

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
MARCH 26, 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, March 22, 2018.
(*action required*)

APPOINTMENTS

- 3. 10:10 AM Marsha Boyle, Lewis County Victims Advocate**
RE: Approval of the Fiscal Year 2019 Victims of Crime Advocacy Grant Application. (*action required*)
- 4. 10:20 AM Terri Flint and Kim Nicholson, HOPE INC**
RE: The Lewis County Commission is asked to execute a proclamation declaring April 2018 as Sexual Assault Awareness Month. (*action required*)
- 5. 10:30 AM Steve Moneypenny, Lewis County E-911 Addressing**
RE: The Lewis County Commission is asked to approve a road naming. The property is located at 3060 US Hwy 33E. This is a new road. Choices include: 1) Eleanor Mace Memorial Lane, 2) White Lilly Lane and 3) Hospitality Way.
(*action required*)

CORRESPONDENCE

- 6. Upshur County Commission Meeting Agenda: Upshur County Commission Meeting Agenda for March 22, 2018.** (*information only*)
- 7. Jane Lew Public Service District Meeting Minutes: Minutes of the Regular Meeting of February 8, 2018.** (*information only*)
- 8. Lewis County Animal Control Report Monthly Report: Lewis County Animal Control Monthly Report of activities by the Lewis County Animal Control Officer for the month of February 2018 including: number of complaints; number of animals picked up; number of animals brought to the facility; number of animals adopted; number of animals euthanized; and bounty collected.** (*information only*)

9. **Lewis Upshur Animal Control Facility Monthly Report:** February 2018 report of activities at the Lewis Upshur Animal Control Facility identified by cat and dog including: number of animals brought to the pound by each agency; number of animals left in the drop box/ number of animals adopted; number of animals returned to owner; number of animals adopted; and number of animals euthanized. *(information only)*
10. **Lewis County Parks and Recreation Board Meeting Agenda and Minutes:** Agenda for March 19, 2018 Lewis County Parks and Recreation Board meeting and minutes of February 26, 2018 meeting. *(information only)*
11. **Lewis County Assessor Submission of the Assessor 's Property Valuation Plans:** John Breen, Lewis County Assessor submits the required three year Assessor's Property Valuation Plan for Lewis County per WV Code 11-1C-4(a)(3). This plan estimates goals and objectives; estimated properties by classification; personnel needs; office needs; and training needs. *(information only)*

BUSINESS

12. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Parks and Recreation Board; Lewis County Firefighters Association; County Commissioners Association of West Virginia Legislative Conference Call. *(information only)*
13. **Lewis-Gilmer E-911 Alarm Monitoring:** Approval for Lewis-Gilmer E-911 to increase alarm monitoring fees and if approved - new fee. This matter was tabled from the March 19, 2018 meeting to all the Lewis Gilmer E911 Center to research current fees by private vendors and recommend to the Lewis County Commission an annual fee. *(action required)*
14. **Approval and Signature of Lewis County Fiscal Year 2019 Budget:** The Lewis County Commission is asked to execute their Fiscal Year 2019 Budget for submission to the West Virginia State Auditor for approval. Estimated revenues and expenditures for Fiscal Year 2019 are \$8,580,791.00. *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

15. **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, March 22, 2018. *(action required)*
16. **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, March 22, 2018. *(action required)*
17. **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, March 22, 2018. *(action required)*
18. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, March 22, 2018. *(action required)*

ADJOURNMENT:

19. **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.



PROCLAMATION

April, 2018 as Sexual Assault Awareness Month

Whereas, sexual violence against the citizens of Lewis County continues, and

Whereas, sexual violence affects every person in Lewis County as a victim/survivor, or as a family member, domestic partner, friend, co-worker or neighbor of a victim/survivor; and

Whereas, to prevent the future violation of our citizens, it is critical to foster greater public awareness of the causes and effects of sexual violence, and to address this problem at every civic level; and

Whereas, Lewis County recognizes the importance of designating a time devoted to increasing the general public's awareness of sexual violence, celebrating the courage of victims/survivors, and recognizing the tireless efforts of sexual assault program advocates throughout the state; and

Whereas, West Virginia sexual assault programs, other professionals and supporters have joined together as the **West Virginia Foundation for Rape Information and Services (WVFRIS)** to support each other in their work and to provide the State of West Virginia and its citizens with a central source of information on sexual assault; and

Whereas, **HOPE INC., THE TASK FORCE ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT** volunteers and staff promote sexual prevention by offering educational services in Lewis County throughout the year; and

Whereas, **HOPE INC., THE TASK FORCE ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT** requests public support and assistance as it continues as to work toward a society where all women, children and men can live in peace, free from violence and exploitation;

Now, Therefore, I, Patrick Boyle, President of the Lewis County Commission, do hereby proclaim April 1st through April 30, 2018 as Sexual Assault Awareness Month in Lewis County, and I commend this observance to all citizens.

Adopted by the Lewis County commission on this, the 26th day of March, 2018.

Patrick D. Boyle, President

Agnes Queen, Commissioner

Rod Wyman, Commissioner

Attested: _____
Cynthia S. Rowan
Lewis County Clerk



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Cynthia S. Rowan
Lewis County Clerk



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Telephone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

March 26, 2018

Dear Commissioners,

The Lewis-Gilmer E-911 Addressing office has received a request to name a Private Road located at 3060 US Highway 33 East. This request is due to planned future development.

The Road Location is 3060 US Hwy 33 E .

