.80	\$21,680.20
UTILITIES/TELEPHONE	\$10,000.00	\$660.98	\$660.98	\$9,339.02
BUILDING REPAIRS/MAIN	\$20,665.00	\$2,722.87	\$2,722.87	\$17,942.13
INSURANCE	\$126.00	\$126.00	\$126.00	\$0.00
POSTAGE/FREIGHT	\$200.00			\$200.00
OFFICE SUPPLIES	\$3,500.00	\$51.81	\$51.81	\$3,448.19
LIBRARY SUPPLIES	\$4,500.00			\$4,500.00
PROGRAMMING	\$1,200.00	\$291.00	\$291.00	\$909.00
TRAVEL	\$600.00			\$600.00
MEMBERSHIP DUES	\$50.00			\$50.00
TECHNOLOGY	\$4,000.00			\$4,000.00
MAINT CONT (COPIER/FAX)				\$0.00
ACCOUNTING/AUDIT	\$5,000.00	\$279.00	\$279.00	\$4,721.00
CONTINUING EDUCATION	\$400.00			\$400.00
TOTAL	\$50,241.00	\$4,131.66	\$4,131.66	\$46,109.34
TOTAL BUDGET	\$186,200.00	\$14,587.90	\$14,587.90	\$171,612.10
	=====	=====	=====	=====

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
August, 2016

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$137.73
B. AT&T	\$2.05

TOTAL		\$139.78
-------	--	----------

2. UTILITIES

A. Weston Sanitary Board	\$35.37
B. WV-American Water	\$42.13
C. Dominion Hope	\$172.00
D. Mon Power	\$288.34

TOTAL		\$537.84
-------	--	----------

3. MAINTENANCE

A. UniFirst Corporation-mats	\$139.80
B. Erick Jensen-semiannual mold/bacteria mt	\$3,500.00
C. Dodson Pest Control-mo increase	\$90.00

TOTAL		\$3,729.80
-------	--	------------

4. OTHER

A. John E Law CPA,A.C.-08/16 acctg	\$204.00
------------------------------------	----------

TOTAL		\$204.00
-------	--	----------

TOTAL CONTRACTURAL SERVICES		\$4,611.42
-----------------------------	--	------------

COMMODITIES

1. BOOKS/PERIODICALS

A. Ingram Library Services-books	\$439.02
B. EBSCO-periodicals	\$302.46
C. Follett	\$740.94

		\$1,482.42
--	--	------------

2. VIDEO/AUDIO

TOTAL		\$0.00
		\$1,482.42

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
August, 2016

3. SUPPLIES

A. Xerox-usage 06/30-07/21	\$32.17
B. DEMCO-library supplies	\$68.05
C. WalMart-office supplies	\$267.37
D. R D Wilson & Sons-office supplies	\$81.74

TOTAL

\$449.33

4. OTHER

A. WVLA-2016 annual Fall Conference	\$110.00
B. 1000 Books Foundation-programming	\$200.00
D. DEMCO-programming	\$208.00

TOTAL

\$518.00

TOTAL COMMODITIES

\$967.33

SALARIES & FRINGES

\$10,082.92

TOTAL DISBURSEMENTS

\$17,144.09

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES BUDGET STATUS
FISCAL YEAR JUNE, 2017

