

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:
PATRICK D. BOYLE
President
AGNES G. QUEEN
Commissioner
ROD WYMAN
Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
Monday, November 27, 2017

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** Call Meeting to Order
- 2. 10:05 AM** John Breen, Lewis County Assessor
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Wednesday, November 22, 2017.
(action required)

APPOINTMENTS

- 3. 10:10AM** Lewis County Prosecutor Christy Flanagan
RE: Advice and Consent per WV Code §7-7-7 to hire Trena Williams as a Part Time Lewis County Assistant Prosecuting Attorney.
The Lewis County Commission consented to hire Hunter Simmons as a part time prosecuting attorney. Mr, Simmons has since notified Christina Flanagan that he will not be able to accept the position. Ms. Flanagan requests the advice and consent of the commission to hire Ms. Trena Williams to fill the vacant part time assistant Prosecutor's position at a salary of \$30,000 with full benefits.
(action required)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for November 16, 2017. (information only)
- 5. Sheriff's Monthly Settlement:** Sheriff Adam Gissy submits the October 2017 Monthly Settlement (reconciliation) of Lewis County financial accounts. (information only)
- 6. Lewis-Gilmer E 911 Advisory Board Minutes:** Minutes of the October 10, 2017 Lewis - Gilmer E 911 Advisory Board. (information only)
- 7. Lewis-Gilmer 911 Addressing Report:** Lewis-Gilmer E 911 Addressing Report October 2017 including: walk-ins; address issued; telephone calls; proof of address requests; and mileage driven. (information only)

8. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** October 2017 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1,427 days X \$48.25 per diem=\$68,852.75. Also Corrected Regional Jail fees for 2015-\$3,601.37; 2016-\$9,772.56; 2017-\$10,867.37 for a total of \$24,241.29 corrected and credited. *(information only)*
9. **Lewis Upshur Local Emergency Planning Committee (LEPC) Financial Report:** Financial Statement for September and October 2017 for the Lewis Upshur Local Emergency Planning Committee. *(information only)*
10. **WV Department of Revenue-State Tax Department Assessor Substantial Completion Notification:** Certification that John Breen, Lewis County Assessor has complied with additional duties and will receive additional Compensation as provided in WV State Code§ 7-7-6b. *(action required)*
11. **Louis Bennett Public Library Monthly Report:** Monthly Report of finances and minutes of the Louis Bennett Public Library for September 2017. *(information only)*
12. **Sharpe Hospital Annual Christmas Tree Lighting Ceremony Invitation:** Invitation to attend the annual Christmas Tree Lighting Ceremony at Sharpe Hospital on Thursday, December 7, 2017 at 6pm in memory of Senator William R. Sharpe. *(information only)*
13. **Jane Lew Public Service District Meeting Minutes:** Minutes of the October 12, 2017 Regular Meeting for the Jane Lew Public Service District. *(information only)*

BUSINESS

14. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Alum Bridge Neighborhood Watch; Shentel Customer Appreciation Day; Region VII GIS Grant Award; Lewis County Chamber of Commerce Luncheon; National Association of Counties Economic Development Committee; North Central WV Airport Authority Meeting; Sheriff's Tax Sale; Fire Association Meeting; Fire Board Meeting. *(information only)*
15. **Division of Culture and History Records Management and Preservation Grant Reimbursement:** Approval and signature on reimbursement for the Lewis County 2017-18 Records Management and Preservation Grant for the Circuit Clerk's Office in the amount of \$1,693.65 for reimbursement of a part time employee's wages for scanning documents. *(action required)*
16. **Lewis County Economic Development Authority Report of Activities:** Lewis County Economic Development Authority Director Michael Herron will update the commission on activities by the authority. *(information only)*
17. **Time Sheets and Leave Requests** *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

18. **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 Wednesday, November 22, 2017. *(action required)*
19. **Approval of Estates:** 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 Wednesday, November 22, 2017. *(action required)*
20. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Wednesday, November 22, 2017. *(action required)*
21. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Wednesday, November 22, 2017. *(action required)*

ADOURNMENT:

22. 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
Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 16, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 9, 2017

Scheduled Appointments:

9:15 a.m. Mike Cozad, Community Liaison – Atlantic Coast Pipeline timeline and project expectations
1:30 p.m. Cam Wilson, Election Systems & Software -- Discuss DS200 and Express Vote System

Items for Discussion / Action / Approval:

