

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
Monday, October 1, 2018 10:00AM
MEETING AGENDA**

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 on Thursday,
September 27, 2018. *(action required)*

APPOINTMENTS

- 3. 10:10 AM** **Terri Flint, HOPE, Inc.**
RE: Domestic Violence Awareness Proclamation
The Lewis County Commission will be asked to execute a proclamation
for Domestic Violence Awareness. *(action required)*
- 4. 10:20 AM** **Patti Gum**
RE: Churchville Waterline
Ms. Gum has questions regarding the Northwest Water Project.
(action required)
- 5. 10:30 AM** **Public Hearing**
RE : Small Cities Block Grant for Broadband
The Lewis County Commission will recess their meeting to conduct a
public hearing for comment on the county's proposed application for
Small Cities Block Grant funding to erect towers for broadband in
Southern Lewis County. Following the Public Hearing the County
Commission will reconvene their regular meeting. *(action required)*
- 6. 10:35 AM** **Lewis County 4-H**
RE: Proclamation for Lewis County 4-H Day
The Lewis County Commission is asked to execute a proclamation designating
Thursday, October 11, 2018 as 4-H day in Lewis County. *(action required)*

7. **10:40 AM** **Sheriff Adam M. Gissy**
Sheriff Gissy requests advice and consent of the Commission per West Virginia Code 7-7-7 to hire Danny R. Gould as a part time Court Security Officer. If approved, the oath of office will be administered. *(action required)*
8. **10:45 AM** **Kevin Stalnaker, Stonewall Jackson Memorial Hospital**
RE: Contract Between Non-Profit Health Care Facility and Local Government
The Lewis County Commission and Stonewall Jackson Memorial Hospital have been partners in a contract since 2004 that states Stonewall Jackson Memorial Hospital will provide medical care to the citizens of Lewis County in accordance with the charity care guidelines. Mr. Stalnaker is requesting the county execute a current contract for the same agreement. *(action required)*

CORRESPONDENCE

9. **Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for September 20 and September 27, 2018. *(information only)*
10. **Jane Lew Public Service District Meeting Agenda and Minutes:** Agenda for the September 13, 2018 regular meeting of the Jane Lew Public Service District and minutes of the August 9, 2018 regular meeting. *(information only)*
11. **Sheriff's Monthly Settlement (Reconciliation):** Lewis County Sheriff Adam Gissy submits the Sheriff's Monthly Settlement (reconciliation) of accounts for Lewis County for August 2018. *(information only)*
12. **Weston Sanitary Board Fiscal Year 2016 Audit:** The West Virginia State Auditor's office has completed the 2016 Fiscal Year audit of the Weston Sanitary Board. Findings include: segregation of duties; accounting system not in compliance with Government Accounting Standards; Annual Financial Statements to the Public Service Commission; customer deposits. The full report can be read on the WV Auditors Website <http://www.wvsao.gov/ChiefInspector/Default>. *(information only)*
13. **City of Weston Fiscal Year 2016 Audit:** The West Virginia State Auditor's Office has completed the City of Weston Fiscal Year 2016 Audit. Finding include: Issues with detailed capital asset and depreciation schedules; ACH payments; Failure to submit budget revisions to appropriate unexpended balance-Coal Severance Tax Fund; Failure to submit budget revisions to appropriate the unexpended balance- general fund; Maintenance of accounting records; Retention of records; Expenditure in excess of amount allocated in the levy estimate-general fund; Expenditure in excess of amount allocated in levy estimate-Coal Severance Tax Fund; Accountable plan for travel reimbursements. The full report can be read on the WV Auditors Website <http://www.wvsao.gov/ChiefInspector/Default>. *(information only)*
14. **Lewis-Gilmer E-911 Advisory Board Meeting Minutes:** Minutes of the Lewis-Gilmer E-911 Advisory Board Meeting held September 10, 2018. The next meeting will be held on Tuesday, October 9, 2018 at 2pm in Lewis County.*(information only)*
15. **Lewis-Gilmer E-911 Monthly Call Report:** Lewis Gilmer Emergency 911 call report for August, 2018 including: number of calls by agency; distributions of calls; and call comparisons. *(information only)*

- 16. Lewis County Parks and Recreation Meeting Agenda:** Agenda for the Lewis County Park Board Meeting held Tuesday, September 25, 2018. *(information only)*
- 17. Sheriff's Monthly Vehicle Report:** Sheriffs Monthly Vehicle report for August 2018 including fleet mileage. *(information only)*

