

COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452
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COMMISSIONERS:
Patrick D. Boyle, President
Agnes Queen, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
August 27, 2018
10AM**

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 23, 2018.
(action required)

APPOINTMENTS

- 3. 10:10 AM** **Sam Atchison** **RE: Community Support for Spay and Neuter Programs**
Ms. Atchison will discuss ways the community can support spay and neuter programs. *(information only)*
- 4. 10:20 AM** **Mark Brogan** **RE: Free Training for Law Enforcement regarding Animal Cruelty**
Mr. Brogan and the West Virginia Human Society will present information on a free training for law enforcement to identify and deal with animal cruelty. At the request of Mr. Brogan invitations were sent inviting surrounding counties to attend and listen to this presentation. *(information only)*
- 5. 10:30 AM** **Sheriff Adam Gissy** **RE: Advice and Consent to hire for the Vacant Home Confinement Office Position**
The Sheriff advertised for two weeks for applications for the home confinement officer's vacant position. He requests advice and sent of the Commission per WV Code §7-7-7 to hire Randall Z. Posey for this position. If approved, the Oath of Office will be administered. *(action required)*
- 6. 10:45 AM** **Charles Friend** **RE: League of Dreams, Baseball Fields for Special Needs**
Mr. Friend will provide information on the Field of Dreams Baseball program for children with special needs.
(information only)

CORRESPONDENCE

7. **Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for August 16 and August 23, 2018 are presented. *(information only)*
8. **Lewis-Gilmer E-911 Advisory Board Meeting Minutes:** Lewis-Gilmer E-911 Advisory Board Meeting Minutes of July 9, 2018 and August 13, 2018 are presented. *(information only)*
9. **Lewis-Gilmer 911 Monthly Call Totals:** Lewis Gilmer 911 call totals for the month of July including: number of calls by agency, distributions of calls and call comparisons. *(information only)*
10. **Jane Lew Public Service District Meeting Minutes:** Minutes of the Jane Lew Public Service District Regular Meeting of July 12, 2018. *(information only)*
11. **Sheriff's Monthly Settlement (Reconciliation):** Lewis County Sheriff Adam Gissy submits the Sheriff's Monthly Settlement (reconciliation) of accounts for July 2018 for Lewis County. *(information only)*
12. **West Virginia Extension Office Open House Invitation:** Invitation to the WVU Extension Open House to meet Megan Midcap, new Extension Agent on Monday, August 27, 2018 from 1-3pm. *(information only)*
13. **West Virginia Department of Transportation-Division of Highways:** Invitation to meet with District 7 on Tuesday, August 28, 2018 from 1pm to 1:45pm; The goal of this meeting will be to distribute and discuss info projects, past and present and answer any questions the Commission may have. Tuesday, August 28, 2018 from 1pm to 1:45pm. *(action required)*
14. **Sheriff's Reconciliation of the 2019 Fiscal Year Assessor's Valuation Fund:** Sheriff Adam M. Gissy presents the 2019 Fiscal Year Reconciliation of the Assessor's Valuation Fund. *(information only)*

BUSINESS

15. **Boards and Committee (s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Auditor's Mandatory Training, Lewis County Economic Development; Lewis County Firefighter's Association.
16. **Request to Hire Part Time Security Officer:** Sheriff Adam M. Gissy requests permission to advertise for a part time security officer's position. One of the part time employees is not available to work on a consistent basis. He will be moved to the vacant emergency security officer position. In turn, the sheriff would like to replace the part time position that will be vacated by his transfer to emergency employment. *(action required)*
17. **Request for Estate Administration Funds:** The Sheriff of Lewis County has received 5% for administration of the James Hutter estate. This totals \$1,974.98 and has been deposited into General County. The Sheriff requests the county apply these funds to account number 424-459.5 (Courthouse- Law Enforcement Equipment). *(action required)*
18. **Time Sheets and Leave Requests:**

Rick Stout	Annual Leave	September 21, 2018
David Reed	Annual Leave	August 31, 2018

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 19. 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 23, 2018. *(action required)*
- 20. 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 23, 2018. *(action required)*
- 21. 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 23, 2018. *(action required)*
- 22. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, August 23, 2018. *(action required)*

ADJOURNMENT:

- 23. 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, **Randall Z. Posey**, 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 **Lewis County Home
Confinement Officer** 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 27th 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 16, 2018

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

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

3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Nina Monroe, Adrian Public Service District Manager, requesting approval to proceed with a project to replace undersized waterlines within its system, as well as booster station upgrades, and further extend water to approximately 166 potential customers, including the community of Pickens.
2. Correspondence from Nina Monroe, Adrian Public Service District Manager, announcing the resignation of Philip L. Petrosky from the Adrian PSD Board, effective September 30, 2018 and further requesting the appointment of Kelly Arnold to fill this unexpired term. Upon approval, Mr. Arnold's term will begin on October 1, 2018 and expire on October 31, 2021.
3. Approval and signature of Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58 for the Elkins Road PSD Phase III Water Extension.*
4. Approval and signature of 2018 Application and Schedule for Excess Loss Insurance with Gerber Life Insurance Company, effective July 1, 2018 through June 30, 2019.*
5. Correspondence from Software Systems, Inc. regarding changes in maintenance contract amounts. Review and approval of 2018-2019 maintenance levels. This maintenance includes program updates, telephone support and time spent performing data conversions and other on-site tasks depending upon which level is requested for each system.*
6. Correspondence from Lori Ulderich Harvey, Upshur County Family Resource Network Director, requesting permission to place a table in the Upshur County Courthouse Annex foyer during the month of September for Baby Safe Sleep Awareness Month as well as Diaper Awareness Week.*
7. Correspondence from the Children's Festival Committee regarding the upcoming 2018 Upshur County Children's Festival and requesting monetary or in-kind contributions to help facilitate this free of charge activity.*

8. Correspondence from J. Burton Hunter, III, regarding a civil complaint relative to the blockage and encroachment of an ingress/egress and 30 foot County right of way which provides access to his client's property. Mr. Hunter is requesting a meeting to develop a plan for maintenance of the road.
9. Approval of Carol J. Smith, County Clerk, entering into an agreement with the Buckhannon-Upshur High School to accept placement of two paid interns to be utilized in her office during the 2018-2019 school year, commencing August 20, 2018. Upon approval, each intern will be paid \$8.75 an hour and their combined hours will not exceed 19.5 hours per week.*
10. 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 Brian K. Cooper, PE, WV Division of Highways District 7 Engineer, inviting the Commission to an informative meeting with District 7 personnel and Central Office Management.
2. Correspondence from Nesco, Inc. providing notice of blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection commencing August 24, 2018 and continuing through August 25, 2019 from sunrise to sunset.
3. Lewis-Upshur Animal Control Facility Cat Report for the month of July 2018
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – July 2018
5. Upshur County E911 Communication Reports --- June and July 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. 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 23, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