1. Approval of Financial Statement – Fiscal Year ended June 30, 2017
2. Discuss refinancing of HVAC loan and existing vehicle loans.
3. Correspondence from John McGrew Jr., Chairman of the Tennerton PSD, requesting the appointment of Joseph Tenney to the Board, effective immediately. Upon approval, Mr. Tenney's term will expire on July 31, 2023.
4. Correspondence from Kimbra Wachob, E911 Communications Center Assistant to the Director, announcing the resignation of Kayla Woody, full-time telecommunicator, effective November 9, 2017.
Item may lead to Executive Session per WV Code §6-9A-4
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, 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. Correspondence from Dale W. Steager, State Tax Commissioner, certifying that Dustin W. Zickefoose, Assessor of Upshur County, has substantially complied with the "assessor's additional duties" as delineated in WV Code §7-7-6a, which entitles him to additional compensation in the amount of \$15,000 as provided in WV Code §7-7-6b.
2. Atlantic Coast Pipeline Project Update – November 2017

3. Lewis – Upshur Animal Control Facility Adoption Financial Transactions for October 2017

4. Appointments Needed or Upcoming:

- Tennerton Public Service District – July 31, 2017

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
November 30, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting to be held on Thursday, November 23, 2017 has been CANCELLED ****

**Lewis County, West Virginia
Sheriff's Monthly Settlement
October 31, 2017**

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	4,567,402.49	463,889.49	205,281.53	710,853.11	4,525,720.40
Coal Severance	14,017.87	6,296.64	0.00	0.00	20,314.51
General School	30,790.99	4,472.18	0.00	0.00	35,263.17
Magistrate Court	585.52	1,461.25	0.00	237.48	1,809.29
Worthless Check	47,265.19	75.00	0.00	0.00	47,340.19
Dog and Kennel	22,052.57	2,030.80	0.00	17,410.28	6,673.09
Home Detention	4,207.89	9,228.14	0.00	7,770.74	5,665.29
Emergency 911 Fund	2,969,964.53	253,268.09	0.00	85,642.58	3,137,590.04
Lewis County Aquatic Fund	706,300.33	4,691.80	0.00	0.00	710,992.13
Citizens Education	12,997.78	800.00	0.00	221.98	13,575.80
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	2,735.28	0.00	2,735.28	0.00
LC Flood Administration	0.00	0.00	0.00	0.00	
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	5,000.00	0.00	5,000.00	0.00
Sheriff Special Account-state	27,988.83	2.45	0.00	2,347.03	25,644.25
Acquatic Excess Levy	0.00	268.85	4,361.13	4,629.98	0.00
County Building	570,651.91	31.30	0.00	0.00	570,683.21
Board of Health	405,519.12	37,665.23	0.00	28,495.31	414,689.04
Tax Lien	302,016.67	0.00	0.00	0.00	302,016.67
Delinquent Nonentered	15,145.28	0.00	0.00	0.00	15,145.28
Concealed Weapons	60,581.00	1,299.69	0.00	560.08	61,320.61
Assessor Valuation	262,125.58	7,895.65	0.00	34,851.73	235,169.50
Voters Registration	5,231.55	0.00	0.00	0.00	5,231.55
State Current	0.00	0.63	2,192.83	2,193.46	0.00
Criminal Charges	0.00	1,148.74	0.00	1,148.74	0.00
Court Reporter	0.00	96.91	0.00	96.91	0.00
State Police	0.00	400.00	0.00	400.00	0.00
Vehicle License	0.00	32,169.50	0.00	32,169.50	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	572.50	635.50	0.00	571.50	636.50
General Current Expenses	0.00	3,221.33	262,667.07	265,888.40	0.00
Excess Levy	0.00	1,714.13	141,518.14	143,232.27	0.00
Weston Current	0.00	5.77	20,218.57	20,224.34	0.00
Jane Lew Current	0.00	0.39	1,379.60	1,379.99	0.00
Totals	10,025,418.31	840,504.74	637,618.87	1,368,060.69	10,135,481.23

Balance in county depositories - End of Month	\$	10,618,304.31	Bank errors	
Less: Orders Outstanding	-	(859,888.02)	Bank errors	
Add: Deposits in Transit	+	373,564.94		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
Total in county Depositories and Office	\$	10,135,481.23	Bank errors Total	0.00

True Balance \$ 10,135,481.23

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.

Adam M. Gissy / BB

 Adam M. Gissy, Sheriff & Treasurer, Lewis County

11-9-17

 Dated and sworn to on this date.