BUSINESS

- 18. Board(s) and Committee(s):** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Park Board; Lewis County Fire Board, County Commissioners Association of WV; West Virginia Economic Development Conference; Hardwood Alliance Zone; Water Project Status Update Meeting; Region VI Workforce Investment Authority; National Association County Community Economic Workforce Conference Call; Greeting Lewis County High School Students on Homecoming day; Community Leadership Academy. *(information only)*
- 19. Resignation of Lewis County Deputy Sheriff:** The Lewis County Commission will be asked to accept the resignation of Jacob Van Meter, Lewis County Deputy Sheriff effective September 9, 2018. *(action required)*
- 20. Approval of Lewis County Fiduciary Commissioner:** Cynthia S. Rowan, Lewis County Clerk requests Gerald Morris, retired local attorney, be appointed as a fiduciary commissioner. This appointment will satisfy the distribution of political affiliation per West Virginia Code. *(action required)*
- 21. Jane Lew Public Service District Membership Appointment:** The Jane Lew Public Service District requests Elaine Flaxer be reappointed as a member of the Jane Lewis Public Service District. This term will expire June 30, 2024. *(action required)*
- 22. Global Science and Technology Fire Wall Renewal:** Global Science and Technology submits the renewal for the Sonicwall NSA 250M firewall software in the amount of \$2,153.05 for consideration of the commission. *(action required)*
- 23. Lewis County State Budget Revision #2:** The Lewis County Commission is asked to approve a state budget revision (#2). This revision increases the following revenue accounts: Federal Grants \$601.00; Commission \$1,975.00; Refunds/ Reimbursement \$5,095.00. This revision makes the following changes to expenditure accounts: Prosecuting Attorney increase \$4,500.00; Courthouse decrease \$2,525.00; Sheriff Law increase \$4,185.00; Court Security increase \$1,511.00. *(action required)*
- 24. West Virginia State Department of Agriculture Farm Statistics Law Completion:** The West Virginia State Auditor's Office has certified that John Breen, Lewis County Assessor has satisfactorily completed the 2018 Farm Census. He is eligible to receive compensation according the West Virginia Code 7-7-6C in the amount of \$4,915.70. *(action required)*
- 25. Timesheets and Leave Requests:**
- | | | |
|------------------------|--|--------------|
| a) Barbara Winans | September 25, 2018 | annual leave |
| | Oct 4, 2018; Oct 23 & Oct 30, 2018 | annual leave |
| b) Lucinda A. Whetsell | Monthly Time Sheet | |
| c) Joseph Frazier | November 19, 20 and 21, 2018 | annual leave |
| d) Rick Stout | November 14, 15, 16, 19, 20 and 21, 2018 | annual leave |
| e) David Reed | October 5, 2018 | annual leave |

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 26. 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, September 27, 2018. *(action required)*
- 27. 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, September 27, 2018. *(action required)*
- 28. 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, September 27, 2018. *(action required)*
- 29. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, September 27, 2018. *(action required)*

ADJOURNMENT:

- 30. 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.



NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH



WHEREAS, domestic violence is a serious crime that affects people of all races, ages, income levels and sexes;

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security and humanity, due to the systematic use physical, emotional, sexual, psychological and economic control or abuse;

WHEREAS, in our country, more than three women are murdered by their husbands or boyfriends every day;

WHEREAS, children who grow up in violent homes are believed to be abused and neglected at a rate higher than the national average;

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police, court costs, foster care, sick leave, absenteeism and non-productivity;

WHEREAS, only a coordinated community effort will put a stop to this heinous crime;

NOW, THEREFORE, the Lewis County Commission hereby proclaims the month of October 2018 to be NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH
And urges all citizens to participate actively in the scheduled events and programs to eliminate the use of personal and institutional violence against women.

Patrick D. Boyle, President

Agnes Queen, Commissioner

Rod Wyman, Commissioner

Attest: _____
Cynthia S. Rowan, Lewis County Clerk

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

I, **Danny R. Gould**, 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 **Part-time Security for the
Lewis County Sheriff's Office** to the best of my skill and judgment,
SO HELP ME GOD.

Signature _____
Danny R. Gould

Subscribed and sworn to before the Lewis County Commission in said County
and State, this 10th day of September, 2018.

*Acting 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: September 20, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 13, 2018
- 9:05 a.m. Robert Sargent on behalf of Parents of Murdered Children – Presentation of National Day of Remembrance for Murder Victims Proclamation
- 9:30 a.m. Brian Fletcher, Fred W Eberle Technical Center Instructor; Tyler Cutright, Courtney Lesondak & Caleb Leggett, Fred W Eberle Technical Center Students – Discuss Economic Projects Impacting Communities (EPIC) Competition and request the support and certification from the County Commission.
- 9:45 a.m. Discuss property owned by Clarence and Dorothy Rowan located in Union Tax District – Tax Map 9E – Parcel Number 22.8
- 10:00 a.m. Public Hearing to consider evidence related to the possible closure of an unused paper alley located between parcels of land that High Point Construction owns in Buckhannon District
- 3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Review suggested revisions to the Upshur County 9-1-1 Addressing and Mapping Ordinance previously adopted on September 18, 2003 and amended on February 8, 2007. Upon consideration, set dates for public hearings.
2. Determine Board of Assessment Appeals hearing schedule.
3. Correspondence from Rick Harlow, President of the Upshur County Firefighters Association, requesting legal clarification with regards to the Fire Service Fee.
4. Consider authorizing Commission President Sam Nolte to sign a 120 day modification to the Upshur County Commission/Buckhannon-Upshur Airport Authority line of credit through Community Bank. The current line of credit is in the amount of one hundred sixty five thousand three hundred fifty five dollars and forty cents (\$165,355.40). Draws on the line of credit will not be authorized during the 120 day extension.
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility

Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Donald M. Kersey, III, Elections Director & Deputy Legal Counsel for the WV Secretary of State, announcing the Help America Vote Act Grant Award in the amount of two hundred thirty seven thousand eight hundred sixty six dollars and twenty six cents (\$237,866.26) for the purposes of improving the administration of federal elections by enhancing election technology and making security improvements.
2. Correspondence from Tanya Zickefoose and Larry Lance, B-UMS Counselors, requesting donations and sponsorships for the "Buccaneer's Pantry" in an effort to end childhood hunger within the B-UMS.
3. Administrative Order Concerning Weapons, Security, and Searches on Courthouse Grounds entered by the 26th Judicial Circuit Chief Judge Kurt W. Hall on the 11th day of September, 2018.
4. Administrative Orders designating Robert E. Hawkins, Virgil D. Miller, James W. Vance, Crystal S. Linger and Douglas K. White as Court Security Officers for the Circuit Court of Upshur County, entered by the 26th Judicial Circuit Chief Judge Kurt W. Hall on the 11th day of September, 2018.
5. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester
6. WVDOH District 7 informational material disbursed during the meeting held on August 28, 2018
7. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of August 2018
8. Lewis-Upshur Animal Control Facility Cat Report for the month of August 2018
9. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – August 2018
10. 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
September 27, 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: September 27, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 20, 2018
- 9:05 a.m. Craig Presar, WVU Extension Service Agent, on behalf of the Community Educational Outreach Services (CEOS) – Presentation of Proclamation for WV Breast Cancer Awareness Day (October 1, 2018) and Breast Cancer Awareness Month (October 2018)
- 10:00 a.m. Brian Shreves, UCHSEM Director – WENS Notification System Webinar at the Office of Emergency Management
- 11:00 a.m. Doyle Cutright, E-911 Communication Center Director and representatives from Mindshare Radio– Presentation of E-911 Center upgrade options at the Emergency Operations Center

Items for Discussion / Action / Approval:

1. Approval and signature of an Order closing an unused paper alley located between parcels of land that High Point Construction and Mr. & Mrs. Michael DeRico own in Buckhannon District of Upshur County, West Virginia in accordance with WV Code §7-1-3h.*
2. Approval and signature of Agreement between the Upshur County Commission and Micrologic for the replacement and expansion of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment in the amount of twelve thousand four hundred sixty three dollars (\$12,463). The purchase of this equipment will be made using Court Security Grant funds awarded through the WV Division of Justice and Community Services.*
3. Review suggested revisions to the Upshur County Ordinance Imposing an Occupancy Tax on Hotels Located in Upshur County, WV, Which Are Not Located within the Corporation Limits of the City of Buckhannon, previously adopted on August 9, 2001 and amended on November 29, 2007. Upon consideration, set dates for public hearings.*
4. Review and signature of the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's Office. Each Tax Deputy will be compensated with an annual \$520.00 supplement to be divided over 26 pay periods. The total cost to the Fire Board for one year is \$2,467.92. This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year.*
5. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, requesting financial assistance in the amount of \$6,720 in addition to the regular cash match of grant funds. The funding would be used to compensate two part-time interns from WWC

working up to 16 hours per week for 12 weeks to help fill a void during two full-time staff members' absence which was previously approved by the Upshur County Commission.*

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. Review Freedom of Information Act request received from Michael J. Farrell with Farrell, White & Legg, PLLC requesting information concerning or relating to the amount of asphalt paving laydown work that has been performed in WV.
2. Correspondence from Jarrod Dean, Putnam County Parks and Recreation Executive Director announcing the 2018 WV Recreation & Parks Association Conference at the Valley Park Conference Center in Putnam County. The conference will take place October 16th through 18th.
3. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2018, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.
4. Correspondence from Carrie L. Wallace, County Administrator, to Dorothy Rowan, regarding her property located in Union Tax District, Tax Map 9E, Parcel Number 22.8.
5. Upshur County Sheriff's Financial Statement for period ending August 2018
6. Upshur County E911 Communication Reports --- August 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
7. Upshur County Mileage Reports – August 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
8. Appointments Needed or Upcoming:
 - Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

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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

October 4, 2018 --- 9:00 a.m.