Driving Directions: From intersection at Brown Ave take US Highway 33 East 3 miles, Turn Right

The suggested below choices are

- | | |
|-------------------------------|--------------------|
| 1. ELEANOR MACE MEMORIAL LANE | 3. HOSPITALITY WAY |
| 2. WHITE LILLY LANE | 4. |

There is an attached Letter from Dr. Mace requesting the road to be named after his mother, Eleanor Mace. There is also an attached Email from Amit Patel regarding the road name. Their Choices of ~~1) Hilton LN~~ 2) Hospitality Way 3) White Lilly Lane ~~4) Cardinal Dr.~~

We already have a Cardinal Dr. in the Lewis County and Hilton LN would ultimately be named after the founder of Hilton Worldwide. Additionally with the possibility of ownership and /or name changes it would place a possibility of a future request for road name change.

Respectfully Submitted

Steve Money penny

Lewis-Gilmer E-911 Addressing

Approved

A handwritten signature in cursive script, appearing to read "Steve Money penny", is written over a solid horizontal line.



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ROAD NAMING CRITERIA

West Virginia is currently participating in a state wide addressing and mapping project which requires all roads to be named. Please fill out the information and remit this form to the address above. The following contains **only some of the guidelines** we must consider when naming or renaming a road:

- 1) A drive way with two or more homes, or exceeding seven hundred feet in length.
- 2) Duplicate or unclear names in your county.
- 3) New subdivisions
- 4) Changes that will impact the fewest residents
- 5) No U.S. or WV state routes will be renamed. Ex. US Hwy 33 W, WV Hwy 5, Route 18

Anyone requesting a road name change must agree to be responsible for:

- 1) **Do not use an individual or family name** (this includes first, middle ,last name and nick name)
- 2) Providing at least three names that the residents of the road have agreed upon.
- 3) Determine that the name(s) have not been used within the county or any version of such name. (Ex. Olive Street, Olive Road, Olive Drive, Olive Lane)
- 4) Ascertain whether a public hearing was held about the road, if so, the County Commission had agreed to the name change at that time and **no change will be considered.**
- 5) Obtain a signature from all owners of property abutting the road in question agreeing to the name(s) change.
No name change will be considered without a majority of the PROPERTY OWNERS agreeing to such a change.
- 6) Submitting this form to the Addressing Office along with the signatures of the residents of the road in question.
- 7) Affected addresses **WILL** change upon approval of road name.

Please contact your neighbors and discuss the options for the new road name. Each owner needs to review and sign the signature page and return completed application to the addressing office at the information above. All owners must sign the "Owner / Resident Information" page before submitting this application to the addressing office.

NO REQUEST WILL BE CONSIDERED WITOUT SUBMITTING THIS FORM IN ITS ENTIRITY WITHIN 30 DAYS OF THE DATE ISSUED.

Requests will be submitted to the County Commission where a decision will be made and effected parties will be notified of the decision.

Date __/__/20__



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201 Orchard St • Weston, WV 26452

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TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

APPLICATION FOR NEW ROAD NAME / NAME CHANGE

Community: Weston Zip Code: 26,452 Route #: N/A

CURRENT ROAD NAME: None

ROAD LOCATION: 3060 US HWY 33 W

DRIVING DIRECTIONS: FROM INTERSECTION OF BROWN AVENUE TAKE US HWY 33 3 MILES

ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please READ road naming criteria)			
1. <u>ELEANOR MACE MEMORIAL LANE</u>		3. <u>HOSPITALITY WAY</u>	
2. <u>WHITE LILLY LANE</u>		4. _____	

Lewis~Gilmer Addressing reserves the right to refuse any names that do not meet the adopted county ordinance.

Liaison Information

Expires 30 Days from date issued.

NAME: JOE MACE TELEPHONE: 3,042,696,209

ADDRESS: PO BOX 113 CITY: HORNER STATE: WV ZIP: 26,372

Signature: *Joe Mace* Date: 3/16/2018

Before signing please verify that this form is complete and correct to the best of your knowledge.

For Office Use Only

REQUEST TYPE	
<input type="radio"/> Private Road	<input type="radio"/> NEW ROAD NAME
<input type="radio"/> Public Road	<input type="radio"/> ROAD NAME CHANGE
<input type="radio"/> OTHER _____	
APPLICATION RECEIVED <u> </u> / <u> </u> / 20 <u> </u>	Signature _____

Date / / 20



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OWNER / RESIDENT INFORMATION PAGE

If you will need additional space for resident information please copy this page.

ROAD NAME CHOICES IN ORDER OF PREFERENCE (must match choices on page 2)	
1. ELEANOR MACE MEMORIAL LANE	3. HOSPITALITY WAY
2. WHITE LITTLY LANE	4. _____

NAME Joseph Mace
 MAILING ADDRESS P.O. Box 113
 CITY Harner ST _____ ZIP 26372
 TELEPHONE (304) 269-6209
 SIGN Joseph Mace DATE 3-16-18

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

Memorandum

TO:

FROM:

Please accept this road name in
remembrance of my mother, Lebanor Mae
deceased, she was a nurse and loved people.

I'm grateful appreciate for this
consideration I am respectfully yours

Lebanor Mae

Subject: Re: Emailing: 005.jpg, 002.jpg, 003.jpg, 004.jpg

From: AMIT PATEL <amitpatelwv@gmail.com>

Date: 3/19/2018 4:53 PM

To: Floodplain <floodplain@lewisoe.com>

Steve,

Our preference would be....

1.) Hilton Lane

or

2.) Hospitality Way

or

3.) White Lilly Lane

or

4.) Cardinal Drive

Joe said he would stop by later this week to sign off on a mutual name that we have agreed upon.