Difference 0.00

2017 NOV - 9 P 11:38
LEWIS COUNTY, WV

Lewis-Gilmer E-911 Advisory Board

Date:10/10/2017

The Meeting was called to order by L. Gerwig at 14:03 in Lewis County.

Members Present: K Wiant, E. Squires J. Gum, B. Rowan, J. Taylor, J. Spray, C. Money penny, L. Gerwig, TJ Sirbaugh

Also attending: S. Money penny

Motion was made by L. Gerwig and seconded by to approve the minutes from the previous meeting. Motion was approved.

Committee Reports

Executive Committee: Requests for information from our county commissioners were met.

Building and Operations: We are still waiting on our telephone vendor to make a decision on what will be done with the speakers. A list is made of spare phones and accessories needed has been made, but not yet been submitted to frontier.

The UPS is currently up and working 9-14 batteries and a complete rebuild was performed. We have not yet received the bill.

The Generator has been reprogrammed to cycle as normal.

We are beginning to have troubles with our CAD system.

We have just completed our third audit this year, the State of WV IT audit in May. A month after that there was a Federal audit from CEGIS. Current audits through the state are giving conflicting information on the use of our CAD and their data we are working to resolve that.

Drains have been repaired, and should stop the problems that caused our previous water problems.

Budget and Finance: This year's budget will include the phone system, etc

Public Relations: They are currently out with J. Snyder from Weston FD in grade schools with Fire Prevention Week.

Personnel Committee: We have lost two employees, we reworking our training manual and are hoping to be able to hire again in December.

EMD/Training Committee: All QA's were acceptable, minimums were in the upper 80's with a number of 100%'s in this month's selections.

Old Business: None

New Business: None

Addressing Report: Numbers are down which is normal for this time of year

Chairman's Time: Nothing to add.

Director's Report:

Benefit of the Organization: The outgoing calls need to be changed to 8243 from the positions. Ours should be 8241 from Admin Phones. Brian Backus was hired by Gilmer County Sherriff's Dept. Glenville city officer has returned from the academy.

Motion to adjourn by E. Squires second L. Gerwig.

Joe Spray II, Secretary

James Taylor, Chairman

E-911 Addressing Report

October 1, 2017 – October 31, 2017

	Lewis	Gilmer
Telephone Calls	17	3
Walk Ins	2	0
Addresses Issued/Reissued	4	1
Mileage	--	--
Proof Of Address request	10 Combined	

Request have slowed some due to the fall season but are expected to go back up for hunting camps etc.

If you have any requests for road signs that are missing please let the addressing office know asap.

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

PO Box 50285

1900 Kanawha Blvd, East

Charleston, WV 25305

(304) 558-2036

FAX: (304) 558-2115

Jim Justice
Governor

Jeff S. Sandy, CAMS, CFE
Cabinet Secretary

David Farmer
Executive Director

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

Statement Number: 101172a8e

Statement Date: 11/8/2017

Month Of Service: October, 2017

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 October, 2017.

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: October

NUMBER OF INMATE DAYS: 1427

PER DIEM RATE: \$48.25

AMOUNT DUE - October, 2017 \$68,852.75

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

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

Subject: Regional Jail Fees
From: afarnsworth@lewiscountywv.org
Date: Thu, Nov 09, 2017 9:36 am
To: lwhetsell@lewiscountywv.org

Hi! Just wanted to let you know that our Corrected Regional Jail Fees for 2017 was \$10,867.37. We also received a corrected 2016 that was \$9772.55 and corrected 2015 \$3,601.37.
Thanks!

Amanda J. Farnsworth
Assistant Chief Tax Deputy
Lewis County Sheriff's Tax Office
110 Center Avenue
Weston, WV 26452
Phone: (304) 269-8222
Fax: (304) 269-8698

\$24,241.²⁹

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LEWIS UPSHUR LOCAL EMERGENCY PLANNING COMMITTEE

SEPTEMBER 2017 FINANCIAL REPORT
and October

SERC/commission funds

Beginning balance	\$10,652.57
Ck 1038 9/20/17 J Gum LEPC Mtg Lunch	- 155.38
Ending balance	<u>\$10,497.19</u>



STATE OF WEST VIRGINIA

Department of Revenue
State Tax Department

Jim Justice
Governor

Dale W. Steager
State Tax Commissioner

November 6, 2017

President, Lewis County Commission
Lewis County Courthouse
P. O. Box 466
Weston, West Virginia 26452-0466

Dear Commission President:

This letter and attachment certify that John Breen, Assessor of Lewis County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Breen to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in blue ink that reads "Dale W. Steager".

