

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
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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**

**Closed Monday-President's Day, February 19, 2018
Tuesday, February 20, 2018**

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 Thursday, February 15, 2018.
(*action required*)

APPOINTMENTS

- 3. 10:10 AM Ben Shifflet RE: Proclamation Declaring Lewis County a Purple Heart County**
The Lewis County Commission is asked to execute a proclamation declaring Lewis County as a Purple Heart County in honor of the sons/daughters who have lost their lives or were wounded in combat defending the freedoms that all Americans enjoy. (*action required*)
- 4. 10:20 AM OEM Director Bill Rowan and Operations Director James Gum: Lewis-Gilmer E911 Center**
RE: Permission to hire telecommunicators
from the list of tested applicants and approval for Martha Tatman and James Gum to attend the WVAPCO Conference in Charleston, WV April 2 thru April 6, 2018. (*action required*)

CORRESPONDENCE

- 5. Upshur County Commission Agendas:** Upshur County Commission Agendas for February 8, 2018 and February 15, 2018. (*information only*)
- 6. Louis Bennett Public Library Board of Directors Meeting Minutes and Financial Reports:** Minutes of the December 4, 2017 and November 6, 2017 Louis Bennett Library Board of Directors meetings and financial reports for November and December 2017 (*information only*)

7. **Sheriff's Monthly Vehicle Report for January 2017:** Sheriff's Monthly Vehicle report for January 2018 including mileage and maintenance for the fleet *(information only)*
8. **CEQUEL III Communications dba Suddenlink Quarterly Cable Franchise Fee Remittance:** Cequel III Communications, II, LLC dba Suddenlink remits the Quarterly Franchise Fee for the months of October, November and December 2017 totaling \$1,338.25. Last quarter the county received \$1,353.09 *(information only)*
9. **SHENTEL Cable Franchise Fee Remittance:** SHENTEL Cable remits the Quarterly Franchise Fee for the months of October, November and December 2017 totaling \$9,539.18. Last quarter the county received \$9,645.51. *(information only)*
10. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** January 2018 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1,327 days X \$48.25 per diem=\$64, 027.75. *(information only)*
11. **Sheriff's Monthly Reconciliation:** Sheriff Adam Gissy submits the January 2018 Monthly Settlement (reconciliation) of Lewis County financial accounts. *(information only)*
12. **Lewis Gilmer 911 Monthly Call Report:** Report of Activities by the Lewis Gilmer 911 Center for the month of January 2018 including number of calls and disposition by agency. *(information only)*
13. **Jane Lew Public Service District Meeting Agenda:** Jane Lew Public Service District February 8, 2018 Regular Meeting Agenda. *(information only)*

BUSINESS

14. **Board(s) and Committee Report(s):** Reports by Commissioners on any board(s) or committee(s) attended including: West Virginia Association of Counties Annual Meeting; Lewis County Economic Development Authority Water Status Meeting; Board of Equalization and Review; Meeting with State Development Office; Hardwood Alliance Zone Meeting; County Commissioners Association of West Virginia Legislative Conference Call. *(information only)*
15. **Software Systems Incorporated Proposal for AS400:** Effective February 2018 IBM will not be providing system maintenance for the county's AS400. In 2019, upgrades will be discontinued. Software Systems Incorporated has submitted a quote to upgrade the system for Lewis County. This system provides the following services: DMV, Tax Collection, Assessor Supplemental Tax, Budget and Accounting, Payroll, Fire Fee Collection and the Circuit Clerk's systems for multiple applications. The upgraded system with a three-year IBM Hardware and Software Maintenance will cost \$36,547.00. *(action required)*
16. **Resignation from Civil Service Commission:** Cindy Shaver submits her resignation from the Lewis County Sheriff's Civil Service Commission. Ms. Shaver is the Lewis County Commission Representative. *(action required)*
17. **West Fork Conservation District Request for Annual Contribution:** West Fork Conservation District-Polk Creek Watershed Dams and Channel requests funds of \$5,000.00 for the operation, maintenance and repair program for the watershed and channel. This was not budgeted for the 2018 Fiscal Year. *(action required)*
18. **West Virginia Culture and History Approval of Grant Award:** Lewis County has been awarded a West Virginia Culture and History Grant in the amount of \$18,916.00. This will require a 10% grant match from the county. The grant includes the following projects:
 - 1) County Clerk (\$13,916) \$11,416.00 to purchase roller shelving and \$2,500.00 for personnel to index records; Circuit Clerk (\$2,500) for personnel to index records
 - Sheriff (\$2,500) for personnel to scan and index records. The commission must sent acknowledgment of acceptance. *(action required)*

- 19. Approval of Reappointments to the Lewis County Economic Development Authority Board:** The Lewis County Economic Development Authority submits the following members for reappointment: William White, Alicia Flesher, Chris Heater and Shannon Cunningham. *(action required)*
- 20. Invitation to United Summit Center Meeting:** Invitation to a special meeting of the Membership of the United Summit Center on Tuesday, April 3, 2018 at 5:30pm at United Hospital Center, 327 Medical Center Park, Bridgeport to consider amendments to the United Summit Center's Articles of Incorporation and Bylaws. *(action required)*
- 21. Opening of Bids for the Aerial Photography Project:** John Breen, Assessor and William Rowan, E911/OEM Director submitted a request for proposal for aerial photography. The County Commission approved the request be advertised. Bids were due Friday, February 16, 2018 and will be opened by the County Commission with consideration of award. *(action required)*
- 22. Time Sheets and Leave Requests:** NONE

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 23. 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, February 15, 2018. *(action required)*
- 24. 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 Thursday, February 15, 2018. *(action required)*
- 25. 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 Thursday, February 15, 2018. *(action required)*
- 26. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, February 15, 2018. *(action required)*

ADJOURNMENT:

- 27. 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.**



Military Order of the Purple Heart

Charles M. Baisden, WV State Commander
360 Harts Creek
Harts, WV 25524
(304) 855-2009



January 26, 2018

Commissioner Cindy Whetsell
Lewis County Courthouse
110 Center Avenue
Weston, WV 26456

Dear Commissioner,

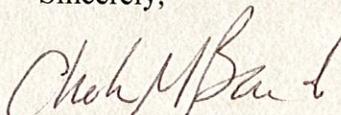
My name is Charles Baisden and I am the WV State Commander for the Military Order of the Purple Heart (MOPH). We are trying to get all 55 counties in our great state to issue a proclamation declaring them Purple Heart Counties. This petition is to raise awareness of the sons/daughters of the county who gave their lives or were wounded in combat defending the freedoms that all Americans enjoy.