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 23, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 16, 2018

9:05 a.m. Sarah Campbell, Buckhannon Volunteer Center Coordinator – Discuss Spread the Love Peanut Butter Drive benefitting the Parish House and requesting use of the Courthouse Annex foyer as a “drop-off” location the week of September 10th-15th

Items for Discussion / Action / Approval:

1. Discussion and/or action regarding the scheduling of a hearing for the removal of Michael E. Vest as Administrator of the Estate of Ernest Junior Vest, deceased.
2. Approval and signature of a letter of support for the Adrian Public Service District’s submission for funds through the USDA Rural Utilities Service to make improvements to the existing water distribution system.
3. Approval and signature of FY 19 WV Community Corrections Grant Contract Agreement, Resolution, Certifications and Standard and Special Terms and Conditions. The grant award is in the sum of \$190,000 to be used for the continued operation of a community corrections program in Upshur and Lewis Counties.
4. Approval and signature of FY 19 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000.00 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School.
5. Approval and signature of the WV Secretary of State HAVA Grant Application, Resolution, required statements and supporting documentation for the purchase/reimbursement of election equipment, physical security systems and network upgrades.
6. Consider making a prize donation to the Upshur County EMS, Inc. for an upcoming 2018 Safety Expo that is scheduled to take place on October 13th at the Buckhannon-Upshur High School.
7. Memorandum from Tabatha R. Perry, Assistant County Administrator, recommending the appointment of Dr. Joel Thierstein, President of WVWC, to the Region VII Planning & Development Council, effective immediately.
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 Patrick D. Boyle, Lewis County Commission President, inviting area County Commissions to attend the Lewis County Commission meeting on Monday, August 27, 2018 at 10:20 a.m. The Humane Society will be discussing an upcoming training on identifying animal cruelty.
2. 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.
3. Correspondence from Tabatha R. Perry, Assistant County Administrator, to J. Burton Hunter, III, Esq., in response to his letter dated August 8, 2018 regarding a civil complaint relative to the maintenance of County roadways.
4. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester
5. Upshur County Sheriff's Financial Statement for Period Ending July 2018
6. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of July 2018
7. 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 30, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

Lewis-Gilmer E-911 Advisory Board

Date: July 9 2018

The Meeting was called to order by J Taylor at 14:01 in Lewis County.

Members Present: L. Gerwig, J. Gum, J. Taylor, J. Spray, K. WIANT, E. Squires, K. Varner, C. Moneypenny,

Also attending: S. Moneypenny

Motion was made by E. Squires and seconded by J. Spray to approve the minutes from the previous meeting. Motion was approved.

Committee Reports

Executive Committee: Nothing to Report

Building and Operations: we have had an ongoing issue with Jackson mill's radio. There was a small wire causing problems.

50 pair cable lightning arrestors have been ordered for the punch down of our new cable. We are out of spare wires on the old cable.

The week before last the state system was down due to a power outage at the Roanoke power site. Being a hub for the north & south much of the state was without radio coverage. Propane was ordered and it took almost 7 days to get new propane.

Budget and Finance: We are in new budget year and will not know what our carry over is for a couple more weeks.

Public Relations: Nothing so far but we are looking for things to start being scheduled for the fall soon.

Personnel Committee: We are down to one trainee. We are down to one trainee and within next month or so we will be looking to hire 2 more.

EMD/Training Committee: EMD meeting showed a total of 30 calls Q/A all 30 were above the passing bench mark, none were below for the second month in a row.

Old Business: The Active shooter drill in Upshur county their 911 center performed a test of call volume. It became a fast busy signal it was expected that it would roll over to Lewis County. It was determined that they do not. The Communications trailer has returned from the BBQ Bash.

New Business: J. Gum went to Nashville to the 911 conference. He learned about continuing education available for dispatchers. It has varied training. He also found an online weather tool. We will be moving forward in getting our other trainee certified and onto normal things.

Addressing Report: Floodplain management has taken up most of the time, fewer addresses have been requested than expected.

Chairman's Time: Nothing to Report

Director's Report: The Director wishes he could join us this afternoon but has prior appointments.

Benefit of the Organization: Status of radios for Gilmer County was asked about, J. Gum. Will call Miller communication for those orders. J. Gum will check on Telco data from Frontier.

Elections:

I. Gerwig opens the floor for monitions for chairman.

J. Taylor made the motion to leave officer slate as seconded by E. Squires. All in favor.

Motion to adjourn J. Taylor Seconded by E. Squires Passed Unanimously 14:36

Next meeting is in Gilmer County August 13th.

Lewis-Gilmer E-911 Advisory Board

Date: August 13, 2018

The Meeting was called to order by J Taylor at 14:03 in Gilmer County.

Members Present: Sheriff L. Gerwig, J. Gum, J. Taylor, J. Spray II, K. Wiant, E. Squires, Trooper K. Varner, Chief B. Huffman, TJ Sirbaugh

Also attending:

Motion was made by E. Squires and seconded by Trpr. K Varner to approve the minutes from the previous meeting. Motion was approved.

Committee Reports

Executive Committee: Nothing to Report

Building and Operations: The 50 pair cable is done. Miller's is to come and move the radios off the old tower. The old tower is to be taken down. Texting for emergency dispatch is offline, hasn't worked since 8/9/2018. Venders are attempting to find the problem and make repairs. Discussion on the Supreme Court Portal, active vs. full histories.

Budget and Finance: Budgets are done and finalized. There is a \$2 mil. carry over, Gumby will try again to get County Commission to approve upgrades and expansion.

Public Relations: National Night out, attendance was down (most likely due to weather). Comments: wasn't advertised as well. Upcoming events are SJMH Safety Fair, Trunk or Treat, Fire Prevention Week in Oct.

Personnel Committee: Down to one trainee, they will be off probation at the end of this month. The trainee will still need to go to Charleston for teletype, and EMD 8/22/18.

EMD/Training Committee: Martha had family emergency the day of EMD meeting; 23 Lewis calls were reviewed (1 below standard). Call exit instructions seemed to be the problem. Gilmer had 10 calls reviewed, all above.

Old Business: Nothing from Frontier on the Telco data. Miller's is still in process of finishing the radio parts.