Dale W. Steager
State Tax Commissioner

DWS/jaj

Attachment

cc: Assessor of Lewis County
Clerk of Lewis County

ASSESSOR ADDITIONAL DUTIES - 2017

SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2016 to June 30, 2017 in the manner prescribed by the State Tax Commissioner.	X	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2016 - June 30, 2017) by entering this information in the IAS/CAMA system.	X	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>est 2800</u>) <u>Per Leroy</u>	X	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	X	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	X	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	X	
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide explanation. _____ _____	X	

STATEMENT OF COMPLETION

RECEIVED

State of West Virginia

OCT 10 2017

County of LEWIS

State Tax Department
Property Tax Division

I, the undersigned, John L. Breen, Assessor of

LEWIS County, hereby certify that I have substantially completed each additional duty described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

10-10-2017

Date

John L. Breen
Signature of Assessor

Louis Bennett Public Library

Report of Lewis County Hotel/Motel Funding

September 2017 \$ 6,519.32

Leftover \$ 15,752.40

Total spent \$ 797.07

Leftover \$ 21,474.65

LOUIS BENNETT PUBLIC LIBRARY			
EXPENDITURES			
September, 2017			
CONTRACTURAL SERVICES			
1. TELEPHONE			
	A. Frontier		\$138.67
	B. AT&T		
		TOTAL	\$138.67
2. UTILITIES			
	A. Weston Sanitary Board		
	B. WV-American Water		\$33.05
	C. Dominion Hope		\$196.00
	D. Mon Power		\$323.85
		TOTAL	\$552.90
3. MAINTENANCE			
	A. UniFirst Corporation-mats		\$105.50
	B. Dodson Pest Control		
		TOTAL	\$105.50

Louis Bennett Public Library

Statistics

Month: October 2017		Last year
Attendance (people visiting the library)	879	1,501
Circulation of Library Materials	1,058	2,201
Circulation of Juvenile collection	532	999
Patrons added to Follett	8	
Total Number of Library Patrons	1,139	
Items (books, etc.) Added to Follett	130	
Items (books, etc.) Deleted from Follett	485	
Photocopies	\$181.25	
Fax	\$ 74.50	
Fines	\$ 50.40	

Internet Computer

Patrons using Internet on their own (# of sessions)	441
Wireless Users (# of sessions)	43

Groups at the Library

Library Director visited Ms. Bobbie Long at the Upshur County Public Library

Library Director visited Mr. Patrick Montgomery at the Gilmer County Public Library

Library Director attended New Director's Training at the West Virginia Library Commission

Library Director attended a Webinar offered by TechSoup and Web Junction

4 Toddler times total attendance 44 children / 34 adults (aver. 11 children and 9 adults)

Book Club 3 people

Sharpe Hospital 4 staff, 3 clients

Sharpe Hospital 2 staff, 3 clients

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
September, 2017

CONTRACTURAL SERVICES			
1. TELEPHONE			
	A. Frontier		\$138.67
	B. AT&T		
		TOTAL	----- \$138.67
2. UTILITIES			
	A. Weston Sanitary Board		
	B. WV-American Water		\$33.05
	C. Dominion Hope		\$196.00
	D. Mon Power		\$323.85
		TOTAL	\$552.90
3. MAINTENANCE			
	A. UniFirst Corporation-mats		\$105.50
	B. Dodson Pest Control		
		TOTAL	\$105.50
4. OTHER			
	A. John E Law CPA,A.C.-09/17 acctg		\$255.00
	B. Postmaster-postage		\$49.00
		TOTAL	\$304.00
TOTAL CONTRACTURAL SERVICES			\$1,101.07
COMMODITIES			
1. BOOKS/PERIODICALS			
	A. Ingram Library Services		\$1,786.16
			\$1,786.16
2. VIDEO/AUDIO			
		TOTAL	\$0.00
			\$1,786.16

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
September,2017

3. SUPPLIES

A. Demco	\$162.48
B. Xerox Corporation	\$70.93
B. WalMart-supplies	\$78.04

TOTAL	\$311.45
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4. OTHER

TOTAL	\$0.00
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TOTAL COMMODITIES	\$311.45
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SALARIES & FRINGES	\$12,349.66
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TOTAL DISBURSEMENTS	\$15,548.34
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MAIN STAY FUNDS		057-55004287	06/30/17	\$12,850.29
FEDERATED EQUITY INCOME FUND A			06/30/17	\$60,393.28
NASDAQ:LEIFX				-----
				\$73,243.57
				=====