Upshur County Courthouse Annex

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

September 13, 2018 4:00 PM

~~ Public Board Meeting Agenda ~~

I. Call to Order (Bailey)

~~ ROUTINE MONTHLY BUSINESS ~~

II. Minutes (08/09/2018)

III. General Manager's August 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. Matt Neely request for side by side tires (Gee)

X. Late-Received Agenda Items (Gee)

XI. Adjournment (Bailey)

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting August 09, 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 4:00 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

~ ROUTINE MONTHLY BUSINESS ~

II. **Minutes: (07/12/18)**

MOTION: (Bailey/Flaxer) to approve attached Minutes of 07/12/18 regular meeting. [Carried Unanimously]

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

A. **WATER:**

1. **Bills (Attached)**

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

2. **Treasury Report (Attached)**

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

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

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

4. **Water Purchase, Sales & Loss Report (Attached) – actual unaccounted July loss of 07%.**

MOTION: (Bailey/Flaxer) to approve attached Water Purchase, Sales & Loss Report for July 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] –
- h) **Office Furnace + A/C** – done for spring
- i) **Vehicles** [Truck + ½ Buggy] – cleaned carburetor & fixed manifold leak on buggy

- j) Generators [1 big port + 2 small] –
 - k) Expensive Equipment [Mower] –
 - l) Critical Inventory – nothing needed
 - m) Other –
6. Water System Repairs Report (fixing unplanned breakdowns) –
 - ✓ repaired valve box on Broad Run Rd. between Scarff and Walker residence
 - ✓ fixed manifold leak on buggy
 7. Water Leak Detection Report – visual check
 8. Cross-Connections/Backflow Report - ongoing
 9. New Non-Project Water Taps – 1 tap on 2nd St. (former Courtney residence)
 10. Other – door professionally installed on garage of Office Building, painted by Jason

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 July 2018. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

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

3. Wastewater Adjustments Report (Attached)

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

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

MOTION: (Bailey/Flaxer) to approve Sewer Treatment Purchase, Sales & Loss Report for July 2018. Rain 11.2 inches/
I&I – 1,925,720 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
- d) Duplex + ABS Grinder Pumps [5 + 2] –
- e) Lift Stations [16 total] – weekly inspections, amped, cleaned, cut grass; greased Station 4
- f) Bar Screen [1] – cleaned every Friday
- g) Vehicles – [Truck & ½ Buggy] – fixed manifold leak on 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 sewer cleanout at Lightburn Acres
- ✓ replaced 12V rechargeable battery at Station 5
- ✓ pulled rags out of Station 4
- ✓ replaced second pump back into Station 4
- ✓ had Weston Sanitary pump out Broad Run Village lift station and Station 1

- 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) none

V. Update: Board Review of PSD Policies and Job Descriptions (Gee/Flaxer) – none

- 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) – none

- A. Office Staff-
- B. Sewer Staff –
- C. Water Staff -

Assignment

VII. Announcements:

VIII. Correspondence: -

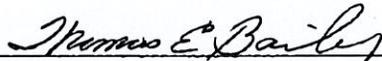
- A. E-mail Letter (7/26/18) from Christina Chard at WVAW that Jane Lew PSD should not have been on the list of bulk users whose rates are being raised by 25%.

~ ~ OLD BUSINESS ~ ~

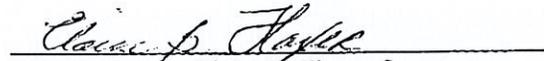
~ ~ NEW BUSINESS ~ ~

IX. Late Received Agenda Items (Gee) - none

X. **Adjournment:** The meeting was adjourned by Chairman Bailey at 4:29 p.m.



Thomas E. Bailey, Chairman



Elaine B. Flaxer, Secretary

Attachments:

- July '18 Bills Paid (Water/Wastewater)
- July '18 Treasury Reports (Water/Wastewater)
- July'18 Adjustments Reports (Water/Wastewater)
- July '18 Water/Wastewater Treatment Purchase, Sales & Loss Reports
- All Correspondence noted above on Page 3

E-Copies of Unapproved Minutes Sent to:

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

Assignment

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

Lewis County
 09/07/2018 @ 03:50:12 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	3,419,368.45	385,505.77	897,528.59	773,835.06	3,928,567.75
Coal Severance	20,811.52	1.77	0.00	0.00	20,813.29
General School	33,176.36	6,046.85	0.00	0.00	39,223.21
Magistrate Court	1,598.15	2,387.25	0.00	3,491.63	493.77
Worthless Check	48,933.69	231.50	0.00	0.00	49,165.19
Dog and Kennel	13,503.77	2,921.10	0.00	498.37	15,926.50
Home Detention	1,914.45	6,950.36	0.00	2,009.90	6,854.91
Emergency 911 Fund	3,183,049.21	377.98	0.00	63,216.74	3,120,210.45
Lewis County Aquatic Fund	722,568.33	171.13	0.00	0.00	722,739.46
Citizens Education	25,263.49	200.00	0.00	48.00	25,415.49
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	20,143.85	0.00	20,143.85	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 Proje	0.00	0.00	0.00	0.00	0.00
Sheriff Special Account-state	7,435.33	0.63	0.00	140.02	7,295.94
Acquatic Excess Levy	0.00	0.00	79.08	79.08	0.00
County Building	571,430.11	192.28	0.00	0.00	571,622.39
Board of Health	395,366.29	42,003.32	0.00	16,622.86	420,746.75
Tax Lien	298,000.17	0.00	4,374.26	9,479.68	292,894.75
Delinquent Nonentered	9,916.07	0.00	1,159.51	110.37	10,965.21
Concealed Weapons	46,593.88	1,140.04	0.00	285.00	47,448.92
Assessor Valuation	215,665.29	65,224.44	0.00	22,197.90	258,691.83
Voters Registration	5,236.31	0.00	0.00	0.00	5,236.31
State Current	0.00	0.55	16,047.75	16,048.30	0.00
Criminal Charges	0.00	1,095.59	0.00	1,095.59	0.00
Court Reporter	0.00	100.00	0.00	100.00	0.00
State Police	0.00	625.00	0.00	625.00	0.00
Vehicle License	0.00	41,693.00	0.00	41,693.00	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	704.00	659.00	0.00	703.00	660.00
General Current Expenses	0.00	16,929.82	1,209,084.10	1,226,013.92	0.00
Excess Levy	0.00	9,006.63	662,470.74	671,477.37	0.00
Weston Current	0.00	3.52	103,588.86	103,592.38	0.00
Jane Lew Current	0.00	0.37	11,011.69	11,012.06	0.00
Totals	9,020,535.58	603,611.75	2,905,344.58	2,984,519.08	9,544,972.83