Please help us by showing how much this great county takes great pride and patriotism in honoring those who have served.

I have enclosed an example of the official MOPH proclamation to be used as an example.

If you have any questions, please feel free to contact me at the phone number listed at the top of this letter. You can also email me at grunt6970@hotmail.com.

Sincerely,


Charles M. Baisden

Encl

PROCLAMATION

STATE OF West Virginia, County of LEWIS COUNTY

WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

WHEREAS, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly make sure we never forget; and

WHEREAS, Lewis County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

WHEREAS, Lewis County has a large number of residents who have been awarded the Purple Heart Medal for wounds received in combat; and

WHEREAS, Lewis County recognizes the commitment and increasing sacrifices required of military families; and

WHEREAS, Lewis County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

NOW, THEREFORE BE IT PROCLAIMED, the Lewis County Commission hereby declares Lewis County as a Purple Heart County in the State of West Virginia.

ADOPTED this 20th day of February, 2018.

Patrick D. Boyle, President

Agnes G. Queen, Commissioner

Rod Wyman, Commissioner

Attested By: _____
Cynthia S. Rowan, Lewis County Clerk

Upshur County Commission 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: February 8, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- February 1, 2018

9:05 a.m. Lori Ulderich Harvey on behalf of the Upshur County Family Resource Network Tobacco Prevention Coalition – Presentation of “Threw with Chew Week” Proclamation

Items for Discussion / Action / Approval:

1. Review and signature of correspondence to Todd Goddard, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$9,264.00. This is for Request for Funds #6.
2. Correspondence from Joseph N. Geiger, Jr., Director of the WV Archives and History, announcing the award of \$10,000 to be used by the Circuit Clerk’s office to digitize chancery and law case files, the award of \$955 to be used by the Assessor’s office to purchase a color scanner and requesting a response with the Commission’s intent to pursue the records project.
3. Discussion and approval of contracting housecleaning work with Jane Cutlip of Quality Home and Office Cleaning for the Courthouse, Administrative Annex and Communications Center. These services will be provided on a temporary basis for up to twelve weeks while additional quotes are received and the vacant housekeeper position is advertised.
4. Review and signature of revised Professional Services Agreement between the Upshur County Commission and the Region VII Planning and Development Council to obtain GIS professional services to assist with the telephone conversion portion of the addressing and mapping project. Upon approval, the project would be completed no later than June 30, 2018 and the cost is not to exceed \$10,000.
5. Review and approval of an Order declaring opioid issues in Upshur County as a public nuisance, as permitted by WV Code §7-1-3kk. After being duly adopted, the Upshur County Commission shall take any and all actions which it deems proper and necessary to abate the public nuisance caused by the opioid crisis, including the filing of a legal action against any responsible parties.
6. Approval and signature of Contingent Fee Contract with Fitzsimmons Law Firm PLLC. This contract authorizes Fitzsimmons Law Firm PLLC to take charge and prosecute by claim or suit for damages to final determination by all necessary legal proceedings or by compromise or settlement a claim for damages caused by the opioid epidemic against certain pharmaceutical manufacturers, distributors, suppliers and all others who may be potentially liable.

7. Approval and signature of correspondence to Ms. Connie Boley-Lilly with the Federal Aviation Administration requesting a change in the designation of direct deposit account for FAA grant funding for the Upshur County Regional Airport.
8. 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 Governor Jim Justice committing the remaining one million two hundred sixteen thousand five hundred sixty six dollars (\$1,216,566) from the State's FY 2017 CDBG allocation for the Elkins Road PSD, Phase III Water System Improvement Project.
2. U.S. EPA Brownfields Grant Quarterly Progress Report for period October 1, 2017 through December 31, 2017.
3. WV Courthouse Facilities Improvement Authority Fund Progress Report for period October 31, 2017 through January 20, 2018.
4. Atlantic Coast Pipeline Construction Update – January 2018
5. Appointments Needed or Upcoming:
6. Board of Review & Equalization Meeting Schedule
 - 02/01/2018 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
 - 02/06/2018 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
 - 02/09/2018 1:00 p.m. – 3:00 p.m.
 - 02/14/2018 1:00 p.m. – 3:00 p.m.
 - 02/16/2018 9:00 a.m. – 11:00 a.m. Adjournment

These meetings will take place at the Upshur County Administrative Annex

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)

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2018.