Any questions call me at 304-282-3820

Thanks

Amit

On Fri, Mar 16, 2018 at 11:11 AM, Floodplain <floodplain@lewisoe.com> wrote:

Hi Amit, If i could get your someone from your organizations signature on 04.jpg and sent back, I would appreciate it. Also, if you have any problems with the first two choices please let me know. You can see attached the letter Mr. Mace has included it will go to the county commission as well.

Thank you

Steve Moneyppenny

304-269-6567

Your message is ready to be sent with the following file or link attachments:

005.jpg

002.jpg

003.jpg

004.jpg

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

--

Mountaineer Hospitality Group, LLC

Hotel Acquisition | Development | Management

285 White Oaks Blvd.
Bridgeport, WV 26330

Amit P. Patel, Member
304-282-3820: mobile
www.mhg-hotels.com



FERN DR

OLD ROUTE 33

HINZMAN ST

LUNSFORD ST

US HWY 33 E WESTBOUND

US HWY 33 E

PROPOSED

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: March 22, 2018

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

Approval of Minutes:

- March 15, 2018

9:15 a.m. Mike Cozad, Community Liaison – Update regarding the Atlantic Coast Pipeline timeline, project expectations and upcoming open house.

9:30 a.m. Recommendation from Review Committee for the procurement of Environmental Consultant Services necessary to undertake remediation planning activities for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project.

1:30 p.m. Terri Moxley, EBSO and Joe Stanton, Thornburg Insurance Agency – Review of EBSO Health Insurance Plan *via* GoToMeeting

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

Items for Discussion / Action / Approval:

1. Approval and signature of Upshur County 2018 – 2019 fiscal year budget.
2. Review and signature of revised letter from Charlie McKinney, Assistant Chief Inspector, Chief Inspector's Division of the WV State Auditor's Office, confirming the services provided to the Upshur County Commission for the fiscal year ended June 30, 2017. In addition to the single audit services, the revised fee of \$29,740 now includes the Upshur County Farmland Protection Board's audit. The Upshur County Farmland Protection Board will reimburse the Upshur County Commission the difference of \$1,500 for their portion of the services.
3. Correspondence from Roy H. Wager, Upshur County Schools Superintendent, recommending the appointment of Katie Loudin to serve on the Buckhannon-Upshur Parks and Recreation Advisory Board in lieu of Dr. Greenbrier Almond. Mrs. Loudin will be serving the remainder of the term ending on June 30, 2018.
4. Approval of advertisement for Lifeguards, Admission Workers and Concession Stand Workers for the 2018 season at the Buckhannon-Upshur Recreational Park Facility. The seasonal positions will begin work in mid-May and continue through mid-August. Applications must be received on or before the close of business on Friday, April 20, 2018.
5. Approval of Upshur County Youth Camp advertisement for seasonal positions. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications must be received before the close of business on April 27, 2018.

6. 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 Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority announcing that the previously requested time extension for the Circuit Courtroom project has been approved. The new deadline for completion is April 14, 2018.
2. Correspondence from Ingrid Ferrell, Director of the Executive Secretary Division of the Public Service Commission of WV, enclosing a copy of a Commission Order issued March 8, 2018 in the matter of Rules Governing E-911 Fees, 150 C.S.R. Series 25, to provide further guidance regarding E-911 fee requirements.
3. Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester
4. Upshur County Sheriff's Financial Statement for Period Ending February 2018
5. Appointments Needed or Upcoming:

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
March 29, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

***There will be a Special Commission Meeting held at the Upshur County Administrative Annex on Tuesday, April 17, 2018 at 9:00 a.m. ***

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting February 08, 2018

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

Guests: Rhett Dusenberg (District 2 Representative from Congressional Office of the Honorable Alex X. Mooney).

Absent:

1. **Call to Order:** The meeting was called to order by Chairman Bailey at 4:02 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

~ ROUTINE MONTHLY BUSINESS ~

2. **Minutes:** (01/11/18)

MOTION: (Bailey/Flaxer) to approve attached Minutes of 01/11/18 regular meeting. [Carried Unanimously]

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

A. WATER:

1. **Bills** (Attached)

MOTION: (Flaxer/Mills) to ratify payment of attached list of water invoices for January 2018. [Carried Unanimously]

2. **Treasury Report** (Attached)

MOTION: (Bailey/Mills) to approve attached Water Treasury Report for January 2018. [Carried Unanimously]

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

MOTION: (Flaxer/Bailey) to approve attached Water Adjustments Report for January 2018. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report** (Attached) – actual unaccounted January loss of 8%.

MOTION: (Bailey/Flaxer) to approve attached Water Purchase, Sales & Loss Report for January 2018.

[Carried Unanimously]

5. **Water Preventive Maintenance Report** -

- a) **Lines** -
- b) **Leak Prevention** – daily readings & recordings done; monthly visual check
- c) **Fire hydrants** [57] –
- d) **Flushing Hydrants** [25] –
- e) **Valves** [148] –
- f) **Meters** [659] –
- g) **Booster Stations** [3] - checked
- h) **Tanks** [2] –
- i) **Office Heating -Cooling Systems** –

- j) Vehicles-[1.5] –
 - k) Generators [2 portable] –
 - l) Critical Inventory –
 - m) Other –
6. Water System Repairs Report (*fixing unplanned breakdowns*) – Changed out 2 meters that had frozen & busted at Fire Dep't
 7. Water Leak Detection Report – visual check only
 8. Cross-Connections/Backflow Report -
 9. New Non-Project Water Taps – Laundry Room of Jane Lew Apartments, Virginia Street.
 10. Other –

Assignments

- ✓ Weather permitting, to continue installing replacement touch-read water meters. 6 left to do.
- ✓ Gee to follow up as leaks require.