New Business: None

Addressing Report: Steve not present for report. It was asked for Steve to check on a reported tower site in Sand Fork for Cellular. Comments: two cell towers going in along US Rt 33 in Lewis County (Camden and Alum Bridge) and one tower in Gilmer County (Stewarts Creek Hill). Discussion over Fink Rd in Lewis and Gilmer Counties, and GC Fink Rd. Can this be simplified? Gumby commented on the addressing standards, and that it is unlikely the road names will get changed.

Chairman's Time: None

Director's Report: Bill is home and healing. He is tired of being down. Gumby extends his gratitude to everyone for participating in the meeting.

Benefit of the Organization: Eric Squires presented a call list for Gilmer Co. Schools Code Red.

Motion to adjourn by Eric Squires, Seconded by Trpr K. Varner at 14:36

Next meeting is in Lewis County September 10th.

Joe Spray II , Secretary

James Taylor, Chairman

LEWIS-GILMER E-911 YEARLY TOTALS

CAD # DATE 2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
LEWIS COUNTY													
15 LEWIS SHERIFF	529	555	601	499	826	690	582						4282
10 WESTON PD	295	282	404	265	352	248	273						2119
250 LEWIS DPS	115	111	94	132	168	154	172						946
230 LEWIS DNR	23	30	16	19	29	33	36						186
208 LEWIS EMS	272	216	314	245	238	286	297						1868
201 WESTON FD	42	22	43	36	31	59	47						280
202 JANE LEW FD	26	8	22	19	22	37	27						161
203 PRICETOWN FD	12	8	14	8	9	16	9						76
204 WALKERSVILLE FD	15	13	30	18	21	14	18						129
205 JACKSON MILL FD	13	7	12	8	7	16	14						77
206 MIDWAY FD	4	4	8	5	4	1	2						28
ANIMAL CONTROL	52	59	55	71	56	79	65						437
DOGS PICKED UP	17	12	12	12	15	9	21						98
OTHERS PICKED UP	0	2	1	2	14	4	2						25
												Total	10589

GILMER COUNTY													
104 GILMER SHERIFF	60	36	62	70	44	34	52						358
102 GLENVILLE PD	127	106	77	69	85	77	83						624
103 CAMPUS PD	9	10	11	9	5	7	2						53
150 GILMER DPS	75	109	121	107	113	133	121						779
130 GILMER DNR	17	8	17	12	12	15	12						93
175 GILMER EMS	126	96	119	111	148	141	138						879
101 GLENVILLE FD	22	16	23	24	35	30	16						166
105 NORMANTOWN FD	1	1	3	2	6	4	1						18
106 SAND FORK FD	12	13	13	19	21	15	10						103
107 CEDARVILLE FD	2	0	0	2	3	2	0						9
108 TROY FD	2	5	4	6	4	1	0						22
ANIMAL CONTROL	1	3	4	5	5	2	3						23
												Total	3127

Total by Month	1869	1732	2080	1775	2273	2107	2003	0	0	0	0	0	
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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	462	522	448	685	547	477						3651
	10-28	472	461	454	394	720	517	390						3408
	III & CIB	251	372	323	305	335	285	246						2117
	OTHER	24	9	18	37	5	25	18						136
	DVP	26	37	40	39	62	52	31						287
CITY	10-27	305	203	349	82	306	241	275						1761
	10-28	223	242	294	198	287	141	151						1536
	III & CIB	58	27	65	27	64	52	53						346
	OTHER	7	5	22	13	3	17	8						75
	DVP	12	8	12	14	12	16	20						94
STATE	10-27	91	80	84	135	191	136	107						824
	10-28	68	41	48	58	87	79	59						440
	III & CIB	11	18	42	19	47	36	11						184
	OTHER	0	0	1	1	4	1	3						10
	DVP	13	2	4	14	37	17	13						100
DNR	10-27	14	21	21	17	24	26	42						165
	10-28	7	8	12	7	22	14	41						111
	III & CIB	0	8	2	5	8	0	6						29
	OTHER	1	40	5	4	5	1	0						56
	DVP	4	5	2	9	5	8	5						38
PROSECUTOR	10-27	22	33	13	7	11	8	15						109
	10-28	0	0	0	0	0	0	0						0
	III & CIB	35	110	103	68	63	25	77						481
	OTHER	0	0	0	3	0	0	0						3
	DVP	0	0	0	0	0	0	0						0
PROBATION	10-27	3	19	2	2	10	3	1						40
	10-28	0	0	0	0	0	0	0						0
	III & CIB	33	41	7	9	42	20	4						156
	OTHER	6	0	0	2	5	6	0						19
	DVP	0		0	20	3	2	2						27
SWJS PARK	10-27	0	0	0	0	0	0	0						0
	10-28	1	0	1	1	2	0	0						5
	III & CIB	0	0	0	0	0	0	0						0
	OTHER	0	0	0	0	0	0	0						0
	DVP	0	0	0	0	0	0	0						0
FAMILY COURT	III & CIB		28	101	109	133	144	72						587
DAY REPORT	10-27	7	6	5	1	0	3	0						22
	10-28	2	0	0	2	0	0	0						4
	III & CIB	8	21	15	6	0	4	0						54
	OTHER	16	14	17	12	11	9	0						79
	DVP	0	0	0	0	0	0	0						0
TOTAL TRANSACTIONS													16954	

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	39	40	56	37	34	29						298
	10-28	62	61	42	42	38	30	35						310
	III & CIB	74	82	60	73	29	52	54						424
	OTHER	10	2	3	1	8	10	0						34
	DVP/WAR	1	0	1	2	0	0	0						4
CITY	10-27	95	101	80	40	45	47	70						478
	10-28	87	81	54	21	34	47	47						371
	III & CIB	31	22	31	28	19	24	16						171
	OTHER	0	0	3	0	0	1	0						4
	DVP/WAR	4	26	9	4	0	9	14						66
STATE	10-27	48	64	99	83	105	95	103						597
	10-28	54	107	82	76	88	103	83						593
	III & CIB	25	3	20	13	23	31	33						148
	OTHER	0	0	0	0	0	3	1						4
	DVP/WAR	13	13	15	19	36	11	21						128
DNR	10-27	30	23	19	17	16	20	13						138
	10-28	24	20	22	18	22	21	4						131
	III & CIB	3	2	0	4	4	4	9						26
	OTHER	3	0	0	0	0	0	0						3
	DVP/WAR	10	4	6	5	6	9	3						43
PROSECUTOR	10-27	3	0	0	0	1	0	0						4
	10-28	0	0	0	0	0	0	0						0
	III & CIB	19	22	67	12	6	17	8						151
	OTHER	0	0	0	0	0	0	0						0
	DVP/WAR	0	0	0	0	0	0	0						0
CAMPUS	10-27	4	2	1	1	0	0	0						8
	10-28	9	2	219	48	4	3	8						293
	III & CIB	4	3	0	0	0	0	0						7
	OTHER	0	0	0	0	0	0	0						0
	DVP/WAR	0	0	0	0	0	0	0						0