	FY	CURRENT	YEAR TO	BUDGET
	Budget	August, 2016	DATE	Status
	Budget	Expenditures	8/31/2016	6/30/2017
WAGES & BENEFITS				
WAGES	\$74,697.00	\$6,678.90	\$12,717.31	\$61,979.69
SOCIAL SECURITY	\$5,000.00	\$510.94	\$972.87	\$4,027.13
HOSPITALIZATION	\$19,007.00	\$1,509.80	\$3,445.60	\$15,561.40
RETIREMENT	\$8,155.00	\$644.28	\$1,225.25	\$6,929.75
UNEMPLOYMENT	\$700.00		\$187.33	\$512.67
BRICKSTREET	\$2,000.00	\$271.00	\$271.00	\$1,729.00
WV RETIREE TRUST	\$4,000.00	\$468.00	\$1,000.00	\$3,000.00
TOTAL	\$113,559.00	\$10,082.92	\$19,819.36	\$93,739.64
LIBRARY MATERIALS				
BOOKS	\$20,000.00	\$1,179.96	\$1,592.84	\$18,407.16
AUDIOVISUALS	\$2,000.00		\$306.92	\$1,693.08
PERIODICALS/NEWSPAPE	\$400.00	\$302.46	\$302.46	\$97.54
TOTAL	\$22,400.00	\$1,482.42	\$2,202.22	\$20,197.78
UTILITIES/TELEPHONE	\$10,000.00	\$677.62	\$1,338.60	\$8,661.40
BUILDING REPAIRS/MAIN	\$20,665.00	\$3,729.80	\$6,452.67	\$14,212.33
INSURANCE	\$126.00		\$126.00	\$0.00
POSTAGE/FREIGHT	\$200.00			\$200.00
OFFICE SUPPLIES	\$3,500.00	\$381.28	\$433.09	\$3,066.91
LIBRARY SUPPLIES	\$4,500.00	\$68.05	\$68.05	\$4,431.95
PROGRAMMING	\$1,200.00	\$408.00	\$699.00	\$501.00
TRAVEL	\$600.00			\$600.00
MEMBERSHIP DUES	\$50.00			\$50.00
TECHNOLOGY	\$4,000.00			\$4,000.00
MAINT CONT (COPIER/FAX				\$0.00
ACCOUNTING/AUDIT	\$5,000.00	\$204.00	\$483.00	\$4,517.00
CONTINUING EDUCATION	\$400.00	\$110.00	\$110.00	\$290.00
TOTAL	\$50,241.00	\$5,578.75	\$9,710.41	\$40,530.59
TOTAL BUDGET	\$186,200.00	\$17,144.09	\$31,731.99	\$154,468.01

LEWIS COUNTY BUILDING COMMISSION
110 CENTER AVENUE
WESTON, WV 26452

Honorable Member of the Lewis County Commission
110 Center Avenue
Weston, WV 26452

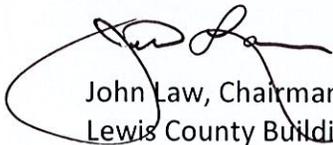
September 22, 2016

Dear Commissioners:

The Lewis County Building Commission respectfully request the Lewis County Commission appoint Alicia Flesher (R) as a member of the Lewis County Building Commission to fill the unexpired term created by the death of Leland Kesner.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "John Law", is written over the typed name and title. The signature is fluid and cursive, with a large loop at the beginning.

John Law, Chairman
Lewis County Building Commission

[Print](#) | [Close Window](#)

Subject: FW: Lewis - Northwest Water

From: Cary Smith <csmith@regionvii.com>

Date: Fri, Sep 23, 2016 2:16 pm

To: "Cindy Whetsell (lccommission@yahoo.com)" <lccommission@yahoo.com>, "Cindy Whetsell (lwhetsell@lewiscountywv.org)" <lwhetsell@lewiscountywv.org>

Cc: "Mike Herron (mherron@lceda.org)" <mherron@lceda.org>

Attach: winmail.dat

image001.png

image001.png

Cindy,

Find attached the requisition for the Northwest Lewis Water Project. Let me know if you have questions or need anything for the October 3rd meeting. As a reminder, SCBG requires original signatures so once complete, let me know and I'll swing by and get them....

Thanks,
Cary

From: Cary Smith

Sent: Friday, September 23, 2016 2:01 PM

To: Mike Herron (mherron@lceda.org)

Subject: Lewis - Northwest Water

Mike,

Find attached the resolution and attached invoices for the Northwest Project.

The only place for LCEDA to sign is on the first resolution page. The other signature pages require the Lewis County Commission and I will call to get added to their agenda on October 3, 2016. Call if you have questions.