Balance in county depositories - End of Month	\$ 10,955,113.90	Bank errors	
Less: Orders Outstanding	- (3,211,488.19)	Bank errors	
Add: Deposits in Transit	+ 1,797,847.12		
Cash in Office at End of Month	+ 3,500.00		
Misc. Adjustments (+ or -)	0.00		
		Bank errors	
Total in county Depositories and Office	\$ 9,544,972.83	Total	0.00
		True Balance \$	9,544,972.83

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
 September 7, 2018
 Dated and sworn to on this date.

Difference (0.00)



State of West Virginia

John B. McCuskey

**State Auditor and
Chief Inspector**

Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

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www.wvsao.gov

August 22, 2018

Honorable Members of the Board
Weston Sanitary Board
171 Main Avenue
Weston, West Virginia 26452

Dear Members of the Board:

Enclosed is a copy of the audit report of the Weston Sanitary Board for the fiscal year ended June 30, 2016. As the recipient, you are required to notify all members of the governing body of the receipt of this report and related correspondence and to make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code § 6-9-9a, is considered public information and must be made available for public inspection. Your audit is posted to the West Virginia State Auditor's website at <http://www.wvsao.gov/ChiefInspector/Default>. You can also contact us if you would like to receive further copies of the report directly from us.

It is the responsibility of all members of the governing body to review the audit report and take the necessary actions to remedy all instances of noncompliance and weaknesses in internal control.

West Virginia Code § 6-9-7 also requires that this office notify the proper legal authority of any instances of noncompliance with state laws. Please advise the Prosecuting Attorney of Lewis County within 60 days of how you intend to remedy the instances of noncompliance. State law authorizes the prosecutor to proceed with civil and/or criminal action to resolve noncompliance problems, which are not otherwise remedied.

If I can be of further assistance, please do not hesitate to contact this office.

Very truly yours,

A handwritten signature in cursive script that reads "Samantha L. Woods".

Samantha L. Woods
Director of Professional Development
Chief Inspector Division

SW/et

Enclosure

cc: Hon. Christina Talbert Flanagan
Lewis County Prosecuting Attorney



State of West Virginia

John B. McCuskey

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August 22, 2018

The Honorable Christina Talbert Flanagan
Lewis County Prosecuting Attorney
117 Court Avenue
Weston, WV 26452

Dear Ms. Flanagan:

A copy of the audit report of the Weston Sanitary Board for the fiscal year ended June 30, 2016 is available for your review at <http://www.wvsao.gov/ChiefInspector>.

The report discloses the potential existence of certain instances of noncompliance. These instances and the corrective actions recommended are presented in the Report on Compliance section of this report.

Our office is statutorily required by West Virginia Code §6-9-7 to notify the proper legal authority if any examination discloses potential misfeasance, malfeasance or nonfeasance. Therefore this notification is necessary when there are any potential violations of federal, state or local laws. We are also required to provide our recommendation as to any legal action considered proper under the circumstances.

We do not believe that any criminal or civil action is warranted for the potential instances of noncompliance cited in this report. Therefore, you are only required to notify the Chief Inspector of any such legal action if your office makes a determination that it is necessary and appropriate.

Your prompt attention to this matter will be most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

A handwritten signature in cursive script that reads "Samantha L. Woods".

Samantha L. Woods
Director of Professional Development
Chief Inspector Division

SW/et

cc: Hon. Members of the Board
Weston Sanitary Board



State of West Virginia

John B. McCuskey

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August 22, 2018

Weston Sanitary Board
Weston, West Virginia 26452

We have audited the financial statements of the Weston Sanitary Board for the fiscal year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* (and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 30, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Weston Sanitary Board are described in Note I to the financial statements. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The following describes the most sensitive accounting estimates reflected in the entity's financial statements:

Management's estimate of the allowance for uncollectible accounts is based on a review of historical levels of revenues and prior year uncollectible amounts. Management utilizes the straight-line depreciation method for capital assets. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. See attached Summary of Material Adjustments for any material misstatements that were corrected.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 22, 2018.