Total Transactions 4434

Call Count by Call Types per Trunk Line

For (Trunk)

Creation Date: 08/06/2018 01:58:54 PM
 Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM
 Grouping: Trunk
 Filter Criteria:

Summary Information

Trunk	Total Calls	Call Category			Call Origin				Call Service (Incoming Only)				
		Emergency	Non-Emergency	Other	Incoming	Internal	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS	Unknown
Total	5,311	3,607	1,704	0	3,744	7	1,560	0	3,025	718	0	0	1

Call Count by Call Types per Trunk Line

For (Trunk)

Creation Date: 08/06/2018 01:58:54 PM
 Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM
 Grouping: Trunk
 Filter Criteria:

Summary Information

Trunk	Call Process (Excluding Internal)									
	Outgoing	Callback	Abandoned (Emergency)			Unanswered	Answered			Total
			Not Serviced	Serviced	Unserviceable		SMS	TDD	Voice	
	1,526	34	17	47	0	1	0	0	0	3,679

Call Count by Call Types per Trunk Line

For (Trunk)

Creation Date: 08/06/2018 01:58:54 PM
Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM

Grouping: Trunk
Filter Criteria:

Detail Information

Trunk	Total Calls	Call Category			Call Origin						Call Service (Incoming Only)				
		Emergency	Non-Emergency	Other	Incoming	Internal	Outgoing	Unknown	Wire-line	Wireless	Voip	SMS	Unknown		
8226	2	2	0	0	2	0	0	0	0	2	0	0	0	0	
8235	11	0	11	0	11	0	0	0	0	11	0	0	0	0	
8241	113	0	113	0	113	0	0	0	0	112	0	0	0	1	
8242	251	251	0	0	251	0	0	0	0	251	0	0	0	0	
8243	1,626	1,626	0	0	1,626	0	0	0	0	1,625	1	0	0	0	
8244	324	324	0	0	324	0	0	0	0	324	0	0	0	0	
8245	240	240	0	0	240	0	0	0	0	240	0	0	0	0	
911-1	537	537	0	0	537	0	0	0	0	209	328	0	0	0	
911-2	525	525	0	0	525	0	0	0	0	202	323	0	0	0	
911-3	50	50	0	0	50	0	0	0	0	15	35	0	0	0	
911-4	52	52	0	0	52	0	0	0	0	21	31	0	0	0	
Default	7	0	7	0	0	7	0	0	0	0	0	0	0	0	
M1K1A	1,566	0	1,566	0	13	0	1,553	0	0	13	0	0	0	0	
M1K1B	7	0	7	0	0	0	7	0	0	0	0	0	0	0	
Total	5,311	3,607	1,704	0	3,744	7	1,560	0	3,025	718	0	0	0	1	

Call Count by Call Types per Trunk Line

For (Trunk)

Creation Date: 08/06/2018 01:58:54 PM Grouping: Trunk
 Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM Filter Criteria:

Detail Information

Trunk	Call Process (Excluding Internal)									
	Outgoing	Callback	Abandoned (Emergency)			Unanswered	Answered			
			Not Serviced	Serviced	Unserviceable		SMS	TDD	Voice	
8226	0	0	0	0	0	0	0	0	0	2
8235	0	0	0	0	0	0	0	0	0	11
8241	0	0	0	0	0	1	0	0	0	112
8242	0	0	0	0	1	0	0	0	0	250
8243	0	0	4	1	0	0	0	0	0	1,621
8244	0	0	1	0	0	0	0	0	0	323
8245	0	0	0	0	0	0	0	0	0	240
911-1	0	0	7	24	0	0	0	0	0	506
911-2	0	0	3	19	0	0	0	0	0	503
911-3	0	0	2	1	0	0	0	0	0	47
911-4	0	0	0	1	0	0	0	0	0	51
Default	0	0	0	0	0	0	0	0	0	0
M1K1A	1,519	34	0	0	0	0	0	0	0	13
M1K1B	7	0	0	0	0	0	0	0	0	0
Total	1,526	34	17	47	0	1	0	0	0	3,679

Call Count by Call Types per Trunk Line

For (Trunk)

Creation Date: 08/06/2018 01:58:54 PM

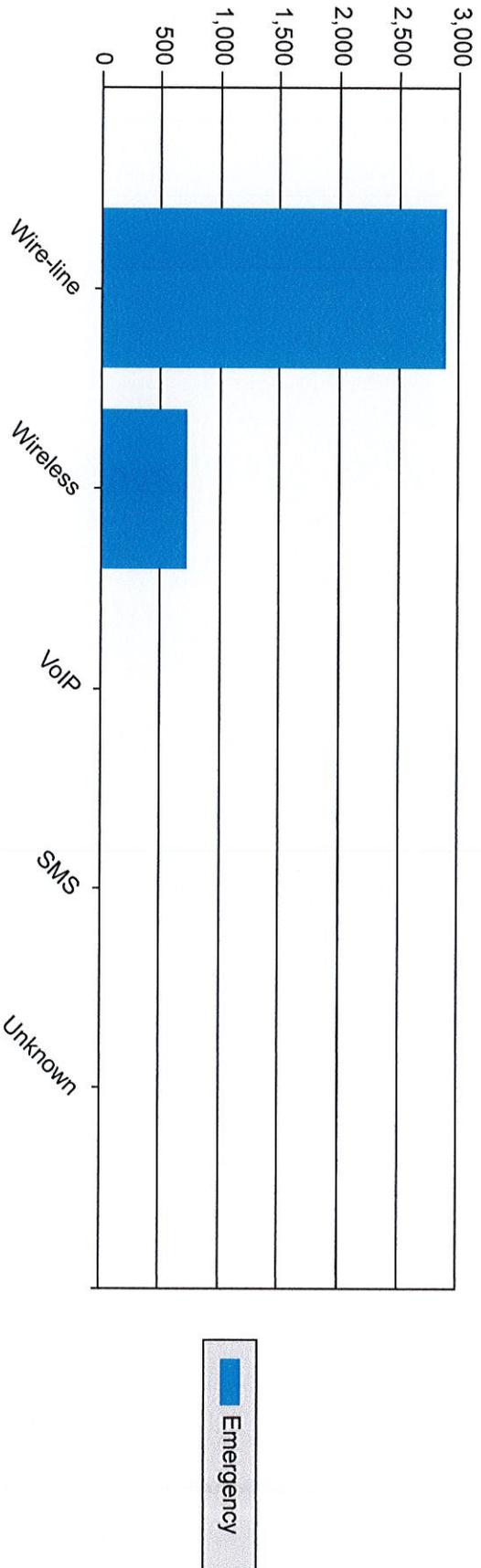
Grouping: Trunk

Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM

Filter Criteria:

Summary Chart

Call Count by Call Service (Incoming)



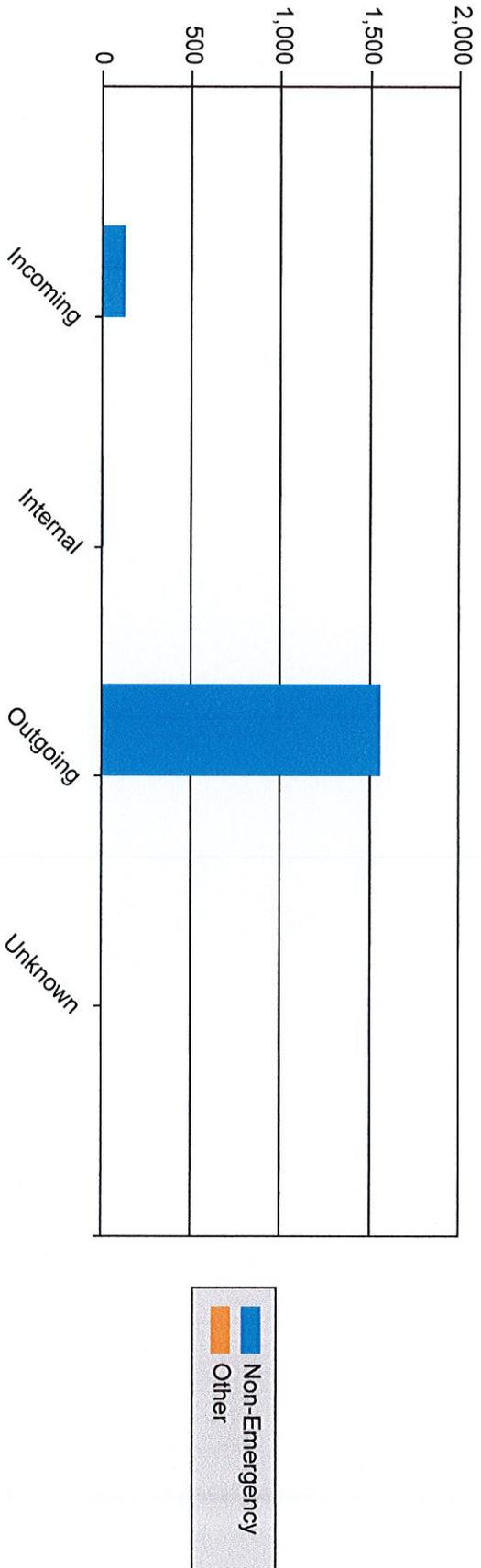
Call Count by Call Types per Trunk Line

For (Trunk)

Creation Date: 08/06/2018 01:58:54 PM
Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM
Grouping: Trunk
Filter Criteria:

Summary Chart

Call Count by Call Origin



Call Count by Hour per Trunk Line

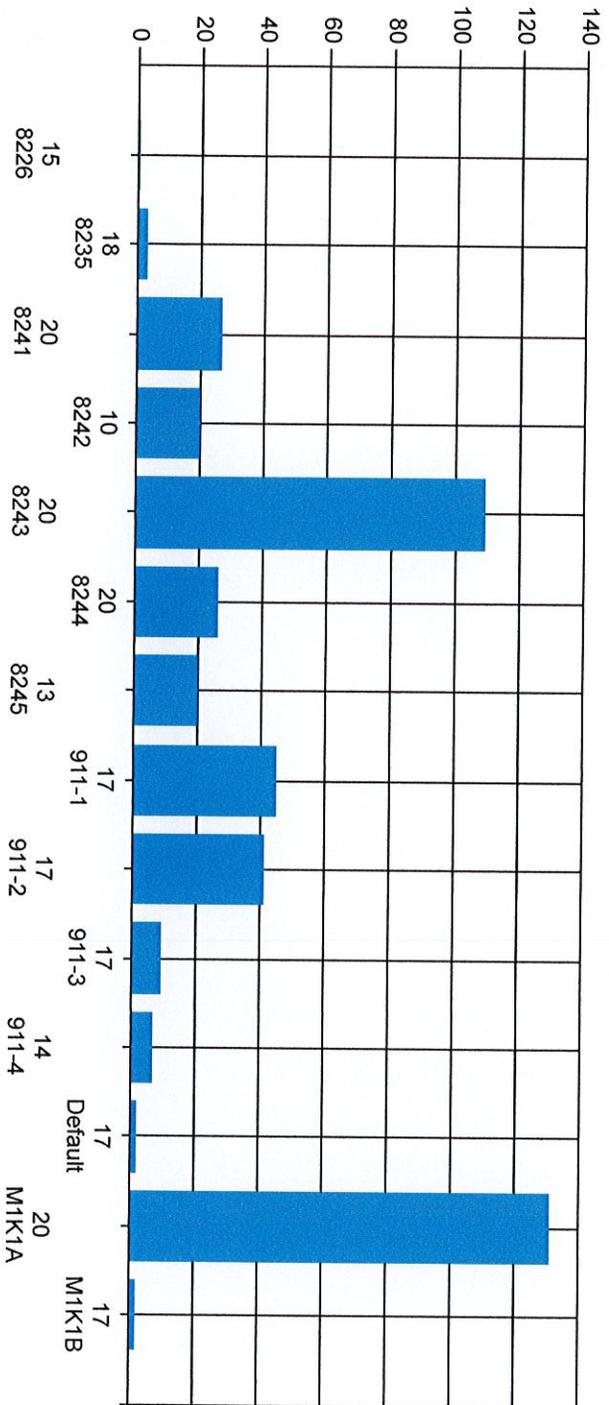
For (Trunk Line)

Creation Date: 08/06/2018 02:01:00 PM
Date Range: 07/01/2018 12:00:00 AM - 07/31/2018 11:59:59 PM

Grouping: Trunk Line
Filter Criteria:

Summary Chart

Peak Count By Hour (Trunk Line)