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Flaxer/Bailey) to ratify payment of list of Sewer invoices for January 2018. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Bailey/Flaxer) to approve Sewer Treasury Report for January 2018. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Flaxer/Mills) to approve Sewer Adjustments Report for January 2018. [Carried Unanimously]

4. Wastewater Treatment Purchase, Sales & Loss Report (Attached) -

MOTION: (Bailey/Flaxer) to approve Sewer Treatment Purchase, Sales& Loss Report for January 2018. Rain 2.7 inches/ I&I 1,882,508 gallons [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines--
- b) Manholes [594] – still waiting for Atlas Inc.to come repair the 5 manholes @ \$500 per each. Designated manholes are: 1 in Bailey field on new system; 4 in aging McWhorter area.
- c) Grinder Pumps [46]
- d) Lift Stations [16 total] –
- e) Bar Screen [1] – cleaned weekly
- f) Vehicles – [1.5] –
- g) Generators [5 total] – exercised
- h) Classroom Heating & Cooling –
- i) Critical Inventory –

6. Wastewater Repairs Report (attached) –

- ✓ Repaired pump from Lift Station 3
- ✓ Pulled E1 pump and replaced with new one at Wilson Building, Industrial Park

7. New Non-Project Sewer Taps – Nathan King, Westfield Road.

8. Other –

Assignments

✓ *Gee to follow up with Atlas.*

- 4. **Update: Pending Non-Project Extensions and Road Bores (Gee)** non-project road bore done in connection with Nathan King's sewer tap.
- 5. **Update: Board Review of PSD Policies and Job Descriptions (Gee/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. Water and Wastewater Asset Management Policies – SEE New Business Items 9 & 10.

Assignment

✓

- 6. **Update: Personnel Matters (Gee)** – nothing new
 - A. Office Staff
 - B. Water Staff
 - C. Sewer Staff

7. **Announcements**: none

8. **Correspondence**: - none.

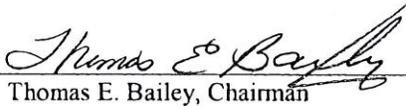
~~ OLD BUSINESS ~~

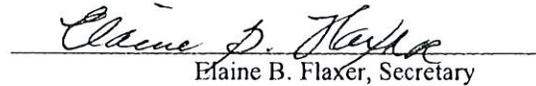
Assignments

~~ NEW BUSINESS ~~

- 9. **Water Distribution System Preventative Maintenance Policy** (Flaxer) – after first reading of the proposed policy it was suggested that we include the District's old John Deere riding lawn mower which will give the General Manager a prompt to budget for its inevitable replacement.

10. **Sewer Collection System Preventative Maintenance Policy** (Flaxer) -- after first reading of the proposed policy it was suggested that we include the District's old John Deere riding lawn mower which will give the General Manager a prompt to budget for its inevitable replacement.
11. **Late Received Agenda Items** (Gee) -- Mr. Dusenberg explained that Congressman Mooney's office is able and willing to provide letters of support to us if we are ever in a position to apply for a grant, provided we go through proper Region VII channels.
12. **Adjournment:** The meeting was adjourned by Chairman Bailey at 5:03 p.m.


Thomas E. Bailey, Chairman


Elaine B. Flaxer, Secretary

Attachments:

- January '18 Bills Paid (Water/Wastewater)
- January '18 Treasury Reports (Water/Wastewater)
- January '18 Adjustments Reports (Water/Wastewater)
- January '18 Water/Wastewater Treatment Purchase, Sales & Loss Reports

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, PSD Attorney (Bowles Rice)
- PSD Office
- Board Members

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH February YEAR 2018

NUMBER OF COMPLAINTS 59

NUMBER DOGS PICKED UP 12

OTHER ANIMALS PICKED UP Rabbit - cows

CATS PICKED UP 0

TOTAL NUMBER ANIMALS PICKED UP 14

CATS DROPPED OFF AT POUND 0

NUMBER OF CATS ADOPTED 1

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED 0

NUMBER OF DOGS RECLAIMED 4

NUMBER OF DOGS EUTHANIZED 0

NUMBER DOGS ADOPTED 2

BOUNTY MONEY \$ 600-

MONEY FROM POUND CHECKS 0

MONEY FROM POUND CASH \$ 160⁰⁰

TOTAL MONEY FROM POUND \$ 160⁰⁰

Dog Report March 05, 2018

The Following is an account of Dogs housed at Lewis-Upshur Animal Control

For the February 2018

Number of Dogs Adopted _3_(3)Upshur (0) Lewis

Number of Dogs Adopted N/C _0_

Number of Dogs Returned to owner _9_3() Upshur (6)Lewis_

Number of Dogs Quarantined _1_ (0)Upshur(1)Lewis

Number of Dogs Brought In by Residents _3_(1)Upshur (2) Lewis

Number of Dogs in Drop Box _(0)

Number of Dogs Euthanized _0_ (0)Upshur(0) for Lewis

Euthanized by Owner request _0_(0)for Upshur(0) Lewis

Number of Dogs Rescued ___0_(0) Upshur (0) Lewis_

Number of Dogs Rescued N/C _0_(0) Upshur (0)Lewis

Number of Dogs Brought in by Lewis County Animal Control __ (12)_

Number of Other animals brought in by Lewis County Animal Control (0)