URILLA M BLAND REFERENCE CENTER				
UNITED NATIONAL BANK, CD #451-0797677				\$35,000.00
INTEREST	1/23/2017		\$26.40	=====
	4/18/2017		\$25.89	
	5/2/2017	\$8.63	\$8.63	
	8/16/2017		\$57.34	
	To date Interest		\$22,414.29	

R BLAND AND STATE FUNDING				
SAVINGS ACCOUNT-Citizens Bank				
Deposits-		2098512	12/31/16	\$53,712.63
				\$0.00
INTEREST		3/31/2017	\$28.07	
		6/30/2017	\$23.52	
		9/30/2017		
		12/31/2017		\$51.59
				\$53,764.22
TRANSFER TO CHECKING ACCOUNT				
		2/14/2017	\$16,000.00	
		7/26/2017	\$11,000.00	
				\$27,000.00
	Balance		6/30/2017	\$26,764.22

CAPITAL IMPROVEMENTS				
	Keystone Waterproofing-repoint brick motor		7/31/2017	\$2,200.00
5				

*The patients and staff of William R. Sharpe, Jr.
Hospital cordially invite you to attend the Annual
Christmas Tree Lighting Ceremony in memory of*

Senator William R. Sharpe, Jr.



Thursday, December 7, 2017,

6:00 pm,

in the hospital's main lobby and multi-purpose room.

Your attendance is greatly appreciated.

Light refreshments will be served.

Musical Selections by Saltwell Road Church

Minutes of Jane Lew Public Service District

Regular Meeting October 12, 2017

Present: Elaine B. Flaxer (Chairman); Thomas E. Bailey (Secretary); Oscar R. Mills (Board); Nancy E. Gee (General Manager).

Guests:

Absent:

1. **Call to Order:** Meeting called to order by Chairman Flaxer at 4:00 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

~ ROUTINE BUSINESS ~

2. **Minutes:** (Gee)

MOTION: (Flaxer/Bailey) to approve attached Minutes of 09/14/17 regular meeting. [Carried Unanimously]

3. **General Manager's September Reports:** (Gee)

A. **WATER:**

1. **Bills** (Attached)

MOTION: (Bailey/Mills) to ratify payment of attached list of water invoices for September 2017. [Carried Unanimously]

2. **Treasury Report** (Attached)

MOTION: (Mills/Bailey) to approve attached Water Treasury Report for September 2017. [Carried Unanimously]

3. **Water Adjustments Report** (Attached)

MOTION: (Bailey/Mills) to approve attached Water Adjustments Report for September 2017. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report** (Attached) – actual unaccounted September loss is 08%.

MOTION: (Flaxer/Bailey) to approve attached Water Purchase & Sales Report for September 2017. [Carried Unanimously]

5. **Water Preventive Maintenance Report** -

- a) **Lines** -
- b) **Fire hydrants** [57] – fall fire hydrant flushing completed
- c) **Flushing Hydrants** [25] – done 2 X year; last done in June
- d) **Valves** [148] – all valves exercised for year?
- e) **Meters** [659] – 24 replacement touch-read meters changed out, leaving 117 more to go
- f) **Booster Stations** [3] - checked
- g) **Tanks** [2] – checked
- h) **Office Heating -Cooling Systems** – Richards Heating & Air did maintenance check; had to replace igniter before winter
- i) **Vehicles**-[1.5] -
- j) **Generators** [2 portable] – exercised
- k) **Critical Inventory** – nothing needed
- l) **Other** – Gee had Paul Jeffries apply water sealant on catwalk around office building

6. **Water System Repairs Report** (*fixing breakdowns*) – repaired leak on 2nd St. in front of Mary Jo Holy residence

7. Water Leak Detection Report – Visual check
8. Cross-Connections/Backflow Report – Ongoing
9. New Non-Project Water Taps - none
10. Other –

Assignments

- ✓ Weather permitting, to continue installing replacement touch-read water meters.