Next Regular Meeting of the Upshur County Commission
February 15, 2018 --- 9:00 a.m. at the Upshur County Courthouse Annex

The regularly scheduled Commission Meeting scheduled for Thursday, March 8, 2018 has been CANCELLED

Upshur County Commission 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: February 15, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 8, 2018

9:05 a.m. Judith Williams, James W. Curry Public Library Head Librarian – 2017 Year in Review

9:30 a.m. Check presentation to the West Virginia Strawberry Festival Association, Inc. for the 2018 Strawberry Festival

Items for Discussion / Action / Approval:

1. Request from Edwina Howard-Jack, on behalf of the Upshur Indivisible Board of Directors, requesting use of the Courthouse Plaza on Friday, February 16, 2018 from 4 p.m. to 6 p.m. for a Public Employees' Rally. A Certificate of Insurance naming the Upshur County Commission as an additional insured has been provided.
2. Correspondence from David E. Godwin, Prosecuting Attorney, regarding the litigation related to the timberland assessment of Penn Virginia. Mr. Godwin suggests hiring one of the private law firms representing Barbour or Randolph County since the Assessors have the same position and interests in the matter.
3. Review and signature of Supplemental Sub-Grant Award for six thousand two hundred eleven dollars and twenty four cents (\$6,211.24) from the State of WV Division of Homeland Security and Emergency Management for sub-grant period January 1, 2014 to December 31, 2014.
4. 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 Scott G. Mandirola, Director of the Division of Waste and Water Management for the WV Department of Environmental Protection announcing the issuance of a State General Water Pollution Control Permit to regulate the discharge of stormwater runoff associated with oil and gas related construction activities and enclosing a Responsiveness Summary.
2. CCAWV 2018 County Government Essay Contest Packet – Applications due April 20, 2018

3. Upshur County Building Permits for the month of January 2018
4. Appointments Needed or Upcoming:
5. Board of Review & Equalization Meeting Schedule
 - 02/01/2018 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
 - 02/06/2018 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
 - 02/09/2018 1:00 p.m. – 3:00 p.m.
 - 02/14/2018 1:00 p.m. – 3:00 p.m.
 - 02/16/2018 9:00 a.m. – 11:00 a.m. Adjournment

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Tabled Items

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

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2018.

Next Regular Meeting of the Upshur County Commission
February 22, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

The regularly scheduled Commission Meeting scheduled for Thursday, March 8, 2018 has been CANCELLED

The November 6, 2017 meeting of the Louis Bennett Public Library was called to order by Bonnie Hersman, President with members Megan Mullins Tiffany Litton, Dave Bush, and Rebecca Simmerman, Director in attendance

Reading of the Minutes – The minutes of the October 2, 2017 meeting were accepted.

Treasurer's Report – Rebecca Simmerman presented the board with a financial report for August 2017. Treasurer Meg Mullins discussed the budget and the need to speak with the accountant about the budget. Meg also made a recommendation to create an Amazon Prime account and get an Amazon credit card.

Old Business –

Library Director's Report

Update on Activities

New Business –

Megan made a motion to create the Amazon Prime account and get an Amazon credit card. Tiffany Litton seconded the motion. All voted in favor and the motion passed.

The Library Policies were evaluated and changes recommended. A few areas of concern were approved with the understanding that they would be reevaluated at upcoming board meetings. The areas tables were: Library Operating Hours, Meeting Room Policies, Grievance Procedure, Electronic Resources, and Duties of Volunteers.

The next meeting will be Monday December 4th, 2017 at 3:30.

The meeting adjourned at 5:30pm.

Louis Bennett Public Library

Report of Lewis County Hotel/Motel Funding

November 2017 \$5,880.56
Leftover \$28,231.85
Total spent \$ 9,941.08
Leftover \$24,171.33

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$138.88	
B. AT&T	\$3.71	
TOTAL	-	\$142.59

2. UTILITIES

A. Weston Sanitary Board	\$23.69	
B. WV-American Water	\$33.01	
C. Dominion Hope	\$196.00	
D. Mon Power	\$262.39	
TOTAL		\$515.09

3.

MAINTENANCE

A. UniFirst Corporation-mats	\$110.40	
B. Dodson Pest Control	\$45.00	
C. Weatherservice-heater maint	\$140.00	
D. Messenger's Backflow Service-maint	\$200.00	
E. Keystone Waterproofing-repoint mortarjoints	\$8,788.00	
TOTAL		\$9,283.40

**LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES**

November, 2017

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$138.88
B. AT&T	\$3.71

TOTAL ----- **\$142.59**

2. UTILITIES

A. Weston Sanitary Board	\$23.69
B. WV-American Water	\$33.01
C. Dominion Hope	\$196.00
D. Mon Power	\$262.39

TOTAL **\$515.09**

3. MAINTENANCE

A. UniFirst Corporation-mats	\$110.40
B. Dodson Pest Control	\$45.00
C. Weatherservice-heater maint	\$140.00
D. Messenger's Backflow Service-maint	\$200.00
E. Keystone Waterproofing-repoint mortarjoints	\$8,788.00

TOTAL **\$9,283.40**

4. OTHER

A. John E Law CPA,A.C.-11/17 acctg	\$255.00
B. Tetrick & Bartlett-06/30/17 audit	\$1,800.00
C. WV State Auditor-06/30/17 audit	\$144.00

TOTAL **\$2,199.00**

TOTAL CONTRACTURAL SERVICES **\$12,140.08**

COMMODITIES

1. BOOKS/PERIODICALS

A. Ingram Library Services-books	\$324.83
B. Children's Plus-books	\$35.90
C. CR Consumer Reports-1 yr subscription	\$30.00
D. Field & Stream-1 yr renewa subscriptionl	\$11.97

\$402.70

2. VIDEO/AUDIO

TOTAL **\$0.00**

\$402.70

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
November, 2017

3. SUPPLIES			
	A. RD Wilson-copy paper	\$85.82	
	B. Xerox Corporation-9/21-10/20	\$93.99	
	C. Safeguard-disbursement journal paper	\$76.96	
	D. Postmaster-postage	\$49.00	
	E. WalMart-supplies	\$56.66	
	TOTAL		\$362.43
4. OTHER			
	A. Rebecca Simmerman-reimburse WV Lib Conference-lodging	\$273.12	
	TOTAL		\$273.12
TOTAL COMMODITIES			\$635.55
SALARIES & FRINGES			\$8,039.68
TOTAL DISBURSEMENTS			\$21,218.01

**LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES BUDGET STATUS
FISCAL YEAR JUNE, 2018**

	FY	CURRENT	YEAR TO	BUDGET
	Budget	Expenditures 11/30/2017	DATE 11/30/2017	Status 6/30/2018
WAGES & BENEFITS				
WAGES	\$85,097.00	\$5,749.77	\$38,894.23	\$46,202.77
SOCIAL SECURITY	\$6,000.00	\$439.84	\$2,979.00	\$3,021.00
HOSPITALIZATION	\$18,000.00	\$679.80	\$6,513.40	\$11,486.60
RETIREMENT	\$8,500.00	\$504.27	\$3,521.72	\$4,978.28
UNEMPLOYMENT	\$700.00		\$377.89	\$322.11
BRICKSTREET	\$2,000.00	\$312.00	\$559.00	\$1,441.00
WV RETIREE TRUST	\$6,000.00	\$354.00	\$2,124.00	\$3,876.00
TOTAL	\$126,297.00	\$8,039.68	\$54,969.24	\$71,327.76
LIBRARY MATERIALS				
BOOKS	\$20,000.00	\$360.73	\$6,453.31	\$13,546.69
AUDIOVISUALS	\$500.00			\$500.00
PERIODICALS/NEWSPAPE	\$500.00	\$41.97	\$412.51	\$87.49
TOTAL	\$21,000.00	\$402.70	\$6,865.82	\$14,134.18
UTILITIES/TELEPHONE	\$8,000.00	\$657.68	\$3,492.66	\$4,507.34
BUILDING REPAIRS/MAIN	\$20,000.00	\$9,283.40	\$12,019.62	\$7,980.38
INSURANCE	\$126.00		\$126.00	\$0.00
POSTAGE/FREIGHT	\$150.00	\$49.00	\$98.00	\$52.00
OFFICE SUPPLIES	\$3,000.00	\$313.43	\$1,374.89	\$1,625.11
LIBRARY SUPPLIES	\$4,500.00		\$632.38	\$3,867.62
PROGRAMMING	\$1,000.00			\$1,000.00
TRAVEL	\$500.00	\$273.12	\$273.12	\$226.88
MEMBERSHIP DUES	\$50.00			\$50.00
TECHNOLOGY	\$2,000.00		\$699.99	\$1,300.01
MAINT CONT (COPIER/FAX)				\$0.00
ACCOUNTING/AUDIT	\$5,000.00	\$2,199.00	\$3,369.00	\$1,631.00
CONTINUING EDUCATION	\$200.00			\$200.00
TOTAL	\$44,526.00	\$12,775.63	\$22,085.66	\$22,440.34
TOTAL BUDGET	\$191,823.00	\$21,218.01	\$83,920.72	\$107,902.28
	=====	=====	=====	=====

- I. The December 4, 2017 meeting of the Louis Bennett Public Library was called to order with members Megan Mullins Tiffany Litton, Dave Bush, Melissa Skinner and Rebecca Simmerman, Director in attendance
- II. The Agenda was approved. Motion made by Meg Mullins and seconded by Melissa Skinner. All votes were in favor.
- III. The minutes of the November 6, 2017 meeting were accepted. Motion made by Meg Mullins and seconded by Melissa Skinner. All votes were in favor.
- IV. Treasurer's Report – Meg Mullins reviewed the findings of her budget inquiries.
 - a. Motion was made by Meg Mullins and seconded by Dave Bush for the library to apply for a business credit card and an Amazon Prime Account. The board feels as though this will allow the library to save money on shipping and allow the librarian to make some small purchases needed for programs without having to pay for checks to be written. All votes were in favor.
 - b. After reviewing the October expenditure sheet provided by Rebecca, the board has asked for information on our Dodson and Unifirst expenditures.
- V. Librarian Update –
 - a. Rebecca presented information on upcoming library program events, newspaper articles, and Library Logo Contest
 - b. Rebecca presented information on WVREADS.
 - c. Rebecca presented information on NORLN
 - d. Rebecca showed the board the current project of deleting over 100 pages of out of date materials.
- VI. Old Business – At the last meeting we reviewed the Library Policies and recommended some changes. Rebecca has made those changes. A motion was made by Tiffany Litton to approve the policy manual. Dave Bush seconded the motion and all voted in favor.
- VII. New Business –
 - a. A motion was made by Meg Mullins to join WV Reads and take the funds from our book budget. It was seconded by Dave Bush and all voted in favor.
 - b. Northern Library Network. The board discussed the joining of the Northern Library Network. We have one remaining question about yearly dues. Megan Mullins agreed to contact for further information. Rebecca will attend the NORLN meeting on December 8. Once we have these updates, we will do a vote via email about joining the NORLN.
- VIII. Tiffany Litton made a motion to adjourn the meeting at 5:30pm. Motion was seconded by Dave Bush and approved by all.

The next meeting will be Monday January 8th, 2018 at 3:30.

The meeting adjourned at 5:30pm.