Number of Dogs brought in by Lewis County Police ___(0)_

Number of Dogs from Upshur County Animal Control __ (7)_

Number of Dogs brought in by State Police ___(0)___

Adoption Financial Transactions																	
County: Lewis																	
Date Range: 02/01/2018 to 02/28/2018																	
<input type="button" value="Display"/>																	
Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time
7598	9151	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	11:45:20
7599	9152	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	11:48:32
7577	9154	10.00	Cash		CHRISTY		None	50.00						Lewis	JAN	02/21/2018	11:57:28
7578	9156	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	12:08:21
7602	9157	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	12:13:40
7554	9138		Cash		CHRISTY		None	50.00						Lewis	JAN	02/21/2018	12:26:01
							None			50.00	Cr/Db Card			Lewis	JAN	02/21/2018	13:40:47
							None			50.00	Cr/Db Card		INVOICE	Lewis	JAN	02/21/2018	14:21:53
							None			50.00	Cr/Db Card			Lewis	JAN	02/21/2018	14:59:08
7603	9160	30.00	Cash		JAN		None							Lewis	JAN	02/23/2018	10:19:05
Totals		160.00			Lewis		100.00		150.00								
					Upshur												
Total Received										260.00	150.00	Deposits Returned					
<input type="button" value="Main Menu"/>																	

Adoptions 160.00

SN deposit 100⁰⁰
 SN deposit returned 150⁰⁰

To: Upshur County Commission
From: Janella Cochran Supervisor of Animal Services
Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During
The Month of February 2018

Number of Cats brought in by Buckhannon City Trapper	_0_
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	_0__
Number of Cats Brought in By Dustin for Upshur County	__1__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__0_
Number of Cats Dropped Off by Upshur County Residence	__4__
Number of Cats Quarantined	_0_ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	_4_(4)Upshur (0)Lewis /
Number of Cats Returned to Owner	__0_(0)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	_0__(0)Upshur (0) was Lewis
No Charge	__0__
Number of Cats Euthanized	0_(0) Upshur (0) of these were Lewis
Number of Euthanized Cats Picked up by Lab	__0__

Adoption Financial Transactions																	
County: Lewis																	
Date Range: 02/01/2018 - 02/28/2018																	
Display																	
Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee CK No	Adm Fee Pd By	Dist Fee	County	Spay Exp	Board Dep	License Returned	Spay Ret By	Spay Ret CKno	Returned By	County	User	Trans Date	Trans Time
7598	9151	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	11:45:20
7599	9152	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	11:48:32
7577	9154	10.00	Cash		CHRISTY		None	50.00						Lewis	JAN	02/21/2018	11:57:28
7578	9156	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	12:08:21
7602	9157	30.00	Cash		RANDY		None							Lewis	JAN	02/21/2018	12:13:40
7554	9138		Cash		CHRISTY		None	50.00						Lewis	JAN	02/21/2018	12:26:01
7350	8995						None		50.00	Cr/Db Card		PC INVOICE 101491		Lewis	JAN	02/21/2018	13:40:47
7452	9041						None		50.00	Cr/Db Card		PC INVOICE 329515		Lewis	JAN	02/21/2018	14:21:53
7454	9058						None		50.00	Cr/Db Card		PC INVOICE 51443		Lewis	JAN	02/21/2018	14:59:08
7603	9160	30.00	Cash		JAN		None							Lewis	JAN	02/23/2018	10:19:05
Totals		160.00			Lewis		100.00		150.00								
					Upshur												
Total Received									260.00		150.00	Deposits Returned					
Main Menu																	

Adoptions 160.00

SPN deposit 100.00
 SPN deposit returned 150.00

Dog

Adopted 11

cat

Returned 1111

Correction next month
 +50.00
 7754-9138

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday March 19, 2018 @ 6:00 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 unable to attend, please contact Gene Edwards at 304-269-4836

MINUTES OF THE LEWIS COUNTY PARK BOARD OF DIRECTORS

Meeting Date of February 26, 2018

Present: Gene Edwards, President; Barbara Paugh, Vice President; Betty Hill, Treasurer; Shirley Taylor, Andrea Clem, Alyce Henry, Richard Messenger, Glenn Brown, Agnes Queen, Rod Wyman and Tom Alkire. Also attending the meeting was: Jim Stutler, Tammy McDonald and Vickie Heater.

The meeting was called to order by Gene Edwards. The minutes were read. Richard Messenger made the motion for approval of the minutes and Andrea Clem seconded the motion. All were in favor of approval.

The treasurer's report was given by Betty Hill. Richard Messenger made the motion for approval of the treasurer's report and Andrea Clem seconded the motion. All were in favor of approval.

Betty Hill presented the proposed annual budget for 2018-2019, which showed a shortfall of \$8,700.00. Betty said that she could reduce the contingency reserve from \$10,000.00 to \$1,300.00 to balance the budget. Richard Messenger made a motion to accept the budget with an amendment to lower the contingency reserve to \$1,300.00; Andrea Clem seconded the motion. All were in favor of the approval.

Vickie Heater and Tammy McDonald were there to ask why when you rent the pool you have to pay extra for the pavilion. Also, Ms. Heater didn't like that you were paying for 2 hours of swimming and actually only getting 1 hour and 30 minutes of swimming after breaks. Agnes told Ms. Heater and Ms. McDonald that she would speak with John Shaffer, who was absent from the meeting, with their questions and respond back to them.