Regards,
Cary

~~~~~  
Cary A. Smith, P.E. | Project Manager  
Region VII Planning and Development Council  
99 Edmiston Way, Suite 225  
Buckhannon, WV 26201  
304.472.6564 Office | 304.472.6590 Fax  
csmith@regionvii.com<mailto:swhitehair@regionvii.com>  
[www.regionvii.com](http://www.regionvii.com)<http://www.regionvii.com/>

[Description: 326\_Logo]

Serving Barbour, Braxton, Lewis, Gilmer,  
Randolph, Tucker and Upshur Counties.

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**LEWIS COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
2014W-1499  
RESOLUTION #1**

**RESOLUTION OF THE LEWIS COUNTY ECONOMIC DEVELOPMENT AUTHORITY APPROVING INVOICES  
RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE NORTHWEST LEWIS WATER LINE EXTENSION  
PROJECT AND AUTHORIZING PAYMENT THEREOF.**

**WHEREAS**, the Lewis County Economic Development Authority has reviewed the invoices attached hereto and incorporated herein by reference relation to the construction of the Water Construction Project funded by the Infrastructure & Jobs Development Council (IJDC); West Virginia American Water Company (WVAWC); and Small Cities Block Grant (SCBG), and find as follows:

- a.) That none of the items for which payment is proposed to be made has been requested from another funding source.
- b.) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project.
- c.) That each of such costs has been otherwise properly incurred.
- d.) That the payment for each of the items proposed is due and owing.

**NOW, THEREFOR, BE IT RESOLVED** by the Lewis County Economic Development Authority as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

| VENDOR                   | IJDC Loan | IJDC Grant | WVAWC | SCBG         | TOTAL        |
|--------------------------|-----------|------------|-------|--------------|--------------|
| The Thrasher Group, Inc. | \$ -      | \$ -       | \$ -  | \$ 10,000.00 | \$ 10,000.00 |
|                          | \$ -      | \$ -       | \$ -  | \$ -         | \$ -         |
|                          | \$ -      | \$ -       | \$ -  | \$ -         | \$ -         |
|                          | \$ -      | \$ -       | \$ -  | \$ -         | \$ -         |
|                          | \$ -      | \$ -       | \$ -  | \$ -         | \$ -         |
| <b>TOTAL</b>             | \$ -      | \$ -       | \$ -  | \$ 10,000.00 | \$ 10,000.00 |

**ADOPTED BY** the Lewis County Economic Development Authority, at a meeting held on the 28th day of September, 2016.

By: \_\_\_\_\_  
Its: President



**West Virginia Development Office**  
 Community Development Block Grant - SCBG  
 Budget Amendment Request

|                        |                                              |                          |           |
|------------------------|----------------------------------------------|--------------------------|-----------|
| <b>Grantee:</b>        | Lewis County Commission                      | <b>Amendment Number:</b> | 1         |
| <b>Project Name:</b>   | Northwest Lewis Water Line Extension Project | <b>Date:</b>             | 9/28/2016 |
| <b>Project Number:</b> | 14SCBG0001                                   |                          |           |

| Activity Category | CURRENT APPROVED BUDGET |             |           | CHANGE      |          |             | AMENDED BUDGET |       |                    |
|-------------------|-------------------------|-------------|-----------|-------------|----------|-------------|----------------|-------|--------------------|
|                   | SCBG                    | Other Funds | Total     | Increase    | Decrease | SCBG        | Other Funds    | Total | Other Funds Source |
| Administration    | \$55,000                | \$0         | \$55,000  | \$5,000     |          | \$60,000    |                |       |                    |
| Engineering       | \$195,000               | \$0         | \$195,000 | \$272,800   |          | \$467,800   |                |       |                    |
| Land Acquisition  |                         |             | \$0       | \$8,000     |          | \$8,000     |                |       |                    |
| Construction      |                         |             | \$0       | \$919,200   |          | \$919,200   |                |       |                    |
| Permits/Ads/Fees  |                         |             | \$0       | \$45,000    |          | \$45,000    |                |       |                    |
|                   |                         |             | \$0       |             |          | \$0         |                |       |                    |
|                   |                         |             | \$0       |             |          | \$0         |                |       |                    |
|                   |                         |             | \$0       |             |          | \$0         |                |       |                    |
|                   |                         |             | \$0       |             |          | \$0         |                |       |                    |