Louis Bennett Public Library

Report of Lewis County Hotel/Motel Funding

December 2017 \$ 3,014.39

Leftover \$ 24,171.33

Total spent \$ 783.82

Leftover \$ 26,401.90

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
December, 2017

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$135.69
B. AT&T	\$3.15

TOTAL - \$138.84

2. UTILITIES

A. Weston Sanitary Board	\$23.69
B. WV-American Water	\$35.40
C. Dominion Hope	\$196.00
D. Mon Power	\$234.49

TOTAL \$489.58

3. MAINTENANCE

A. UniFirst Corporation-mats	\$110.40
B. Dodson Pest Control	\$45.00

TOTAL \$155.40

**LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES**

December, 2017

CONTRACTURAL SERVICES

1. TELEPHONE

A. Frontier	\$135.69
B. AT&T	\$3.15

TOTAL ----- **\$138.84**

2. UTILITIES

A. Weston Sanitary Board	\$23.69
B. WV-American Water	\$35.40
C. Dominion Hope	\$196.00
D. Mon Power	\$234.49

TOTAL **\$489.58**

3. MAINTENANCE

A. UniFirst Corporation-mats	\$110.40
B. Dodson Pest Control	\$45.00

TOTAL **\$155.40**

4. OTHER

A. John E Law CPA,A.C.-12/17 acctg	\$255.00
------------------------------------	----------

TOTAL **\$255.00**

TOTAL CONTRACTURAL SERVICES **\$1,038.82**

COMMODITIES

1. BOOKS/PERIODICALS

A. Ingram Library Services-books	\$111.11
B. Wonderful WV-1 yr sub	\$18.00

\$129.11

2. VIDEO/AUDIO

A. Rebecca Simmerman-reimburse DVDs	\$156.67
B. WalMart-DVDs	\$169.90

TOTAL **\$326.57**

LOUIS BENNETT PUBLIC LIBRARY
EXPENDITURES
December, 2017

3. SUPPLIES

A. WalMart-office supplies	\$71.35
B. Xerox Corporation-10/20-11/21	\$69.23
C. Rebecca Simmerman-reimb Starry Tree cds	\$80.00

TOTAL

\$220.58

4. OTHER

TOTAL

\$0.00

TOTAL COMMODITIES

\$676.26

SALARIES & FRINGES

\$7,586.88

TOTAL DISBURSEMENTS

\$9,301.96

JANUARY 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 24,837

151 Hyre Temp / 14 EXPLORER 48,936

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 64,388

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 77,670

154 Moran 1643 / 11 TAHOE 69,460

155 Lopez 1910 / 13 POLICE INTERCEPTOR 69,400

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 43,889

157 Clark 2824 / 11 TAHOE 95,265

158 Hendershot 2829 / 11 TAHOE 85,042

159 Carey 2727 / 10 TAHOE 102,496

160 Hummel 2966 / 12 CAPRICE 82,671

161 VanMeter 2868 / 10 TAHOE 155,261

162 Turner 1232 / 07 CROWN VIC 103,132

Company: CEQUEL III COMMUNICATIONS II, LLC
 d/b/a: Suddenlink Communications
 Franchise: LEWIS COUNTY, WV

363450-LOC

Below is the Calculation of the fees due in accordance with our cable Television Franchise Agreement.

For the Quarter Ending DEC-17

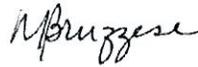
Revenue	OCT	NOV	DEC
Basic	3,063.19	3,117.85	3,152.24
Expanded Basic	2,329.36	2,383.05	2,400.78
Bulk	0.00	0.00	0.00
Equipment	790.27	843.82	881.75
Digital	268.83	275.91	284.70
Guide	0.00	0.00	0.00
Late Fees	33.26	25.64	28.87
Other	49.96	51.41	51.87
Bad Debt	-91.58	-305.74	0.00
Total	\$6,443.29	\$6,391.94	\$6,800.21

Total	\$19,635.44
Rate	.03
Payable	\$589.09

Amount Due : \$589.09

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all the items with due care and believe to be accurate. Should you have any questions regarding this payment, Please contact Jacqueline Borska, Accounting manager at (929) 418-4804

Check / ACH will be received separately.



Maria Bruzzese
 SVP Divisional Controller

\$1,338.25

LEWIS COUNTY
 110 CENTER AVE
 WESTON, WV 26452-1964

Company: CEQUEL III COMMUNICATIONS II, LLC
d/b/a: Suddenlink Communications
Franchise: MCWHORTER (LEWIS COUNTY), WV

360530-LOC

Below is the Calculation of the fees due in accordance with our cable Television Franchise Agreement.

For the Quarter Ending DEC-17

Revenue	OCT	NOV	DEC
Basic	803.36	813.55	793.51
Expanded Basic	815.12	817.44	790.43
Bulk	0.00	0.00	0.00
Equipment	180.80	187.80	188.18
Digital	63.74	63.74	50.14
Guide	0.00	0.00	0.00
Late Fees	10.28	9.21	9.85
Other	13.42	12.69	11.80
Bad Debt	0.00	0.00	0.00
Total	\$1,866.72	\$1,904.43	\$1,843.91

Total	\$5,635.06
Rate	.03
Payable	\$169.06

Amount Due : \$169.06

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all the items with due care and believe to be accurate. Should you have any questions regarding this payment, Please contact Jacqueline Borska, Accounting manager at (929) 418-4804

Check / ACH will be received separately.



Maria Bruzzese
SVP Divisional Controller

LEWIS COUNTY
110 CENTER AVE
WESTON, WV 26452-1964

Company: CEQUEL III COMMUNICATIONS II, LLC
d/b/a: Suddenlink Communications
Franchise: LEWIS ACRES, WV

360540-LOC

Below is the Calculation of the fees due in accordance with our cable Television Franchise Agreement.

For the Quarter Ending DEC-17

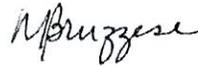
Revenue	OCT	NOV	DEC
Basic	2,769.64	2,836.66	2,853.98
Expanded Basic	2,283.94	2,318.63	2,308.94
Bulk	0.00	0.00	0.00
Equipment	800.42	868.45	923.47
Digital	374.27	375.34	368.20
Guide	0.00	0.00	0.00
Late Fees	27.31	23.15	26.26
Other	45.07	45.26	86.82
Bad Debt	0.00	0.00	0.00
Total	\$6,300.65	\$6,467.49	\$6,567.67

Total	\$19,335.81
Rate	.03
Payable	\$580.10

Amount Due : \$580.10

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all the items with due care and believe to be accurate. Should you have any questions regarding this payment, Please contact Jacqueline Borska, Accounting manager at (929) 418-4804

Check / ACH will be received separately.