Other Audit Findings or Issues

Any internal control related matters, matters involving noncompliance with laws and regulations (other than those that are clearly inconsequential), and any fraud or violations of laws and regulations are included in the auditor's report that is provided to those charged with governance. This report is also available at www.wvsao.gov. Findings include: 001 Segregation of Duties, 002 Accounting System, 003 Annual Financial Reports to the Public Service Commission, and 004 Customer Deposits.

A qualified opinion was issued for this audit. The exact wording of the modified opinion is included in the auditor's report that is provided to those charged with governance.

There was an emphasis of a matter paragraph in the opinion letter concerning the correction of a prior year material misstatement.

Other Matters

We applied certain limited procedures to the Schedule of the Government's Proportionate Share of the Net Pension Liability and the Schedule of Government Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Rate Covenant Compliance, which accompanies the financial statements but is not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that, except for the effects on the supplementary information of the qualified opinion on the financial statements included in the auditor's report provided to those charged with governance, the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Weston Sanitary Board and management of the Weston Sanitary Board and is not intended to be, and should not be, used by anyone other than these specified parties.



Stuart T. Stickel, CPA, CFE
Deputy State Auditor
Chief Inspector Division
Office of the State Auditor

Weston Sanitary Board
Summary of Material Adjustments
For the Fiscal Year Ended June 30, 2016

Sanitary Board			
<u>Account Number</u>	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
1	Net position, beginning	\$ 252,342	
	Accumulated depreciation		\$ 252,342
		<u> </u>	<u> </u>
Total of material audit adjustments		\$ 252,342	\$ 252,342

Explanation for Adjustment:

To perform PPA to match beginning capital assets per PSC report



State of West Virginia

John B. McCuskey

**State Auditor and
Chief Inspector**

August 28, 2018

Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
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Charleston, West Virginia 25305

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www.wvsao.gov

Honorable Julia Spelsberg, Mayor
Municipality of Weston
102 West Second Street
Weston, West Virginia 26452

Dear Mayor Spelsberg:

Enclosed is a copy of the audit report of the Municipality of Weston for the fiscal year ended June 30, 2016. As the recipient, you are required to notify all members of the governing body of the receipt of this report and related correspondence and to make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code § 6-9-9a, is considered public information and must be made available for public inspection. Your audit is posted to the West Virginia State Auditor's website at <http://www.wvsao.gov/ChiefInspector/Default>. You can also contact us if you would like to receive further copies of the report directly from us.

It is the responsibility of all members of the governing body to review the audit report and take the necessary actions to remedy all instances of noncompliance and weaknesses in internal control.

West Virginia Code § 6-9-7 also requires that this office notify the proper legal authority of any instances of noncompliance with state laws. Please advise the Prosecuting Attorney of Lewis County within 60 days of how you intend to remedy the instances of noncompliance. State law authorizes the prosecutor to proceed with civil and/or criminal action to resolve noncompliance problems, which are not otherwise remedied.

If I can be of further assistance, please do not hesitate to contact this office.

Very truly yours,

Samantha L. Woods

Samantha L. Woods
Director of Professional Development
Chief Inspector Division

SW/et

Enclosure

cc: Hon. Christina Talbert Flanagan
Lewis County Prosecuting Attorney



State of West Virginia

John B. McCuskey

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August 28, 2018

The Honorable Christina Talbert Flanagan
Lewis County Prosecuting Attorney
117 Court Avenue
Weston, WV 26452

Dear Ms. Flanagan:

A copy of the audit report of the Municipality of Weston for the fiscal year ended June 30, 2016 is available for your review at <http://www.wvsao.gov/ChiefInspector>.

The report discloses the potential existence of certain instances of noncompliance. These instances and the corrective actions recommended are presented in the Report on Compliance section of this report.

Our office is statutorily required by West Virginia Code §6-9-7 to notify the proper legal authority if any examination discloses potential misfeasance, malfeasance or nonfeasance. Therefore this notification is necessary when there are any potential violations of federal, state or local laws. We are also required to provide our recommendation as to any legal action considered proper under the circumstances.

We do not believe that any criminal or civil action is warranted for the potential instances of noncompliance cited in this report. Therefore, you are only required to notify the Chief Inspector of any such legal action if your office makes a determination that it is necessary and appropriate.

Your prompt attention to this matter will be most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

A handwritten signature in cursive script that reads "Samantha L. Woods".

Samantha L. Woods
Director of Professional Development
Chief Inspector Division

SW/et

cc: Hon. Julia Spelsberg, Mayor
Municipality of Weston



State of West Virginia

John B. McCuskey

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August 28, 2018

Honorable Mayor and Council
Municipality of Weston, West Virginia

We were engaged to audit the financial statements of the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Municipality of Weston, West Virginia (the Municipality), for the fiscal year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 30, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Municipality are described in Note I to the financial statements.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The following describes the most sensitive accounting estimates reflected in the entity's financial statements:

Management's estimate of the allowance for uncollectible accounts is based on a review of historical levels of revenues and prior year uncollectible amounts. We evaluated the key factors and assumptions used to develop the estimates and were unable to obtain sufficient competent evidence to determine if they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

Requests for support documentation for certain revenues and expenditures were ignored or delayed. A disclaimer of audit opinion was issued.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. See the attached Summary of Material Adjustments for any material misstatements that were corrected.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our engagement.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 28, 2018.