| <b>TOTAL</b>      | \$250,000               | \$0         | \$250,000 | \$1,250,000 | \$0      | \$1,500,000 | \$0            | \$0   | \$0                |

**Reason for Amendment Request:** (please use a separate sheet of paper if additional space is required.)  
 Adjusting the budget to reflect the remainder of funds (\$1,250,000.00) committed by SCBG on March 8, 2016.

|                        |               |               |              |               |                      |
|------------------------|---------------|---------------|--------------|---------------|----------------------|
| <b>Contact Person:</b> | Cary A. Smith | <b>Phone:</b> | 304.472.6564 | <b>Email:</b> | csmith@regionvii.com |
|------------------------|---------------|---------------|--------------|---------------|----------------------|

Grantee Signature Approval

|            |  |
|------------|--|
| Signature: |  |
| Title:     |  |
| Date:      |  |

WVDO Signature Approval

|            |  |
|------------|--|
| Signature: |  |
| Title:     |  |
| Date:      |  |

## COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
PO Box 466  
Weston, WV 26452  
Phone: (304)269-8200  
Fax: (304)269-2416  
Email: [lccommission@yahoo.com](mailto:lccommission@yahoo.com)  
Website: [lewiscountywv.org](http://lewiscountywv.org)



COMMISSIONERS:  
AGNES G. QUEEN  
President  
PATRICK D. BOYLE  
Commissioner  
THOMAS V. FEALY  
Commissioner

September 28, 2016

Mr. Tony O'Leary  
Community Development Representative  
WV Development Office  
1900 Kanawha Boulevard, East  
Charleston, WV 25305

**RE: Lewis County Commission—Northwest Lewis Water Line Extension Project  
Small Cities Block Grant Project #14SCBG0001  
Request for Funds #3**

Dear Mr. O'Leary:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Administration**— Region VII continues to progress with the project and is gathering information to prepare for the submission of authorization to bid. Amount requested is \$0.00.
2. **Engineering**— Design of the project is 100% complete. The Thrasher Group, Inc. is working toward getting the project closer to construction. Amount requested is \$10,000.00.

The total amount of this request is \$10,000.00. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Agnes G. Queen  
President

Enclosure

**Community Development Block Grant -Small Cities Block Grant Program  
REQUEST FOR PAYMENT**

**TO:** West Virginia Development Office  
Building 6, Room 553  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-2234 304-558-3248

**FROM:** Lewis County Commission  
110 Center Avenue  
Weston, WV 26452

|                     |                                              |                  |            |
|---------------------|----------------------------------------------|------------------|------------|
| <b>Project Name</b> | Northwest Lewis Water Line Extension Project | <b>Project #</b> | 14SCBG0001 |
|---------------------|----------------------------------------------|------------------|------------|

|                   |   |                              |      |
|-------------------|---|------------------------------|------|
| <b>Drawdown #</b> | 3 | <b>% of Project Complete</b> | 3.0% |
|-------------------|---|------------------------------|------|

|                                             |           |    |           |
|---------------------------------------------|-----------|----|-----------|
| <b>Time Period Covered by this Request:</b> | 3/24/2016 | TO | 9/28/2016 |
|---------------------------------------------|-----------|----|-----------|

|                                                                 |      |
|-----------------------------------------------------------------|------|
| <b>Amount of CDBG Funds on hand at the time of this Request</b> | \$ - |
|-----------------------------------------------------------------|------|

| COST CATEGORIES   | APPROVED BUDGET AMOUNT | AMOUNT REQUESTED TO DATE | AMOUNT REQUESTED THIS DRAW | TOTAL AMOUNT REQUESTED | AMOUNT DISBURSED TO DATE | BALANCE                |
|-------------------|------------------------|--------------------------|----------------------------|------------------------|--------------------------|------------------------|
| Administration    | \$ 60,000.00           |                          |                            | \$ -                   |                          | \$ 60,000.00           |
| Arch/Engineering  | \$ 467,800.00          | \$ 142,300.00            | \$ 10,000.00               | \$ 152,300.00          | \$ 142,300.00            | \$ 315,500.00          |
| Land Acquisition  | \$ 8,000.00            |                          |                            | \$ -                   |                          | \$ 8,000.00            |
| Construction      | \$ 919,200.00          |                          |                            | \$ -                   |                          | \$ 919,200.00          |
| Permits/Ads/Fees  | \$ 45,000.00           |                          |                            | \$ -                   |                          | \$ 45,000.00           |
