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 Queen, Commissioner
Rod Wyman, Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
Monday - August 13, 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, August 9, 2018.
   (action required)

APPOINTMENTS

3. **10:20 AM** **Chris Richards, Director, Lewis County Convention & Visitors Bureau**
   RE: Ms. Richards will present the April, May and June Quarterly Report and 2018 Fiscal Year Report detailing operations of the Lewis County Convention and Visitors Bureau. (*information only)*
4. **10:30 AM** **Michael Scott Murray, Oath of Office for Lewis County Fire Board**
   The Lewis County Commission appointed Michael Murray as a member of the Lewis County Fire Board at the July 23, 2018 Meeting. The oath of office will be administered. *(action required)*

CORRESPONDENCE

5. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Agenda for Thursday, August 9, 2018 is presented for review. *(information only)*
6. **Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle Report for July 2018 including vehicle mileage is presented. *(information only)*
7. **Jane Lew Public Service District Regular Meeting Agenda***:* The Jane Lew Public Service District regular meeting agenda for August 9, 2018 is presented. *(information only)*
8. **West Virginia Regional Jail and Correctional Facility Monthly Invoice**: July 2018 monthly invoice for Lewis County inmates housed in the Regional Jail: 1,434 inmate days X $48.25 per diem= $69,190.50. (*information only)*
9. **Lewis County Convention and Visitors Bureau Meeting Agenda and Minutes:** August 14, 2018 Lewis Convention and Visitors Bureau meeting agenda and minutes of the June 5, 2018 meeting. *(information only)*

BUSINESS

10. **Board(s) and Committees:** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Fire Board, Economic Development Water Project Status Meeting, National Night Out, Weston Neighborhood Watch.
11. **Software Systems Annual Maintenance Contract Renewal**: Software systems has provided the following monthly maintenance renewal rates for systems used in various offices: *(action needed)*

a) System Hardware	2018- $102.00	2019-$219.00
b) Tax Office		
DMV Processing	2018- $53.00	2019- $52.00
Tax Collection	2018- $404.00	2019-$434.00
Tax Internet Inq.	2018- $102.00	2019- $102.00
Tax On-line Payments	2018- $83.00	2019- $93.00
c) Assessor Supplements	2018- $60.00	2019- $64.00
d) Budget/Payroll	2018- $2.00	2019- $2.00
e) Circuit Clerk	2018- $518.00	2019- $498.00
Jury Selection	2018- $56.00	2019- $58.00
TOTALS	$1,380.00	$1,522.00 (+$142.00)

12. **Time Sheets and Leave Requests:**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

13. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, August 9, 2018. *(action required)*
14. **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, August 9, 2018. *(action required)*
15. **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, August 9, 2018. *(action required)*
16. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, August 9, 2018. *(action required)*

ADJOURNMENT:

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

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

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

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

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

I, **Michael Scott Murray ,** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia, and that I will faithfully discharge the duties of serving as a member of the **Lewis County Fire Board** to the best of my skill and judgment,

SO HELP ME GOD.

Signature_____

Subscribed and sworn to before the Lewis County Commission in said County and State, this 13th day of August, 2018.

_____
President
Lewis County Commission

Attest:_____
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: August 9, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- July 26, 2018
- July 26, 2018 – Emergency Meeting

9:05 a.m. Samantha Atchinson, Vice President of the Animal Outreach Project – Discuss program offerings and request community support

10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff's vehicles (1 sedan & 1 sport utility vehicle)

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

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 $16,924.50. This is for Request for Funds #9.*

2. Approval and signature of esri renewal quote in the amount of $4,450 for term period October 1, 2018 to September 30, 2019. Of this amount, $1,200 is to be paid by the Assessor's Revaluation Fund.*

3. Review and adoption of an Order for the refinancing of the construction, renovation, improvement, furnishing and equipping of certain property by the Upshur County Building Commission for use as the Upshur County 911 Center and related facilities by the County Commission of Upshur County; authorizing the execution and delivery of a base lease and sublease between the County Commission and the Upshur County Building Commission with respect to the lease revenue bonds to be issued by the Building Commission to refinance the 911 project; approving the Building Commission's designation of the bonds as qualified tax exempt obligations; and authorizing other necessary actions in connection with the foregoing.*

4. Review and approval of the Upshur County Emergency Operations Plan Annex F: Shelter and Mass Care.*

5. Review and approval of the Upshur County Emergency Operations Plan Annex G: Health and Medical.*

6. Approval and signature of correspondence to Clarence and Dorothy Rowan enclosing a Petition from the Upshur County Safe Structures and Sites Enforcement Board requesting an Order for the clean-up of property located in Union Tax District – Tax Map 9E – Parcel Number 22.8. This letter requests a response by September 5, 2018 and sets this matter for discussion on September 6, 2018.*