Peak Call Count

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

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	3,410,526.50	416,841.22	257,270.16	665,269.43	3,419,368.45
Coal Severance	11,081.93	9,729.59	0.00	0.00	20,811.52
General School	25,821.69	7,354.67	0.00	0.00	33,176.36
Magistrate Court	360.34	1,728.75	0.00	490.94	1,598.15
Worthless Check	48,863.69	70.00	0.00	0.00	48,933.69
Dog and Kennel	31,349.73	350.00	0.00	18,195.96	13,503.77
Home Detention	4,523.18	4,138.99	0.00	6,747.72	1,914.45
Emergency 911 Fund	2,938,047.27	304,690.70	0.00	59,688.76	3,183,049.21
Lewis County Aquatic Fund	722,271.99	296.34	0.00	0.00	722,568.33
Citizens Education	25,341.34	0.00	0.00	77.85	25,263.49
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	20.00	47,657.22	0.00	47,677.22	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	95,226.13	0.00	0.00	95,226.13	0.00
Sheriff Special Account-state	6,975.99	517.64	0.00	58.30	7,435.33
Aquatic Excess Levy	0.00	0.01	201.40	201.41	0.00
County Building	571,398.79	31.32	0.00	0.00	571,430.11
Board of Health	406,101.99	11,286.25	0.00	22,021.95	395,366.29
Tax Lien	298,771.99	0.00	5,015.26	5,787.08	298,000.17
Delinquent Nonentered	16,907.86	0.00	2,230.00	9,221.79	9,916.07
Concealed Weapons	49,350.64	1,355.36	0.00	4,112.12	46,593.88
Assessor Valuation	211,816.56	18,032.04	0.00	14,183.31	215,665.29
Voters Registration	5,236.31	0.00	0.00	0.00	5,236.31
State Current	0.00	0.11	4,526.69	4,526.80	0.00
Criminal Charges	0.00	1,197.75	0.00	1,197.75	0.00
Court Reporter	0.00	50.00	0.00	50.00	0.00
State Police	0.00	800.00	0.00	800.00	0.00
Vehicle License	0.00	36,534.50	0.00	36,534.50	0.00
State Fines	0.00	75.00	0.00	75.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	1.50	702.50	0.00	0.00	704.00
General Current Expenses	0.00	8.58	342,237.70	342,246.28	0.00
Excess Levy	0.00	4.69	187,201.96	187,206.65	0.00
Weston Current	0.00	0.85	33,915.93	33,916.78	0.00
Jane Lew Current	0.00	0.14	5,535.04	5,535.18	0.00
Totals					
	8,879,996.13	863,454.22	838,134.14	1,561,048.91	9,020,535.58

Balance in county depositories - End of Month	\$	9,569,896.92	Bank errors	
Less: Orders Outstanding	-	(997,758.80)	Bank errors	
Add: Deposits in Transit	+	444,897.45		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
Total in county Depositories and Office	\$	9,020,535.58	Total	0.00

True Balance \$ 9,020,535.58

I, Adam M. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of County, West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Adam M. Gissy

Adam M. Gissy, Sheriff & Treasurer, Lewis County

August 8, 2018

Dated and sworn to on this date.

Difference 0.00

You're invited

to celebrate at our

Open House

the arrival of our new Extension Agent,

Megan Midcap

WHEN: Monday, August 27

WHERE: WVU Lewis County
Extension Office
104 Center Ave., Weston

TIME: 1-3 p.m.

Please join us in welcoming Megan Midcap to Lewis County. Megan recently joined the staff at the Lewis County Extension Service at the new 4-H agent. She is looking forward to meeting and working with all of you. The Lewis County CEOS will offer light refreshments. For more information call the office at 304-269-4660.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Seven

Post Office Box 1228 · Weston, West Virginia 26452 · (304) 269-0400

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

August 7, 2018

Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear County Commissioners Queen, Boyle, and Wyman:

On behalf of the West Virginia Department of Transportation, I would like to personally invite the County Commission to an informative meeting with District 7 personnel and Central Office Management. The goal of the meeting will be to distribute and discuss information concerning District 7 as a whole and your county specifically. Material will be distributed including maps showing locations of past and future projects, fact sheets (mileage and types of roads), summary of budgets and programs, costs of contract work, General Obligation Bond status, etc. I will also have staff present that can address any specific questions that may be asked. Invitations will be also sent to local elected representatives of your area. The Commission can take liberty to invite local mayors or others in your county that may have interest also.

The meeting for your county is scheduled for August 28, 2018 from 1:00 to 1:45 PM. It is to be held at the District 7 headquarters in our conference room. District 7 headquarters is located at 255 Depot Street, Weston, WV.

If you have any questions that you would like to have addressed during this meeting, please forward the question to me at Brian.K.Cooper@wv.gov or call at 304-269-0400 (Cell: 304-642-0406). We look forward to this opportunity to meet and discuss District 7 with the Commission.

Respectfully yours,

A handwritten signature in blue ink that reads "Brian K. Cooper".

Brian K. Cooper, PE
District 7 Engineer

BKC:

cc; Greg Bailey



LEWIS COUNTY SHERIFF'S DEPARTMENT

STATE OF WEST VIRGINIA

ADAM M. GISSY, SHERIFF



Tax Department
Phone: (304) 269-8222
Fax: (304) 269-8698

Law Enforcement
Phone: (304) 269-8251
Fax: (304) 269-2644

July 26, 2018

Lewis County Commission
110 Center Ave
Weston, WV 26452

Dear Commissioners,

Please find enclosed Lewis County's Reconciliation of the Assessor's Valuation Fund for FY 2018-2019.

I used actual distribution calculations rather than projected (targeted) calculations to eliminate the addition or reduction of monies in April 2019.

If you have any questions regarding this reconciliation, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in blue ink that reads 'Brittany L. Butcher'.

Brittany L. Butcher
Assistant Chief Tax Deputy
Lewis County

Enc: Assessor Valuation Fund Reconciliation

Cc: WV State Auditor's Office
John Breen, Assessor

110 Center Avenue
Weston, WV 26452

Lewis County

ASSESSOR'S VALUATION FUND RECONCILIATION 2018 - 2019

(FOR FINAL PAYMENT NOT LATER THAN MAY 10, 2019)

RECONCILIATION BASED ON ACTUAL TAX COLLECTIONS AS REPORTED ON THE
SHERIFF'S SETTLEMENT - FISCAL YEAR ENDING JUNE 30, 2018

W.Va. Code § 11-1C-8

Contact Person:	<u>Brittany Butcher</u>
Phone:	<u>304-269-9197</u>
Fax:	<u>304-269-8698</u>
Email:	<u>bbutcher@lewiscountywv.org</u>