John Shaffer presented a written report since he wasn't able to attend the meeting. Mr. Shaffer stated that the tennis courts have a lot of cracks showing and that Richard Messenger will contact the company. John also said that

reservations are above last year and that he is still receiving requests. John also stated that someone hit the fence going into the park.

A picture was provided of the merry-go-round that has been fully repaired and painted.

The meeting was adjourned by Gene Edwards at 6:35 p.m.

The next meeting will be MONDAY, MARCH 19, 2018 @ 6:00 p.m. at the Lewis County Park.



Dave Hardy
Secretary of Revenue

Dale W. Steager
State Tax Commissioner

STATE TAX DEPARTMENT

February 22, 2018

TO ALL COUNTY ASSESSORS
STATE OF WEST VIRGINIA

Ladies and Gentlemen:

Re: County Valuation Plans

Each county assessor is required by law to resubmit a County Valuation Plan based on an outline developed by the Property Valuation Training and Procedures Commission (PVC). This letter provides brief instructions to aid assessors in timely completion and resubmission of county valuation plans.

I. COMPLETING THE COUNTY VALUATION PLAN OUTLINE

West Virginia Code § 11-1C-4(a)(3) directs the PVC to develop an outline of items to be included in each assessor's County Valuation Plan. The PVC has adopted a County Valuation Plan outline. A copy of the adopted outline is enclosed.

Sections I, II, IV and V of the County Valuation Plan solicit responses by seeking answers to broad questions. Your response would include text and may also include charts, tables, timeframes, etc. The text should be typewritten. Please use as many pages as necessary and follow the numbering pattern indicated in the outline.

Section III is a questionnaire and also includes attachments A, B and C which are timetables to list the activities, number of accounts/parcels and the year in which they are to be completed. Brief responses to this section are appropriate and legible printing is acceptable.

II. SUBMISSION OF PLAN

Each county assessor's County Valuation Plan for the tenth valuation cycle must be submitted to the State Tax Commissioner no later than March 31, 2018. Concurrently with submitting the plan to the State Tax Commissioner, the assessor must deliver a copy of the completed plan to the county commission of his/her county. The Tax Department is responsible for providing copies of your plan to each member of the PVC.

ALL COUNTY ASSESSORS

February 22, 2018

Page Two

The Tax Commissioner must respond to your plan within sixty (60) days of receipt and may request clarification or further information. Any plan not approved by the Tax Commissioner prior to May 31, 2018, will be submitted to the PVC for final resolution. The PVC must resolve the dispute on or before July 1, 2018, by reviewing the plan and the objections of the Tax Commissioner.

As you complete your County Valuation Plan outline, four issues should be kept in mind:

First, the visitation procedures as adopted by the PVC for the first three-year cycle apply to this cycle as well. The data collector shall visit each owner-occupied residential parcel. If the data collector fails to make contact with the owner/occupant, the data collector shall estimate the data and leave a notice with the assessor's local phone number informing the owner/occupant that an appointment can be made for the data collector to inspect the property. The visitation of non-owner occupied residential real property and non-residential real property may be accomplished by the visual observation of the real property to be appraised.

Second, all new employees hired and funded through county valuation funds are required to be approved by the PVC before hiring.

Third, West Virginia Code § 11-1C-1(d) provides that at the end of the first three-year cycle and thereafter from year-to-year, all property shall be annually assessed at sixty (60) percent of its then current fair market value. To comply with the statute, your plan should address first how you plan to conduct the reappraisal of all real and personal property for this three-year cycle including data collection, land tables, neighborhoods, county modifiers, etc; and second, how you propose to maintain on an annual basis, all properties at sixty (60) percent of current fair market value as required by West Virginia Code § 11-1C-1(d).

Fourth, the deadline for the completion of this three-year cycle is December 31, 2020, for Tax Year 2021. The County Valuation Plan, Section III Data Questionnaire, requests that you respond for Tax Year 2019, 2020 and 2021. For Tax Year 2019, you should include all activities that occur from January 1, 2018 to December 31, 2018; for Tax Year 2020, include all activities that would occur from January 1, 2019 to December 31, 2019; and for Tax Year 2021, include all activities from January 1, 2020 to December 31, 2020.

ALL COUNTY ASSESSORS

February 22, 2018

Page Three

Should you have questions or need assistance in completing your County Valuation Plan, please contact Leroy Barker, Appraiser Chief, in either our Charleston Office at 304-558-0785 or in our Clarksburg Office at 304-627-2110.

Sincerely,



Jeff Amburgey
Chairman

Property Valuation Training
and Procedures Commission

JA/aj

Enclosures

cc: All Members, Property Valuation Training
and Procedures Commission

SUBMISSION PAGE

I, John L Breen, Assessor of Lewis County, West Virginia, hereby submit the County Valuation Plan for said county the 20th day of March, 2018. This document represents my plan, in accordance with Article 1C, Chapter 11, of the West Virginia Code, for Tax Year 2019, 2020, and 2021 assessments.



Signature

**PROPERTY VALUATION TRAINING
AND PROCEDURES COMMISSION**

Pursuant to West Virginia Code § 11-1C-4(a)(3)
County Valuation Plan Outline
(Please complete outline in entirety.)