| Other             |                        |                          |                            | \$ -                   |                          | \$ -                   |
| Other             |                        |                          |                            | \$ -                   |                          | \$ -                   |
| <b>SUB-TOTAL:</b> | <b>\$ 1,500,000.00</b> | <b>\$ 142,300.00</b>     | <b>\$ 10,000.00</b>        | <b>\$ 152,300.00</b>   | <b>\$ 142,300.00</b>     | <b>\$ 1,347,700.00</b> |
| Less Income       |                        |                          |                            |                        |                          |                        |
| <b>TOTAL:</b>     | <b>\$ 1,500,000.00</b> | <b>\$ 142,300.00</b>     | <b>\$ 10,000.00</b>        | <b>\$ 152,300.00</b>   | <b>\$ 142,300.00</b>     | <b>\$ 1,347,700.00</b> |

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**

Administration— Region VII continues to progress with the project and is gathering information to prepare for the submission of authorization to bid.

Engineering— Design of the project is 100% complete. The Thrasher Group, Inc. is working toward getting the project closer to construction.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

Chief Elected Official

Date

*Original Signature Required*

*Copies of Invoices Required*

**THE THRASHER GROUP, INC.**  
**P.O. BOX 940**  
**BRIDGEPORT, WV 26330**  
**304.624.4108**

**INVOICE**

**LEWIS COUNTY EDA**  
 P.O. BOX 466  
 WESTON, WV 26452

Invoice number 10861-1A  
 Date 5/16/2016

Contract: 101-010-0861  
 NORTH WEST  
 Scope of Work: WATERLINE EXTENSION  
 SPECIAL SERVICES

**PROFESSIONAL SERVICES - NET 30**

| <u>ITEM</u>                      | <u>BUDGET<br/>AMOUNT</u> | <u>PREVIOUS<br/>% COMPLETE</u> | <u>CURRENT<br/>% COMPLETE</u> | <u>AMOUNT<br/>COMPLETE</u> |
|----------------------------------|--------------------------|--------------------------------|-------------------------------|----------------------------|
| ASSESSMENT OF COMPLETED PROJECTS |                          |                                |                               |                            |
| GIS BASED RECORD DRAWINGS        | 20,000.00                | 0%                             | 0%                            | 0.00                       |
| ASSET MANAGEMENT PLAN            | 30,000.00                | 0%                             | 0%                            | 0.00                       |
| LANDS & RIGHTS OF WAY SURVEYING  | <u>10,000.00</u>         | 0%                             | 100%                          | <u>10,000.00</u>           |
|                                  | 60,000.00                |                                | TOTAL                         | <u>10,000.00</u>           |
|                                  |                          |                                | LESS PREVIOUS INVOICES        | <u>0.00</u>                |
|                                  |                          |                                | CURRENT INVOICE TOTAL         | <u><u>10,000.00</u></u>    |

**Subject:** Region VII PDC Hazard Mitigation Update

**From:** Shane Whitehair (swhitehair@regionvii.com)

**To:** sfrey2@commission.state.wv.us; egb51@hotmail.com; gilmercommission@yahoo.com; cindywhetsell@yahoo.com; dhaddix@randolphctywv.org; tuckergwa@gmail.com; clwallace@upshurcounty.org;

**Date:** Tuesday, September 20, 2016 8:15 AM

Folks

I am contacting you in regards to the June 2016 flooding that occurred in our region. As you may know, Region VII currently has a hazard mitigation plan that incorporates your county so you can be eligible for hazard mitigation funding, if needed. In regards to the June flooding, we have been asked by FEMA to amend our plan to include Mitigation Reconstruction in our hazard mitigation strategies. I have attached an email received by FEMA that explains the request a little more. If you wouldn't mind to provide the information requested, that would be greatly appreciated.

There are sample letters attached that shows exactly what is needed from each county.

If you should have any questions, please feel free to call.

Thanks

***Shane Whitehair***

**Executive Director**

**Region VII Planning and Development Council**

99 Edmiston Way, Suite 225

Buckhannon, WV 26201

Cell: (304) 613.1386

Phone: (304) 472.6564

Fax: (304) 472.6590

[www.regionvii.com](http://www.regionvii.com)

Good afternoon.

We had requested all regional PDCs that were affected by this recent disaster to amend their current plans to include **Mitigation Reconstruction** in their Hazard Mitigation strategies. Since all hazard mitigation is available throughout the state, we would like to request that you do the same. If you feel there's a need for more discussion on this, we can set up a call conference mid of next week. Please let me know if you need one.