Other Audit Findings or Issues

Any internal control related matters, matters involving noncompliance with laws and regulations (other than those that are clearly inconsequential), and any fraud or violations of laws and regulations are included in the auditor's report that is provided to those charged with governance. This report is also available at www.wvsao.gov. Findings for the primary government and component units include:

Primary government findings:

001: Detailed Capital Asset & Depreciation Schedules, 002: Segregation of Duties, 003: Controls Over Financial Statement Preparation, 004: ACH Payments, 005: Failure to Submit Budget Revision to Appropriate the Unexpended Balance-Coal Severance Tax Fund, 006: Failure to Submit Budget Revision to Appropriate the Unexpended Balance-General Fund, 007: Maintenance of Accounting Records, 008: Retention of Records, 009: Expenditure in Excess of Amounts Allocated in the Levy Estimate-General Fund, 010: Expenditure in Excess of Amounts Allocated in the Levy Estimate-Coal Severance Tax Fund, and 011: Accountable Plan for Travel Reimbursements.

Weston Sanitary Board:

001: Segregation of Duties, 002: Accounting System, 003: Annual Financial Reports to the Public Service Commission, and 004: Customer Deposits

A disclaimer of audit opinion was issued for this engagement. The exact wording of the modified opinion is included in the auditor's report that is provided to those charged with governance.

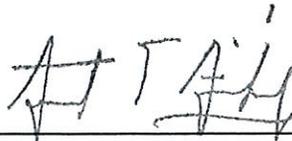
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were engaged to report on the discretely presented component unit fund financial statements for the Weston Historic Landmark Commission and Machpelah Cemetery Board, which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to the financial statements. We were unable to obtain sufficient competent evidence to compare and reconcile the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. The auditor read the other information in order to identify material inconsistencies, if any, with the financial statements we were engaged to audit.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied to the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Municipality of Weston and management of the Municipality of Weston and is not intended to be, and should not be, used by anyone other than these specified parties.



Stuart T. Stickel, CPA, CFE
Deputy State Auditor
Chief Inspector Division
Office of the State Auditor

Lewis-Gilmer E-911 Advisory Board

Date: 9/10/18

The Meeting was called to order by J. Taylor at 14:00 in Lewis County.

Members Present: J. GUM, KJ VARNER, J. TAYLOR, J. SPRAY, K WIANT, E. SUIRES, C. MONEYPENNY

Also attending: S. Money penny

Motion was made by K WIANT 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: The 50 pair cable is installed and we have all but 5 radios are on new cable and all that is in the new building are operational and on new pair. We were struck by lightning Thursday afternoon. Portables were setup and utilized. Lewis 911 and Gilmer 911 are both now operational as well as the conventional radios respectively. Four radio computer boards were damaged and are being repaired or replaced.

Previously mentioned issues that were about dispatchers learning about things through Portals on Supreme court.

WVSP has signed a memorandum of understanding with the Supreme court. They are working on a system so that it will run warrants on the teletype database.

Budget and Finance: We are currently within budged and things are going planned.

Public Relations: We have ordered supplies for fire prevention week. We will have a dispatcher accompanying our fire prevention officer to the schools. The city of Weston will be doing a Safety Fair at the Weston Fire Department at the beginning of October.

Personnel Committee: Our only trainee has been doing well and passed tests so far. We would like to attempt to fill our other two open positions.

EMD/Training Committee: Nothing to report.

Old Business: Radio grants are still underway and we are prepared for when we receive the money and order the radios.

New Business: Nothing to report

Addressing Report: Many Trailer Parks are being built, and addresses are proceeding as normal, a few tower sites have been started but none finished as of yet.

Chairman's Time: Nothing to Report

Director's Report: Nothing to Report

Benefit of the Organization:

Motion to adjourn E squires second K Varner

Next Meeting will be TUESDAY OCTOBER 9th In Lewis County.

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	691					4973
10 WESTON PD	295	282	404	265	352	248	273	303					2422
250 LEWIS DPS	115	111	94	132	168	154	172	165					1111
230 LEWIS DNR	23	30	16	19	29	33	36	28					214
208 LEWIS EMS	272	216	314	245	238	286	297	255					2123
201 WESTON FD	42	22	43	36	31	59	47	50					330
202 JANE LEW FD	26	8	22	19	22	37	27	33					194
203 PRICETOWN FD	12	8	14	8	9	16	9	12					88
204 WALKERSVILLE FD	15	13	30	18	21	14	18	15					144
205 JACKSON MILL FD	13	7	12	8	7	16	14	13					90
206 MIDWAY FD	4	4	8	5	4	1	2	1					29
ANIMAL CONTROL	52	59	55	71	56	79	65	70					507
DOGS PICKED UP	17	12	12	12	15	9	21	22					120
OTHERS PICKED UP	0	2	1	2	14	4	2	12					37
												Total	12225