Tenth Three-Year Cycle

County Valuation Plan Outline

for Lewis County, West Virginia

SUMMARY OF CONTENTS

- I. Statement of Goals and Objectives
- II. Process Discussion
- III. Data Questionnaire
- IV. Repayment of Funds (West Virginia Code § 11-1C-8)
(This form is no longer in use.)
- V. Public Information

SECTION I. STATEMENT OF GOALS AND OBJECTIVES

(Every county must discover and maintain the market value of all residential, commercial and agricultural real and personal property. In Section 1, please describe in your own words, the specific goals you wish to achieve in reappraising your county. Attach additional sheets as necessary. Please number all pages in Section I of your plan sequentially, beginning with 1.1, 1.2, 1.3, and so on.)

The following is the Lewis County Assessor's Office plan to execute our tenth three year cycle of our County Valuation Plan.

We plan actual visitation to all 9 districts in our county for the 2019, 2020 and 2021 tax years as prescribed by the Rules and Regulations of Reappraisal. Lewis County consists of fifteen thousand four hundred and 90 (15,490) parcels. Please see attached 3 year field work schedule that has been approved by the WV State Tax Department. All parcels over the 3 year period will receive door to door visits, along with leaving door hangers with contact information. We then complete windshield checks of 3 other districts and investigating all property sales, transfers, new construction, splits, consolidations and owner requested reviews throughout the county. We have implemented classification change letters that go out as soon as we discover a non-owner occupied residence. All districts will rotate over the 2 year period. We will complete all phases of the real and personal property as prescribed by law.

SECTION II. PROCESS DISCUSSION

(In narrative style, please discuss how you plan to conduct your reappraisal. Your discussion should address such things as: data collection, data analysis, property owner information and problem resolution, use of contractors, timetable, etc. You may wish to complete Section III before beginning Section II. Attach additional sheets as necessary. Please number all pages in Section II of your plans sequentially, beginning with 2.1, 2.2, 2.3, and so on.)

REAL PROPERTY

Residential - As stated in our goals and objectives, we have divided the county in to three magisterial districts:

- (1) Freemans Creek Rural, Freemans Creek City, Skin Creek
- (2) Hackers Creek Rural, Hackers Creek City, Jane Lew City
- (3) Collins Settlement, Courthouse Rural, Courthouse City

Our Data Collectors visit door to door as in the Proposed 3 Year Field Work Schedule and rotate the schedule in 2020 and 2021 tax years. Picking up all sales, splits, transfers etc. each and every year.

We have added a new field worker/data collector to our team. With this addition we plan on a more thorough investigation of the entire county. We do annual county modifiers in house and Goff Appraisals are assisting us in our neighborhood studies. We use mailing of sales questionnaires to all sales in our county. In addition we are using newspaper and direct mailers to notify the county of our data collection every year. All information returned to our office is used to enter accurate CAMA Data. We feel that the more ways of completing our gathering of information the more precise we will become.

2.1

Commercial -

Lewis County will do the commercial property in a three section process observing the same districts as our residential.

Our goal is to complete commercial properties early each new tax year.

As required by Legislative Regulations, Title 110 Series IP, we are using the three approaches to value: consideration cost, market and the income when the information for this method is available.

Agricultural -

Lewis County uses a mailing system for our Farm Reports. We require all income listed on these returns including rental income.

In 2017/2018 we implimented a new system of DataBasing our Farm Report Taxpayer and double checking and verifying there return.

However, due to the lack of rental farms and information available in our county, we apply the rates provided by a study by the State and the Agriculture Department. Each year, we will continue gathering this information when available to see if we can apply and maintain our own cap rate.

PERSONAL PROPERTY

Individual -

We accomplish our personal property process
We have been able to identify VIN #s so as to comply with
the State Tax Department. NADA values are used in
accordance with unidentified VIN Numbers.

Business -

We also accomplish businesses by using the return method.
We work with the State Tax Office to ensure that all business schedules.
We use mailing procedure for all Personal Property businesses.
We are using the current detailed list of North American Industry
Classification System to apply the current NAICS Codes, Trend and
Depreciation schedules to keep our appraisal of commercial properties
in accordance with all guidelines provided by law.
All vehicle dealers, including house trailers and factory built homes
are mailed a Vehicle Dealer Inventory Worksheet inside their business
return and are required to submit it with their business return.

SECTION III. DATA QUESTIONNAIRE

(Please complete the following questionnaire in its entirety and enclose it as Section III of your plan. If you need to further explain an answer, please do so.)

	TAX YEAR 2019	TAX YEAR 2020	TAX YEAR 2021
A. Real Property Appraisal			
1. What percent of residential/agricultural properties do you plan to visit for: (Please complete Attachment A)	39%	26%	35%
2. What percent of commercial property do you plan to visit for: (Please complete Attachment B)	21%	59%	20%

B. Personal Property Valuation

Please indicate which method you intend to use to value personal property.

(Please complete Attachment C)

Individual

- Return
- Physical Review
- Other: Please explain. _____

Business

- Return
- Physical Review
- Other: Please explain. _____

C. People and Support Needed

	TAX YEAR 2019	TAX YEAR 2020	TAX YEAR 2021
Personnel Required			
1. Chief Deputy for revaluation (yes/no)	No	No	No
2. Appraisers (# needed)	2	2	2
3. Mappers (# needed)	0	0	0
4. Data Gathering Assistants – Field (# needed)	2	2	2
5. Office Staff (# needed)	4	4	4
Office Space and Supplies (yes/no)			
1. Space Needed (rent)	No	No	No
2. Office Furniture	No	No	No
3. Rent	No	No	No
4. Utilities	No	No	No
5. Telephone	No	No	No
6. Forms & Supplies	Yes	Yes	Yes
7. Postage	Yes	Yes	Yes
8. Mileage Expenses	Yes	Yes	Yes
Support Needs for Revaluation (yes/no)			
1. Extended appraisal training	Yes	Yes	Yes
2. Manuals, measuring wheels, appraisal-related materials	Yes	Yes	Yes
3. Additional computer terminals	Yes	Yes	Yes
4. Mapping; copies of maps	Yes	Yes	Yes
5. Appraisal cards	Yes	Yes	Yes
6. Computer runs of present data, CAMA (e.g. PF 11's & 12's)	Yes	Yes	Yes
7. Vehicles	No	No	No
8. Other records copied	Yes	Yes	Yes
9. Camera & film developing costs	No	No	No
10. Camcorder, VCR, TV & Monitor	No	No	No

D. Expenditures Estimated to Accomplish A through C

People & Support Needed

(Check those which you indicated in Section II.)