Maria Bruzzese
SVP Divisional Controller

LEWIS COUNTY
110 CENTER AVE
WESTON, WV 26452-1964

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

January 25, 2018

Enclosed please find payment in accordance with our franchise agreement.

Payment Frequency:	Quarterly
Month(s) Covered:	Oct - Dec
Year(s) Covered:	2017
Percent of Revenue:	3%

Applicable Revenue:	\$317,972.67
Fee (%):	3%
Fee Due to Franchisor:	\$9,539.18

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



Sunnie Barr, Sr Income Tax Accountant
540-941-4220 ext (3043)

\$9,645.⁵¹
' Last
Quarter



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

David Farmer
Executive Director

P.O. Box 50285
1900 Kanawha Blvd. East
Charleston, WV 25305
(304) 558-2036
FAX: (304) 558-2115

Jeff Sandy CFE, CAMS
Cabinet Secretary

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

Statement Number: 11182a8e
Statement Date: 2/7/2018
Month Of Service: January, 2018

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 January, 2018.

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: January
NUMBER OF INMATE DAYS: 1327
PER DIEM RATE: \$48.25
AMOUNT DUE - January, 2018 \$64,027.75

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

**Lewis County, West Virginia
Sheriff's Monthly Settlement
January 31, 2018**

Lewis County
02/07/2018 @ 02:46:48 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	3,933,256.64	308,431.01	51,664.51	614,689.69	3,678,662.47
Coal Severance	20,317.79	8,408.18	0.00	0.00	28,725.97
General School	3.29	3,462.06	0.00	0.00	3,465.35
Magistrate Court	3,069.77	1,648.50	0.00	2,216.25	2,502.02
Worthless Check	47,590.19	110.00	0.00	0.00	47,700.19
Dog and Kennel	6,748.93	43.20	0.00	1,729.10	5,063.03
Home Detention	9,325.49	8,976.67	0.00	10,186.42	8,115.74
Emergency 911 Fund	2,824,158.93	269,243.35	0.00	104,110.56	2,989,291.72
Lewis County Aquatic Fund	715,431.89	1,421.47	0.00	0.00	716,853.36
Citizens Education	29,315.57	0.00	0.00	0.00	29,315.57
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	1,055.46	0.00	1,055.46	0.00
LC Flood Administration	0.00	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	198,917.49	0.00	198,917.49	0.00
Sheriff Special Account-state	25,526.59	917.33	0.00	91.50	26,352.42
Acquatic Excess Levy	0.00	1,002.21	354.59	1,356.80	0.00
County Building	570,902.49	32.28	0.00	0.00	570,934.77
Board of Health	374,557.21	38,771.74	0.00	17,661.71	395,667.24
Tax Lien	476,817.78	0.00	4,695.67	14,678.01	466,835.44
Delinquent Nonentered	15,215.28	0.00	4,196.26	1,682.76	17,728.78
Concealed Weapons	60,949.44	3,004.94	0.00	5,432.80	58,521.58
Assessor Valuation	210,358.06	4,194.69	0.00	13,931.12	200,621.63
Voters Registration	5,232.87	0.00	0.00	0.00	5,232.87
State Current	0.00	0.08	953.24	953.32	0.00
Criminal Charges	0.00	95.69	0.00	95.69	0.00
Court Reporter	0.00	50.00	0.00	50.00	0.00
State Police	0.00	550.00	0.00	550.00	0.00
Vehicle License	0.00	29,367.00	0.00	29,367.00	0.00
State Fines	0.00	300.00	0.00	300.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	511.50	707.00	0.00	510.50	708.00
General Current Expenses	0.00	11,789.53	72,690.54	84,480.07	0.00
Excess Levy	0.00	6,271.64	39,719.27	45,990.91	0.00
Weston Current	0.00	0.82	9,350.07	9,350.89	0.00
Jane Lew Current	0.00	0.03	341.61	341.64	0.00
Totals	9,329,290.42	898,772.37	183,965.76	1,159,729.69	9,252,298.86

Balance in county depositories - At End of Month	\$	9,528,892.77	Bank errors	
Less: Orders Outstanding	-	(376,749.40)	Bank errors	
Add: Deposits in Transit	+	96,655.49		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
			Bank errors	
Total in county Depositories and Office	\$	9,252,298.86	Total	0.00
			True Balance \$	9,252,298.86

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

Adam M. Gissy, Sheriff & Treasurer, Lewis County

2-7-18

Dated and sworn to on this date.

Difference 0.00

2018 LEWIS-GILMER E-911 TELETYPE REPORT

		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LEWIS COUNTY	10-27	510												510
	10-28	472												472
	III & CIB	251												251
	OTHER	24												24
	DVP	26												26
CITY	10-27	305												305
	10-28	223												223
	III & CIB	58												58
	OTHER	7												7
	DVP	12												12
STATE	10-27	91												91
	10-28	68												68
	III & CIB	11												11
	OTHER	0												0
	DVP	13												13
DNR	10-27	14												14
	10-28	7												7
	III & CIB	0												0
	OTHER	1												1
	DVP	4												4
PROSECUTOR	10-27	22												22
	10-28	0												0
	III & CIB	35												35
	OTHER	0												0
	DVP	0												0
PROBATION	10-27	3												3
	10-28	0												0
	III & CIB	33												33
	OTHER	6												6
	DVP	0												0
SWJS PARK	10-27	0												0
	10-28	1												1
	III & CIB	0												0
	OTHER	0												0
	DVP	0												0
DAY REPORT	10-27	7												7
	10-28	2												2
	III & CIB	8												8
	OTHER	16												16
	DVP	0												0
													TOTAL TRANSACTIONS	2230