Lewis County
 ASSESSOR'S VALUATION FUND RECONCILIATION - RECAP
 SHERIFF'S SETTLEMENT - FISCAL YEAR ENDING JUNE 30, 2018
 ASSESSOR'S VALUATION FUND RECONCILIATION 2018 - 2019

	<u>COUNTY CURRENT</u>	<u>SCHOOL CURRENT</u>	<u>TOTAL MUNICIPAL CURRENT</u>	<u>TOTAL ALL FUNDS</u>
RECAP				
LINE 17 or 18*** Total Taxes Collected	4,715,526.76	6,611,887.18	437,100.80	11,764,514.74
LINE 6 - Subtract Interest & Fees Collected	111,909.50	43,048.82	6,359.23	161,317.55
LINE 14 + Add Sheriff's Commission	4,591.05	6,092.26	478.67	11,161.98
LINE 15 + Add Assessor's Valuation Fund	103,092.40	136,743.27	9,475.18	249,310.85
+ Add Public Utility Municipal Corporations:			60,600.45	60,600.45
A. Total Represents Actual Tax Collection to be used for the purpose of making distribution to the Assessor's Valuation Fund	<u>4,711,300.71</u>	<u>6,711,673.89</u>	<u>501,295.87</u>	<u>11,924,270.47</u>
B. If excess levy is included with current apply the following formula:			↓	
$\frac{\text{Current Rate}}{\text{Current Rate} + \text{Excess Levy Rate}} \times 100 =$				
C. LINE A X LINE B OR AMOUNT REFLECTED ON LINE A IF LINE B IS NOT APPLICABLE	<u>4,711,300.71</u>	<u>6,711,673.89</u>	<u>501,295.87</u>	<u>11,924,270.47</u>
REQUIRED PAYMENT = LINE C x <u>2</u> % for Assessor	94,226.01	134,233.48	10,025.92	238,485.41
SUBTRACT PROJECTED TARGET AMOUNT				
IF DIFFERENCE IS				
* Positive = additional dollars to be paid assessor				
* Negative = dollars to be reimbursed entity by the assessor	<u>94,226.01</u>	<u>134,233.48</u>	<u>10,025.92</u>	<u>238,485.41</u>

**Bond Levies for county commission and municipalities should be included in the current column for this assignment. The bond levy column and the current column on the settlement should be summed and posted to the reconciliation form. DO NOT INCLUDE SCHOOL BOND LEVIES.
 *** - Please use the line for total taxes collected, it could be 17 or 18 depending on which version of the settlement you are using.

Lewis County
ASSESSOR'S VALUATION FUND RECONCILIATION - MUNICIPAL FUNDS
 Sheriff's Settlement Ending June 30, 2018
 Fiscal Year Ending June 30, 2019 Distribution to Assessor's Valuation Fund

MUNICIPAL FUNDS	Weston CURRENT & BOND Levy	Jane Lew CURRENT & BOND Levy	Muni 3 CURRENT & BOND Levy	Muni 4 CURRENT & BOND Levy
LINE 17 or 18 *** Total Taxes Collected	395,783.40	41,317.40		
LINE 6 - Subtract Interest & Fees Collected	5,681.43	677.80		
LINE 14 + Add Sheriff's Commission	430.53	48.14		
LINE 15 + Add Assessor's Valuation Fund	8,509.82	965.36		
+ Add Public Utility Municipal Corporations:	53,803.72	6,796.73		
A. Total Represents Actual Tax Collection to be used for the purpose of making distribution to the Assessor's Valuation Fund	<u>452,846.04</u>	<u>48,449.83</u>		
B. If excess levy is included with current apply the following formula: $\frac{\text{Current Rate}}{\text{Current Rate} + \text{Excess Levy Rate}} \times 100 =$				
C. LINE A X LINE B OR AMOUNT REFLECTED ON LINE A IF LINE B IS NOT APPLICABLE	<u>452,846.04</u>	<u>48,449.83</u>		
REQUIRED PAYMENT = LINE C x _____ 2 % for Assessor	9,056.92	969.00		
SUBTRACT PROJECTED TARGET AMOUNT				
IF DIFFERENCE IS * Positive = additional dollars to be paid assessor * Negative = dollars to be reimbursed entity by the assessor	<u>9,056.92</u>	<u>969.00</u>		

****Bond Levies for county commission and municipalities should be included in the current column for this assignment. The bond levy column and the current column on the settlement should be summed and posted to the reconciliation form. DO NOT INCLUDE SCHOOL BOND LEVIES.**

*** - Please use the line for **total taxes collected**, it could be 17 or 18 depending on which version of the settlement you are using

Muni 12 CURRENT & BOND Levy	Muni 13 CURRENT & BOND Levy	Muni 14 CURRENT & BOND Levy	Muni 15 CURRENT & BOND Levy	Total CURRENT & BOND Levy
				437,100.80
				6,359.23
				478.67
				9,475.18
				60,600.45
				501,295.87
				501,295.87
				10,025.92
				10,025.92

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting July 12, 2018

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

Guests:

Absent:

- I. **Call to Order:** The meeting was called to order by Chairman Bailey at 3:55 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

~ ROUTINE MONTHLY BUSINESS ~

II. **Minutes:** (06/14/18)

MOTION: (Bailey/Flaxer) to approve attached Minutes of 06/14/18 regular meeting. [Carried Unanimously]

III. **General Manager's June Reports** (Gee)

A. **WATER:**

1. **Bills** (Attached)

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

2. **Treasury Report** (Attached)

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

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

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

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

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

[Carried Unanimously]

5. **Water Preventive Maintenance Report** -

- a) **Lines** -
- b) **Loss Prevention** – daily readings & recordings done; monthly visual check
- c) **Fire + Flushing Hydrants** [58 + 26] –
- d) **Valves** [147] –
- e) **Meters** [659] –
- f) **Booster Stations** [3] – trimmed around
- g) **Tanks** [2] – mowed & trimmed; visual check of tanks, overflow pipes, environs, screens, vents, discharge pipes, ladders, access hatches & locks, fencing, latches & locks

- h) Office Furnace + A/C – done for spring
 - i) Vehicles [Truck + ½ Buggy] –
 - j) Generators [1 big port + 2 small] – exercised
 - k) Expensive Equipment [Mower] – checked oil
 - l) Critical Inventory – nothing needed
 - m) Other –
6. Water System Repairs Report (fixing unplanned breakdowns) – nothing required
 7. Water Leak Detection Report – visual check only
 8. Cross-Connections/Backflow Report - ongoing
 9. New Non-Project Water Taps – none
 10. Other –

Assignments

- ✓ Weather permitting, to finish installing replacement touch-read water meters.
- ✓ Gee to follow up on tank maintenance
- ✓ Gee to obtain pepper spray gun instruction.
- ✓ Gee to work with Kelsh on water rate increase.