	TAX YEAR 2019	TAX YEAR 2020	TAX YEAR 2021
a. Personnel (Salary & Benefits)			
<input type="checkbox"/> 1. Chief Deputy Assessor - Valuation	0	0	0
<input type="checkbox"/> 2. Appraisers # <u> 2 </u> @ \$ <u> </u>	\$61,884	\$61,884	\$63,884
<input type="checkbox"/> 3. Mappers # <u> </u> @ \$ <u> </u>	0	0	0
<input type="checkbox"/> 4. Field Assts/Data # <u> </u> @ \$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<input type="checkbox"/> 5. Office Staff # <u> 4 </u> @ \$ <u> </u>	\$70,000	\$70,000	\$74,000
<input type="checkbox"/> 6. Data Entry Clerk # <u> 2 </u> @ \$ <u> </u>	\$28,000	\$28,000	\$30,000
Subtotal Personnel	\$159,884	\$159,884	\$167,884
b. Office			
<input type="checkbox"/> 1. Rental Space	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<input type="checkbox"/> 2. Office Furniture	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<input type="checkbox"/> 3. Utilities	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<input type="checkbox"/> 4. Telephone	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<input type="checkbox"/> 5. Forms & Supplies	\$4,500	\$4,500	\$4,500
<input type="checkbox"/> 6. Postage	\$1,000	\$1,000	\$1,000
<input type="checkbox"/> 7. Mileage Expenses	\$2,000	\$2,000	\$2,000
E. Support Needs for Revaluation			
<input type="checkbox"/> 1. Extended appraisal training	\$2,000	\$2,000	\$2,000
<input type="checkbox"/> 2. Manuals, measuring wheels, appraisal-related materials	\$250	\$250	\$250
<input type="checkbox"/> 3. Additional computers	\$5,000	\$5,000	\$5,000
<input type="checkbox"/> 4. Mapping; copies of maps	\$1,000	\$1,000	\$1,000
<input type="checkbox"/> 5. Appraisal cards	\$250	\$250	\$250
SUBTOTAL SUPPORT	\$15,000	\$15,000	\$15,000
GRAND TOTAL	\$174,884	\$174,884	\$182,884

F. List projected proceeds from the regular levy for 2017-18 Tax Year:

PROCEEDS 2017-18		
COUNTY COMMISSIONS	\$	85,820
SCHOOL BOARD	\$	116,427
MUNICIPALITIES IN COUNTY	\$	8,643
TOTAL	\$	210,890

Personal Property					
Individual / Business					
Activity	District Name	Accounts	Accounts Scheduled In		
			Tax Year 2019	Tax Year 2020	Tax Year 2021
Individual	01-Collins Settlement	1092	1092	1092	1092
	02-Couthouse Rural	2017	2017	2017	2017
	03-Freemans Creek Rural	2968	2968	2968	2968
	04-Hackers Creek Rural	2305	2305	2305	2305
	05-Jane Lew City	124	124	124	124
	06-Skin Creek	618	618	618	618
	07-Courthouse City	291	291	291	291
	08-Freemans Creek City	462	462	462	462
	09-Hackers Creek City	255	255	255	255
Total		10132	10132	10132	10132
Business	01-Collins Settlement	24	24	24	24
	02-Couthouse Rural	40	40	40	40
	03-Freemans Creek Rural	66	66	66	66
	04-Hackers Creek Rural	347	345	345	345
	05-Jane Lew City	47	47	47	47
	06-Skin Creek	29	29	29	29
	07-Courthouse City	45	45	45	45
	08-Freemans Creek City	74	73	73	73
	09-Hackers Creek City	81	78	78	78
Total		753	747	747	747

SECTION IV. REPAYMENT OF FUNDS (West Virginia Code § 11-1C-8)

Please provide as much detail as possible. Please number all pages in Section IV of your plan sequentially, beginning with 4.1, 4.2, 4.3, and so on.)

If you have borrowed money to assist in your reappraisal, indicate the source and amount borrowed.

County Commission; amount borrowed \$ _____

THIS FORM IS NO LONGER IN USE

SECTION V. PUBLIC INFORMATION

(Discuss in your own words how you plan to inform property owners about your reappraisal. Periodic press releases, public discussions, pamphlets, value notices, data mailers, and the like are examples of ways to keep your citizens abreast of your progress. Please number all pages in Section V. of your plan sequentially beginning with 5.1, 5.2, 5.3, and so

Our office keeps the public informed in many ways. We are a transparent office. We use our local newspaper to advertise every move we make. From Data collection districts, to deadlines on filing. We also post signs around the county courthouse on deadlines. Our data collectors leave door hangers as well as mail out classification change letters. We utilize the 10% increase notices as well as keep a very close eye on managed timber and farm accounts. I attend civic events and notify the public at these events.