2018 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27		63											63
	10-28		62											62
	III & CIB		74											74
	OTHER		10											10
	DVP/WAR		1											1
CITY	10-27		95											95
	10-28		87											87
	III & CIB		31											31
	OTHER		0											0
	DVP/WAR		4											4
STATE	10-27		48											48
	10-28		54											54
	III & CIB		25											25
	OTHER		0											0
	DVP/WAR		13											13
DNR	10-27		30											30
	10-28		24											24
	III & CIB		3											3
	OTHER		3											3
	DVP/WAR		10											10
PROSECUTOR	10-27		3											3
	10-28		0											0
	III & CIB		19											19
	OTHER		0											0
	DVP/WAR		0											0
CAMPUS	10-27		4											4
	10-28		9											9
	III & CIB		4											4
	OTHER		0											0
	DVP/WAR		0											0
													Total Transactions	676

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

February 08, 2018 4:00 PM

~~ Public Board Meeting Agenda ~~

1. Call to Order

~~ ROUTINE MONTHLY BUSINESS ~~

2. Minutes (01/11/18)
3. General Manager's January 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 & Loss Report
 5. Wastewater Preventive Maintenance Report
 6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
 7. New Taps (non-project)
 8. Other
4. Extensions and Road Bores
5. PSD Policies and Job Descriptions (See New Business Item 9 below)
6. Personnel
7. Announcements
8. Correspondence

~~ OLD BUSINESS ~~

~~ NEW BUSINESS ~~

9. Proposed New Water and Sewer Preventative Maintenance Policies (Flaxer)
10. Late-Received Agenda Items (Gee)
11. Adjournment



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 – 2568 FAX: (304) 292 - 9836

January 29, 2018

Lewis County Commission
Cindy Whetsell, County Administrator
110 Center Avenue
Weston, WV 26452

Dear Ms. Whetsell,

This proposal is in regards for a new system in your county. Lewis County’s current system was installed in May 2013 and runs Software Systems’ Tax, Internet Tax Inquiry, DMV, Online Tax Payment, Assessor Supplemental, Budgetary Accounting, Payroll, and Fire Fee Collection software. The Circuit Clerk’s software will also be migrated to the proposed system. The new system is an IBM 8286-41A that comes with 4-Core 3.02 GHz Power 8 Processor card (1 core activated); 16 GB memory; LTO5 SAS tape drive; and four 283 GB disk drives. The operating system is version 7.2 with a 20-user license. **This system comes with three years IBM Hardware and Software Maintenance.** A new UPS is also included. The new tape technology will ensure that all of your data can be saved on a single tape in a much shorter time.

Included in our proposal are installation and migration services to install the new IBM System i, install Client Access on end-user systems, update end-user system and printer settings in the offices, and migrate Software Systems and Conduit applications and data.

The total price of products and services for this offering to Lewis County: \$36,547.00

Products

Description	Qty	Price	Ext Price
IBM Hardware (8286-41A) Includes 3-year hardware warranty	1		\$20,606.00
Tape media	11	\$50.00	\$ 550.00
IBM Software (i5/OS v7.2) Includes 3-year software maintenance	1		<u>\$ 8,685.00</u>
	Product Total		\$29,841.00
Installation Services	50 hrs	\$122.00	\$ 6,100.00
Travel and Expenses			<u>\$ 606.00</u>
	Services Total		\$ 6,706.00

This is a Services estimate. Actual time and expenses will be billed on a monthly maintenance invoice. Please let me know what questions you may have and how you would like to proceed.

Sincerely,
Rose Perroots

Cindy Shaver

837 Jackson Mill Rd. Jane Lew, WV 26378

304-269-4336

January 19, 2018

Lewis County Sheriff's Civil Service Commission
Lewis County Commission
110 Center Ave.
Weston, WV 26452

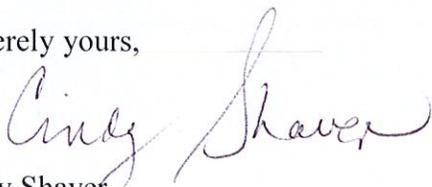
Dear Members of the Civil Service Commission:

It is with great regret that I am informing you of my resignation from the Civil Service Commission.

My family commitments have become such that I cannot continue to volunteer the time necessary to do my job on the commission with the thoroughness I would like. I will be resigning effective June 30, 2018.

Thank you for the opportunity, and best wishes to you and the other members going forward.

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Shaver". The signature is written in black ink and is positioned above the printed name.

Cindy Shaver



WEST FORK CONSERVATION DISTRICT

87 Ollie Lane Suite 104 E - Mt. Clare, WV 26408 - Phone (304) 627-2160 - Fax (304) 624-5976

January 25, 2018

Lewis County Commission
110 Center Ave.
Weston, WV 26452

RE: Polk Creek Watershed Dams and Polk Creek Channel

Dear County Commissioners,

The West Fork Conservation District respectfully requests funds of \$5,000.00 for the operation, maintenance and repair (OM&R) program for the Polk Creek Watershed Dams and Polk Creek Channel. Please note that a Cost-Share Agreement signed by the Commission on March 13, 2000 was for the operation, maintenance and repair (OM&R) program for the Polk Creek Watershed Dams and Channel.

The West Fork Conservation District would like to take this opportunity to thank you for your attendance at the inspections over the years. As you well know, the dams have reduced flooding many times over the years. Maintenance will always be needed to maintain the integrity of the dams and to protect county citizens and property. The Cost-Share Agreement that your Commission has signed enables us to work together as partners to maintain these vital structures for the benefit of Lewis County.

Thank you for your attention to this request and should you have any questions please give me a call at 304-627-2160.

Sincerely,


Robin Ward
District Manager



February 1, 2018

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

The Honorable Patrick Boyle, President
Lewis County Commission
110 Center Ave.
Weston, West Virginia 26452

Dear President Boyle:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a \$18,916 grant award to the Lewis County Commission to be used as follows:

County Clerk: \$13,916, \$11,416 to purchase rollers shelving for deed, trust deed, and release books, and \$2,500 for personnel costs to index deed and fiduciary books using the county's records management program.