7. Correspondence from Craig D. Presar, WVU Extension Agent, requesting use of the large pavilion on Monday, September 17th for an Upshur County CEOS Celebration Picnic, free of charge. The Upshur County CEOS members provide more than 38,000 hours of community service hours annually.*

Ours on Sept 10th

8. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution to the Corridor H Authority during fiscal year 2019.*

9. Order to approve the number of Election Officials and Election Commissioners for the November 6, 2018 General Election.*

10. Order to approve the number of sets of Emergency Absentee Voting Commissioners for the November 6, 2018 General Election.*

11. Review and Approval of Recommendation for Removal of Jennifer Loudin as Administratrix of the Estate of Margaret "Peggy" Jane Loudin, deceased, by Fiduciary Commissioner, Daya Masada Wright.*

12. Correspondence from Terry Gould, Hodgesville PSD Manager, requesting the reappointment of Robert Wright to the Hodgesville PSD Board of Directors. Upon approval, his term will renew on August 5, 2018 and expire on August 5, 2024. The Board approved the reappointment of Mr. Wright during a rescheduled meeting held on July 10, 2018.*

13. Approval of Lewis - Upshur Animal Control Facility Volunteers, Carol Cook and Faina Reasons.*

14. Memorandum from Carrie Wallace, County Administrator, on behalf of Greg Woody, Youth Camp Director, requesting the termination of Gavin Haymond, Seasonal Youth Camp Employee, effective, Friday, August 3, 2018.*

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

15. 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. Proclamation by Jim Justice, Governor of the State of WV, declaring that the unexpired term of office for Justice of the WV Supreme Court of Appeals be filled by the voters of WV at an election to be held concurrently with the general election on November 6, 2018.

2. Correspondence from John B. McCuskey, WV State Auditor, announcing this year's In-Service Training Seminar to be held on August 19th and 20th at the Days Hotel and Conference Center in Flatwoods, WV. According to WV Code §7-7-2, each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor.

3. Correspondence from Michael Sutphin, WVDEP Project Manager, enclosing the signed and executed Voluntary Remediation Agreement for the subject site in Selbyville, WV.

4. Correspondence from John Mathias, M.D., Former Medical Director of the Upshur Buckhannon Health Department, recommending that members of the County Commission direct questions or concerns regarding the LIGHT Project to public health experts or infectious disease specialists.

5. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester

6. Upshur County Building Permits – July 2018

7. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of June 2018

8. Upshur County Mileage Reports – June 2018
    - Upshur 911
    - Maintenance
    - Emergency Management
    - Sheriff
    - Addressing and Mapping
    - Community Corrections
    - Dog Pound

9. Appointments Needed or Upcoming:
    - Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

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)

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 *(last extension was approved during April 5th meeting)*

Next Regular Meeting of the Upshur County Commission
August 16, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