Please see the attachments above. The first is example language of the proposed strategy amendment. The second is the sample letter you will request your counties to sign and send back to you. These both have been constructed as template language. It is suggested that each PDC have a call with their counties in order to explain the amendment and its implications. If you would like to us to be on that call also, just let us know and we can attend. For fastest amendment approval, please see the below steps.

- PDC will provide a copy of the amendment language and sample letter to each County to ask if the amendment strategy is acceptable
- If acceptable, the County will send back the signed amendment request letter to the PDC
- The PDC will send up an official request Packet of their own to the State
  - o PDC Packet to State:
    - Official letter from the PDC requesting approval of the amendment strategy
    - Signed County Letters
    - Copy of the updated strategy language incorporated into the Hazard Mitigation Plan (CD or electronic copy will suffice)
- The State will forward the PDC packet/request to FEMA for approval
- FEMA will review and approve

If you have any questions about this process please feel free to contact myself or Matt McCullough.

# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
Weston, WV 26452  
Phone: (304)269-8200  
Fax: (304)269-2416  
Email: lewiscountycommission@lewiscountywv.org  
Website: lewiscountywv.org



**COMMISSIONERS:**  
**AGNES G. QUEEN**  
President  
**PATRICK D. BOYLE**  
Commissioner  
**THOMAS V. FEALY**  
Commissioner

Mr. Shane Whitehair  
Executive Director  
Region 7 Planning and Development Council  
99 Edminston Way, Suite 225  
Buckhannon, WV 26201

RE: Hazard Mitigation Plan Amendment

October 3, 2016

Dear Mr. Whitehair:

In light of the recent flood disaster, Lewis County would like to request an amendment to our current Hazard Mitigation Plan strategies to include additional structural projects; specifically Mitigation Reconstruction. The allowance of these additional options, made available to our residents during catastrophic events, is a top priority of Lewis County. Should there be any questions, please do not hesitate to contact us. Please see the below mitigation strategy language which Lewis County would like to include as an amendment to the Region 7 Planning and Development Council Hazard Mitigation Plan.

*Project: Lewis County will continue to seek out opportunities to apply for Hazard Mitigation Assistance (HMA) funds for mitigation reconstruction, elevations, relocations or acquisitions of identified at risk, repetitive loss, non-repetitive loss, substantial damaged, partially or completely demolished or destroyed properties within Lewis County. If mitigation reconstruction is chosen, properties identified as partially or completely demolished, outside of the regulatory floodway, as identified by available flood hazard data, will be reconstructed in accordance with the standards established in the local floodplain ordinance and in accordance with the same conditions as an elevated structure. Lewis County will comply with all acquisition, elevation, relocation and mitigation reconstruction requirements, as per the HMA Guidance.*

Sincerely,

Agnes G. Queen  
President, Lewis County Commission

*Project:* Lewis County will continue to seek out opportunities to apply for Hazard Mitigation Assistance (HMA) funds for mitigation reconstruction, elevations, relocations or acquisitions of identified at risk, repetitive loss, non-repetitive loss, substantial damaged, partially or completely demolished or destroyed properties within Lewis County. If mitigation reconstruction is chosen, properties identified as partially or completely demolished, outside of the regulatory floodway, as identified by available flood hazard data, will be reconstructed in accordance with the standards established in the local floodplain ordinance and in accordance with the same conditions as an elevated structure. Lewis County will comply with all acquisition, elevation, relocation and mitigation reconstruction requirements, as per the HMA Guidance.

# *An Invitation*

## **Lewis County 4-H**

### **2016 Achievement Banquet & Awards Celebration**

Please join us as we recognize the accomplishments of our talented youth, dedicated Lewis County 4-H volunteers and community partners. Please come to accept your award.

**Sunday, October 30**

**1:30 p.m.**

**Doors open at 1:15 p.m.**

**WVU Jackson's Mill**  
Mount Vernon Dining Hall

*Menu—Served Family Style*

Baked steak  
Applesauce  
Iced tea

Mashed potatoes/gravy  
Rolls  
Coffee

Green beans  
Assorted cobblers/ice cream

**\$8.00 per person**

**(Cloverbuds and 4-H members as of 10/1/15—8/30/16 and children under the age of three are complimentary)**

**Reservation/payment deadline:  
Monday, October 17, noon**

Reservations/payments cannot be accepted after October 17, noon  
*All attendees including Cloverbuds, 4-H members and children under the age of three must register no later than noon on October 17*

WVU Lewis County Extension Service  
104 Center Avenue, Weston WV 26452  
Questions? Telephone 304-269-4660