Circuit Clerk: \$2,500 for personnel costs to scan and index criminal case files (2000-2009) using the county's records management program.

Sheriff: \$2,500 for personnel costs to scan and index criminal case files using the county's records management program.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail (joe.n.geiger@wv.gov). **This is only an unofficial offer of partial funding and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. The grant will be for the fiscal year July 1, 2018-June 30, 2019.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued September 2017. If you do not think the Board considered and acted fairly on your grant submission, an appeals process is outlined in 100CSR1, 5.8, which is available on-line at <http://www.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

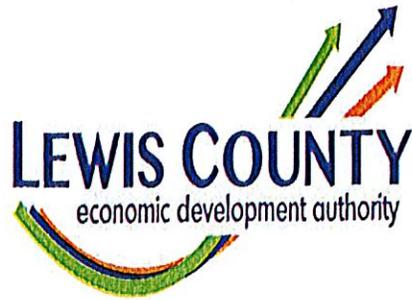
Sincerely,

Joseph N. Geiger Jr., Director
West Virginia Archives and History

cc: Cindy Whetsell, County Administrator
Cynthia Rowan, County Clerk
Beth Burkhart, Circuit Clerk
Adam Gissy, Sheriff

Joe Geiger, Director • Archives & History
1900 Kanawha Blvd. E., Bldg. 9, Charleston, West Virginia 25305-0300 • (304) 558-0230 ext. 165
Fax: (304) 558-4193 • E-Mail: joe.n.geiger@wv.gov

110 Center Avenue
Weston, WV 26452
www.lceda.org



Office: 304.269.4993
Fax: 304.269.2416
info@lceda.org

Lewis County Commission
110 Center Avenue
Weston, WV 26452

Honorable Lewis County Commissioners:

The Lewis County Economic Development Authority respectfully submits the following individuals for your consideration of reappointment to our board: William White; Alicia Flesher; Chris Heater; and Shannon Cunningham.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Lucinda A. Whetsell".

Lucinda A. Whetsell
Lewis County and Economic Development Authority Administrator



6 HOSPITAL PLAZA * CLARKSBURG, WV 26301
PHONE: (304) 623-5661 * 1-800-SUMMIT-0
FAX: (304) 623-2989

February 2, 2018

Ronald Facemire
President
Braxton County Commission
300 Main Street
P.O. Box 486
Sutton, WV 26601
ronfacemire@gmail.com

Gregory L. Robinson
President
Doddridge County Commission
108 East Court Street, Suite 1
West Union, WV 26456
wvboddy@hughes.net

Larry Chapman
President
Gilmer County Commission
10 Howard Street
Glennville, WV 26351
lbchapman@wirefire.com

Ron Watson
President
Harrison County Commission
301 West Main Street
Clarksburg, WV 26301
rwatson@harrisoncountywv.com

Agnes G. Queen
President
Lewis County Commission
110 Center Avenue, 2nd Floor
Weston, WV 26452
Aqueen4500@aol.com

Re: Special Meeting of the Membership of United Summit Center, Inc.

Dear Ms. Queen and Gentlemen:

As you may know, United Summit Center, Inc. ("USC") is a non-profit corporation which owns and operates a comprehensive behavioral health center that serves Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Taylor, and Upshur Counties.

USC provides essential behavioral health services to the residents of each of these counties. USC's services include crisis, adult outpatient, adult residential, child crisis, substance abuse outpatient, substance abuse residential, mental retardation/developmental disabilities, and driving under the influence safety and treatment services. A complete description of USC, its services, and its locations can be found on USC's web site at www.uscwv.org.

The Bylaws of USC provide that the membership of the corporation shall consist of the 21 members of the Board of Directors of United Hospital Center, Inc. ("UHC") and 6 community members with one member appointed by each of the Presidents of the County Commissions of Braxton, Doddridge, Gilmer, and Lewis Counties and two members appointed by the President of the County Commission of Harrison County.

As you know, UHC is a non-profit corporation which owns a general acute care hospital in Bridgeport. UHC is a member of West Virginia University Health System, which includes West Virginia University Hospitals in Morgantown ("WVUH"), Camden Clark Medical Center in Parkersburg, Berkeley Medical Center in Martinsburg, Reynolds Memorial Hospital in Glen Dale, St. Joseph's Hospital in Buckhannon, Potomac Valley Hospital in Keyser, and Jefferson Medical Center in Ranson.

The Presidents of the Braxton, Doddridge, Gilmer, Harrison, and Lewis County Commissions have not appointed any community members to the membership of USC in many years. As a consequence, the 21 members of the Board of Directors of UHC by default have functioned as the membership of the corporation USC for many years and USC has functioned as a subsidiary of UHC for many years.

At present, the members of the Board of Directors of UHC are proposing to change the membership of the corporation from its current UHC and community members to WVUH so that USC's behavioral health services can be combined and integrated with the behavioral health services offered by WVUH's Chestnut Ridge Hospital and the Faculty of the West Virginia University School of Medicine. This change of membership is intended to improve the quality and accessibility of behavioral health services in the counties served by USC.

A special meeting of the membership of USC will be held at 5:30 p.m. on Tuesday, April 3, 2018, in Classroom 4 at United Hospital Center at 327 Medical Center Park in Bridgeport to consider amendments to USC's Articles of Incorporation and Bylaws to effect this change.

If each of you would like to appoint a community member to the membership of USC or, in Mr. Watson's case, two community members so that a notice of this special meeting can be sent to them within the time frame required by USC's Bylaws and so that they can participate in this special meeting, please feel free to do so and please feel free to send your appointee's or, in Mr. Watson's case, appointees' names, addresses, e-mail addresses, and telephone numbers to me on or before March 1, 2018.

If any of you should have any questions regarding this matter, please feel free to call me as well.

Sincerely,



Michael C. Tillman
President & Chief Executive Officer
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