JULY 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 26,768

151 Hyre Temp / 18 POLICE INTERCEPTOR 1,613

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 70,015

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 84,614

154 Lopez 1910 / 13 POLICE INTERCEPTOR 76,500

155 Tonkin 1234 / 13 POLICE INTERCEPTOR 48,825

156 Clark 2824 / 11 TAHOE 101,130

157 Hendershot 2829 / 11 TAHOE 90,175

158 Hummel 2966 / 12 CAPRICE 87,380

159 VanMeter 1643 / 11 TAHOE 81,352

160 Turner / 14 EXPLORER 57,126

161 Newbrough 2868 / 09 TAHOE 70,127

170 Cayton 3184 / 09 RAM TRK 132,748

171 Kirkpatrick 2726 / 11 DODGE NITRO 38,275

174 Bush 1233 / 10 DODGE NITRO 46,494

175 Carey 2727 / 10 TAHOE 104,588

1500 Deputy Reserves 2511 / 07 CROWN VIC 116,086

1500 Deputy Reserves 1696 / 03 DURANGO 122,964

1500 Deputy Reserves 1232 / 07 CROWN VIC 107,469

2007 Chevy Sub. 80,719

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

Thank You

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

August 09, 2018 4:00 PM

~~ Public Board Meeting Agenda ~~

I. Call to Order (Bailey)

~~ ROUTINE MONTHLY BUSINESS ~~

II. Minutes (07/12/2018)
III. General Manager's July Reports (Gee)
   A. WATER:
      1. Water Bills
      2. Water Treasury Report
      3. Water Adjustments Report
      4. Water Purchase, Sales & Loss Report
      5. Water Preventive Maintenance Report
      6. Water Repairs Report *(fixing unplanned breakdowns)*
      7. Leak Detection Report
      8. Cross Connections/Backflow Report
      9. New Taps (non-project)
      10. Other
   B. WASTEWATER:
      1. Wastewater Bills
      2. Wastewater Treasury Report
      3. Wastewater Adjustments Report
      4. Wastewater Treatment Purchase, Sales & Loss Report
      5. Wastewater Preventive Maintenance Report
      6. Wastewater Repairs Report *(fixing unplanned breakdowns)*
      7. New Taps (non-project)
      8. Other
IV. Extensions and Road Bores
V. PSD Policies and Job Descriptions
VI. Personnel
VII. Announcements
VIII. Correspondence

~~ OLD BUSINESS ~~

~~ NEW BUSINESS ~~

IX. Late-Received Agenda Items (Gee)
X. Adjournment (Bailey)

The Jane Lew PSD reserves the right to re-arrange items on the agenda as needed.

STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY
DIVISION OF CORRECTIONS & REHABILITATION

BETSY C. JIVIDEN
COMMISSIONER

JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

Office of the Commissioner
1409 Greenbrier Street
Charleston, WV 25311
304-558-2036 – Telephone
304-558-5367 - Fax

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

Statement Number: 71182a8e
Statement Date: 8/6/2018
Month Of Service: July, 2018

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of July, 2018. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

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

Month: July

NUMBER OF INMATE DAYS: 1434

PER DIEM RATE: $48.25

AMOUNT DUE - July, 2018 $69,190.50

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 Convention and
Visitors Bureau/Stonewall country
Visit where heroes were raised,
legends were born, and memories are made.

August 14, 2018 Agenda

1. Call to Order- establish quorum
2. Minutes
3. Financial Report
4. Executive Directors Report
5. Old Business:
    a. None.
6. New Business:
    a. Lambert's Winery Partnership Request.
    b. Annual Meeting.
    c. Chris's comment spot.
7. Adjournment.

The next CVB Board of Directors meeting will be on Tuesday
Sept. 4, 2018 @ 5:30 p.m. at the CVB office.

Lewis County Convention and Visitors Bureau
A Certified West Virginia CVB
499 US Highway 33 East Weston, WV 26452
304-269-7328 304-269-3271 fax 1-800-296-7329
www.lewiscountycvb.com www.stonewallcountry.com

Lewis County Convention & Visitors Bureau Minutes

June 5, 2018 @ 5:30 p.m. at LC CVB Office

In Attendance: Rebecca Jordan Gleason, Dean Hardman, Glenn Haan, Chip Turner, Andre' D'Amour, Ron McVaney, Jim Lambert, Sharon Pickens, Barb McVaney, Kim Geer, and Chris Richards.

Absent: Julia Spelsberg and Pat Boyle.

Meeting:

I. **Meeting called to order** by Dean. A quorum was present.
II. **Minutes:** April. minutes were approved as written. (Chip/Rebecca)
III. **Financial Report**: Reports were written given to members for review. (Rebecca/Chip)
IV. **Executive Directors Report**: Report was approved. (Rebecca/Jim)

Old Business:

I. None.

New Business:

I. The Board heard a partnership request from the 2018 Spikers Bull Ride. The request was for 1500.00 in radio ads on WV Radio with the bull ride folks matching the effort though other advertising venues. The request was approved. (Rebecca/Sharon)
II. The board heard a request from Chris to reschedule the board meeting due to a travel show conflicting with the regular meeting date and the meeting was rescheduled to August 14th at 5:30 at the CVB office.
III. The board asked how they wanted to handle the marketing amounts for Labor Day weekend they reviewed last year budget and approved the office to make the same $3500 to $4000 investment as was done last year making sure to advertise all activities in the county that weekend. (Rebecca/Chip)
IV. The board was asked to sign their annual code of conduct forms.
V. Chris's comment spot - See you next month!

Meeting adjourned at approximately 5:55 p.m.

The next meeting will be on July 3, 2018 at 5:30 at the CVB Office

Lewis County CVB/Stonewallcountry
A Certified West Virginia CVB
499 US Highway 33 East Weston, WV 26452
304-269-7328 304-269-3271 fax 1-800-296-7329
lewiscountycvb.com or www.stonewallcountry.com

Software Systems Incorporated

IBM Business Partner

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

July, 31, 2018

TO: All Software Systems, Inc. Maintenance Contract Customers

SUBJECT: Changes in Maintenance Contract Amounts

Please find enclosed your new maintenance contract amounts. As a reminder, the level 2 and level 3 amounts are based on your "usage" for the period 7/1/2017 through 6/30/2018. Each month, we include in our billing, a page with a header that says "Maintenance Information". It also notes that you are not to pay that amount, but it is the value of the services you have received under your maintenance contract. If you total all those pages you've gotten over the past year, and divide by 12, you will see that the proposed level 2 and level 3 charges are the same as the numbers you calculate. We do this so that you will recognize what factors influence the price of our support. You are effectively paying this year for services you received last year. This is done in an effort to allow you to spread equal payments across the entire year, rather than having ups and downs in the amount due each month.