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Bailey/Mills) to ratify payment of list of Sewer invoices for September 2017. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Flaxer/Bailey) to approve Sewer Treasury Report for September 2017. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Mills/Bailey) to approve Sewer Adjustments Report for September 2017. [Carried Unanimously]

4. Wastewater Volume & Cost Report (Attached) -

MOTION: (Flaxer/Mills) no Sewer Volume & Cost Report for September 2017. [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

a) Lines–

b) Manholes [594] – Atlas Inc. couldn't come to repair the 5 manholes @ \$500 per each; had to reschedule. Designated manholes are: 1 in Bailey field on new system; 4 in McWhorter area.

c) Grinder Pumps [46]

d) Lift Stations [16 total] – cleaned out Lift 5 with Weston's vacuum truck

e) Bar Screen [1] – cleaned weekly

f) Vehicles – [1.5] –

g) Generators [5 total] – Palco Co. did winter maintenance check; all okay

h) Classroom Heating & Cooling – Richards Heating & Air did winter maintenance check; replaced malfunctioning part

i) Critical Inventory – nothing needed

6. Wastewater Repairs Report (attached) – on 2 different occasions had to repair E1 pumps on Wymer Run Rd.

Afterwards sent letters to these customers requesting them not to put anything in sewer which would cause issues.

7. I&I Loss & Prevention Report – rainfall 2.3 inches. I & I loss down considerably (537,692 gals) due to lack of rain.

8. New Non-Project Sewer Taps – none

9. Other –

Assignments

✓ Keep searching for I&I sources;

✓ Gee to keep on top of project-related lift station problems

4. **Announcements:** Flaxer to be out of town from October 18-24 inclusive.

5. Correspondence:

- A. Letters (09-26-17) from Nancy Gee to Stanley Williams and Steve Baumgardner (Wymer Run Road customers) regarding grinder pump issues.

~ ~ OLD BUSINESS ~ ~

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

- A. New Customer Hookups – none
- B. Lift Pump Issues -- ongoing
- C. Odor Issue – no complaints
- D. Final Cleanup- Frazier property cleanup complete. Regina not satisfied, but Joe is satisfied, per telephone from Regina. No letter of satisfaction will be sent to us.
- E. Other -

Assignment

- ✓ Gee to keep eye on two promised agreements regarding fix of lift 10.

7. Update: Pending Non-Project Extensions and Road Bores (Gee) - none**8. Update: Board Review of PSD Policies and Job Descriptions (Flaxer) – no progress**

- A. Private Fire Protection Policy
- B. Professional Incentives Policy
- C. Revise Water Job Description to be consistent with a water PURCHASE entity
- D. Asset Management Policy

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

- A. Office Staff
- B. Field Staff –

10. Update: Civil Action No. 16-C-74 John H. Brooks v Jane Lew PSD, Oscar R. Mills, et alia. (Gee)

Discussion: Oscar Mills recused self and left building at 4:54 p.m... – [see *Jarndyce and Jarndyce*, Charles Dickens' *Bleak House*] No actual progress.

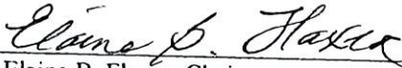
Assignments

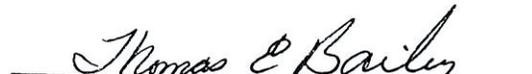
- ✓ Stay in touch and cooperate with Attorney Kelsh.

~ NEW BUSINESS ~

11. **Late Received Agenda Items** (Gee) - none.

12. **Adjournment:** The meeting was adjourned by Chairman Flaxer at 5:02 p.m.


Elaine B. Flaxer, Chairman


Thomas E. Bailey, Secretary

Attachments:

- September '17 Bills Paid (Water/Wastewater)
- September '17 Treasury Reports (Water/Wastewater)
- September '17 Adjustments Reports (Water/Wastewater)
- September '17 Water Purchase/Sales Report
- September '17 Wastewater Volume/Treatment Cost Report
- All correspondence listed on page 2

E-Copies of Unapproved Minutes Sent to:

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

INVOICE

County Records Management and Preservation Grant Program

To: Division of Culture and History
Archives and History
1900 Kanawha Blvd. East, Bldg 9
Charleston, WV 25305-0300

Invoice No: RMPB1815

Grant No.: Lewis County 2017-18

Amount Requested: \$1,693.65

Purpose: Records Management and Preservation Board **FY 18** Grants

Make check payable to:

County Commission: LEWIS COUNTY COMMISSION

Commission's

Mailing Address: 110 CENTER AVENUE

WESTON, WV 26452

F.E.I.N.: 556000338

I certify the attached invoice for which reimbursable payment has been requested has been audited against and conforms to the terms and conditions of the referenced grant Agreement.

Signature: _____

(Blue Ink)

Title: PRESIDENT

Date: November 27, 2017

Director, Archives and History

Date