B. WASTEWATER:

1. Wastewater Bills (Attached)

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

2. Wastewater Treasury Report (Attached)

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

3. Wastewater Adjustments Report (Attached)

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

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

MOTION: (Bailey/Flaxer) to approve Sewer Treatment Purchase, Sales & Loss Report for June 2018. Rain 3.75 inches/
I&I – 924,520 gallons [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) I&I Prevention – continued to check & add more pics to GIS
- c) Manholes [594] – Atlas still pending; mowed around m/h in McWhorter & Westfield areas
- d) Duplex + ABS Grinder Pumps [5 + 2] –
- e) Lift Stations [16 total] – weekly inspections, amped, cleaned, cut grass
- f) Bar Screen [1] – cleaned every Friday
- g) Vehicles – [Truck & ½ Buggy] –
- h) Generators [3stat. + 2 port.] – exercised
- i) Classroom Furnace & A/C – completed for spring
- j) Expensive Equipment [mower] – checked oil
- k) Critical Inventory – nothing needed

6. Wastewater Repairs Report (attached) –

- ✓ repaired 2 E-1 pumps located in inventory
- ✓ Installed new circuit board on Duplex Pump Station (Ridgeview Estates)

7. New Non-Project Sewer Taps – none

8. Other –*Assignments*✓ *Gee to follow up with Atlas*IV. Update: Pending Non-Project Extensions and Road Bores (Gee) noneV. Update: Board Review of PSD Policies and Job Descriptions (Gee/Flaxer) – see Old Business

- 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 –

VI. Update: Personnel Matters (Gee) –

- A. Office Sta
- B. Sewer Staff - Jason Foster & Boone Brown passed exam and attained Class WD licenses. Kudos for the guys!

Assignment✓ *Gee to enter note of congratulations from Board into Foster's & Brown's personnel records.*VII. Announcements:VIII. Correspondence: -

- A. Letter (06/26/2018) from Zachery Dobbins, Bennett & Dobbins, CPA Re: Confirming understanding of services they provide in preparing the 2017/2018 financial statements
- B. Letter (06/26/2018) from Zachery Dobbins, Bennett & Dobbins, CPA Re: Confirming understanding of services they provide in preparing the annual PSC report.

~ ~ OLD BUSINESS ~ ~

IX. 2nd Reading: Vacation Leave Policy – (Flaxer)

MOTION: (Bailey/Mills) to approve attached Vacation Leave Policy. [Carried Unanimously]

2nd Reading: Professional Incentives Policy – (Flaxer)

MOTION: (Flaxer/Bailey) to rescind attached Professional Incentives Policy. [Carried Unanimously]

XI. 2nd Reading: Cross Training Requirement Policy – (Flaxer)

MOTION: (Bailey/Flaxer) after discussion with attorney Kelsh, to amend attached Cross training Requirement Policy. [Carried Unanimously]

MOTION: (Bailey/Flaxer) to approve amended attached Cross training Requirement Policy. [Carried Unanimously]

XII. 2nd Reading: Employee Weapons Policy – (Flaxer)

MOTION: (Bailey/Mills) to approve attached Employee Weapons Policy. [Carried Unanimously]

~ NEW BUSINESS ~

XIII. Engagement Letter from Bennett & Dobbins to Prepare 2017/18 W & S Financial Statements (Gee) –

MOTION: (Bailey/Flaxer) to approve attached Letter of Engagement from Bennett & Dobbins dated 06/26/18 to Prepare 2017/18 Water & Sewer Financial Statements. [Carried Unanimously]

XIV. Engagement Letter from Bennett & Dobbins to Prepare PSC Annual Report (Gee) -

MOTION: (Mills/Flaxer) to approve attached Letter of Engagement from Bennett & Dobbins dated 06/26/18 to Prepare 2017/18 PSC Annual Report. [Carried Unanimously]

XIII. Late Received Agenda Items (Gee) - none**XIV. Adjournment: The meeting was adjourned by Chairman Bailey at 4:28 p.m.**


Thomas E. Bailey, Chairman


Elaine B. Flaxer, Secretary

Attachments:

- June '18 Bills Paid (Water/Wastewater)
- June '18 Treasury Reports (Water/Wastewater)
- June '18 Adjustments Reports (Water/Wastewater)
- June '18 Water/Wastewater Treatment Purchase, Sales & Loss Reports
- All Correspondence noted above on Page 3
- Copies of EXECUTED policies: Vacation Leave; Professional Incentives; Cross Training Requirement; Employee Weapons
- Copies of EXECUTED Letters of Engagement with Bennett & Dobbins dated 06/26/18



LEWIS COUNTY SHERIFF'S DEPARTMENT

STATE OF WEST VIRGINIA

ADAM M. GISSY, SHERIFF



Tax Department
Phone: (304) 269-8222
Fax: (304) 269-8698

Law Enforcement
Phone: (304) 269-8251
Fax: (304) 269-2644

August 8, 2018

Lewis County Commission
108 Center Avenue
Weston, WV 26452

To Whom It May Concern:

The Sheriff's Office had received 5% from the James Hutter estate in the amount of \$1849.63 back in May. We were trying to close the estate at that time and then at last minute the day before the commission meeting a new life insurance claim notice came in and we had to pull the estate from being closed. We now have the life insurance money back and the sufficient time has passed and we are ready to close the estate again. With the extra insurance money, the Sheriff's Office has received another \$125.35 for our 5% fee. That money has now been deposited into general county 369 account. I am requesting that you please consider then doing a budget revision to 424-459.5. I would like to use this money along with the previous money from May to help equip the two new cruisers that you have so graciously granted us.

If you should have any questions, please contact my office.

Sincerely,

A handwritten signature in blue ink that reads "Adam M. Gissy".

Adam M. Gissy
Lewis County Sheriff

AMG/ajf

110 Center Avenue
Weston, WV 26452

Lewis County Commission
Commission Employee Vacation/Sick Leave Request Form

I, DAVID W. Reed, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

Friday, Aug. 31st 2018

Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

David Reed 8-22-18
Employee Signature Date

Debra E. Stank 8-22-18
Supervisor Signature Date

Commission Approval Date

Lewis County Commission
Commission Employee Vacation/Sick Leave Request Form

I, Rick Stout, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

FRI. SEPT. 21 2018

Time off is to be taken from (circle one): (Annual Leave) Sick Leave Comp Time

Rick Stout 8.22.18
Employee Signature Date

Supervisor Signature Date

Commission Approval Date