We've heard people say this type of billing is a "nickel/dime" technique. We want to assure you that we will never bill you in advance for services (as per State Code), and will only bill you for services we have actually delivered. In this case, during the previous year.

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

Please enter the level of maintenance you want for each system in the column second from the right. Also, then please initial each line. If you do not make an entry in the "2018-2019" column, we will assume you wish to continue the same level as last year.

Please also note that we have assumed most counties would continue the same level of maintenance this year as last year. The invoice for July 2018 reflects new rates for the same level of maintenance you had last year. If you determine you wish to change the level of maintenance, we will adjust the amount, and make corresponding changes to the charges for services performed in July 2018.

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

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

Please find below the 2018-2019 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
System/Hardware	N/A		N/A	N/A			
		36 + lvl2	$219.00				
			$219.00		2	____	____

ACCEPTED:_____ DATE:_____

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

Please find below the 2018-2019 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
System/Hardware	N/A		N/A	N/A			
		36 + lvl2	$219.00				
			$219.00		2	____	____

ACCEPTED:_____ DATE:_____

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

Please find below the 2018-2019 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
DMV Processing	$50.00		$50.00	N/A			
		0 + lvl2	$2.00				
			$52.00		2	____	____
Tax Collection	$250.00		$250.00	$250.00			
		39 + lvl2	$105.00	$105.00			
			$355.00 + lvl3	$79.00	3	____	____
				$434.00			
Tax Internet Inquiry	$100.00		$100.00	N/A			
		0 + lvl2	$2.00				
			$102.00		2	____	____
Tax On-line Payments	$75.00		$75.00	N/A			
		7 + lvl2	$18.00				
			$93.00		2	____	____

ACCEPTED:_____ **DATE:**_____

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

Please find below the 2018-2019 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
DMV Processing	$50.00		$50.00	N/A			
		0 + lvl2	$2.00				
			$52.00		2	____	____
Tax Collection	$250.00		$250.00	$250.00			
		39 + lvl2	$105.00	$105.00			
			$355.00 + lvl3	$79.00	3	____	____
				$434.00			
Tax Internet Inquiry	$100.00		$100.00	N/A			
		0 + lvl2	$2.00				
			$102.00		2	____	____
Tax On-line Payments	$75.00		$75.00	N/A			
		7 + lvl2	$18.00				
			$93.00		2	____	____

ACCEPTED:_____ **DATE:**_____

Lewis County Assessor
PO Box 706

Weston WV 26452

Please find below the 2018-2019 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
Assessor Supplementals	$58.00	2 + lvl2	$58.00 $6.00 $64.00	N/A	2	____	____

ACCEPTED:_____ **DATE:**_____

Lewis County Assessor
PO Box 706

Weston WV 26452

Please find below the 2018-2019 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
Assessor Supplementals	$58.00	2 + lvl2	$58.00 $6.00 $64.00	N/A	2	____	____

ACCEPTED:_____ **DATE:**_____

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

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Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
Budget/Payroll	N/A	0 + lvl2	N/A $2.00 $2.00	N/A	2	____	____

ACCEPTED:_____ DATE:_____

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Budget/Payroll	N/A	0 + lvl2	N/A $2.00 $2.00	N/A	2	____	____

ACCEPTED:_____ DATE:_____

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

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Application	Level 1 Charge	Number of Calls	Level 2 Charge	Level 3 Charge	Last Yr	Select New Level of Maintenance 2018-19	Initials
Jury Selection and Processing	$50.00	3 + lvl2	$50.00 $8.00 $58.00	N/A	2	____	____
Circuit Court Processing	$350.00	42 + lvl2	$350.00 $148.00 $498.00	N/A	2	____	____

ACCEPTED:_____ **DATE:**_____

Lewis County Circuit Clerk
Lewis County Courthouse
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Jury Selection and Processing	$50.00	3 + lvl2	$50.00 $8.00 $58.00	N/A	2	____	____
Circuit Court Processing	$350.00	42 + lvl2	$350.00 $148.00 $498.00	N/A	2	____	____

ACCEPTED:_____ DATE:_____