GILMER COUNTY													
104 GILMER SHERIFF	60	36	62	70	44	34	52	38					396
102 GLENVILLE PD	127	106	77	69	85	77	83	71					695
103 CAMPUS PD	9	10	11	9	5	7	2	11					64
150 GILMER DPS	75	109	121	107	113	133	121	111					890
130 GILMER DNR	17	8	17	12	12	15	12	15					108
175 GILMER EMS	126	96	119	111	148	141	138	129					1008
101 GLENVILLE FD	22	16	23	24	35	30	16	20					186
105 NORMANTOWN FD	1	1	3	2	6	4	1	3					21
106 SAND FORK FD	12	13	13	19	21	15	10	16					119
107 CEDARVILLE FD	2	0	0	2	3	2	0	1					10
108 TROY FD	2	5	4	6	4	1	0	3					25
ANIMAL CONTROL	1	3	4	5	5	2	3						23
												Total	3545

Total by Month	1869	1732	2080	1775	2273	2107	2003	2088	0	0	0	0	
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DATE 2018

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC TOTALS

PICKENS COUNTY	7	4	3	6	4	7	4	8				43
PICKENS OWNER	5	3	11	1	6	8	5	7				46
PICKENS SERVICE	2	2	0	2	1	0	2	2				11
PICKENS TOTAL	14	9	14	9	11	15	11	17				100
M & J COUNTY	6	4	3	6	5	6	5	8				43
M & J OWNER	2	0	3	5	6	4	2	5				27
M & J SERVICE	2	1	1	1	1	1	1	3				11
M & J LARGE	0	1	1	1	1	1	1	1				7
M & J TOTAL	10	6	8	13	13	12	9	17				88
HITT'S COUNTY	6	4	4	5	5	6	4	8				42
HITT'S OWNER	3	0	1	1	1	2	2	5				15
HITT'S SERVICE	3	1	0	2	2	0	2	2				12
HITT'S TOTAL	12	5	5	8	8	8	8	15				69
LIPP'S COUNTY	6	4	3	6	5	6	5	8				43
LIPP'S OWNER	4	3	2	1	1	2	6	1				20
LIPP'S SERVICE	1	1	1	1	1	1	1	3				10
LIPP'S LARGE	0	1	1	1	2	0	1	1				7
LIPP'S TOTAL	11	9	7	9	9	9	13	13				80
QUALITY COUNTY	6	4	4	5	5	7	4	8				43
QUALITY OWNER	0	0	0	0	0	0	2	2				4
QUALITY SERVICE	2	0	1	1	2	0	2	2				10
QUALITY TOTAL	8	4	5	6	7	7	8	12				57
TOLANDS COUNTY	6	4	4	6	5	7	4	9				45
TOLANDS OWNER	2	1	2	3	0	2	1	1				12
TOLANDS SERVICE	2	0	1	1	2	1	1	3				11
TOLANDS TOTAL	10	5	7	10	7	10	6	13				68
VALLEYCHAPEL COUNTY	6	4	3	6	5	6	4	8				42
VALLEY CHAPEL OWNER	0	1	0	3	0	1	1	0				6
VALLEY CHAPEL SERVICE	2	0	1	1	1	1	1	2				9
VALLEY CHAPEL TOTAL	8	5	4	10	6	8	6	10				57
GILMER COUNTY												
GLEN- AUTO COUNTY	2	2	4	2	3	3	1	2				19
GLEN- AUTO OWNERS	6	2	7	5	11	3	2	6				42
GLEN- AUTO SERVICE	0	0	0	1	0	1	0	0				2
GLEN- AUTO TOTALS	8	4	11	8	14	7	3	8				63
A and S COUNTY	2	3	4	2	4	1	2	1				19
A and S OWNERS	0	1	0	0	2	1	2	1				7
A and S SERVICE	1	0	1	1	0	0	0	0				3
A and S LARGE	1	0	0	1	0	1	0	0				3
A and S TOTAL	4	4	5	4	6	3	4	2				32

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	549					4200
	10-28	472	461	454	394	720	517	390	508					3916
	III & CIB	251	372	323	305	335	285	246	266					2383
	OTHER	24	9	18	37	5	25	18	28					164
	DVP	26	37	40	39	62	52	31	33					320
CITY	10-27	305	203	349	82	306	241	275	322					2083
	10-28	223	242	294	198	287	141	151	232					1768
	III & CIB	58	27	65	27	64	52	53	56					402
	OTHER	7	5	22	13	3	17	8	6					81
	DVP	12	8	12	14	12	16	20	19					113
STATE	10-27	91	80	84	135	191	136	107	125					949
	10-28	68	41	48	58	87	79	59	74					514
	III & CIB	11	18	42	19	47	36	11	46					230
	OTHER	0	0	1	1	4	1	3	2					12
	DVP	13	2	4	14	37	17	13	15					115
DNR	10-27	14	21	21	17	24	26	42	31					196
	10-28	7	8	12	7	22	14	41	21					132
	III & CIB	0	8	2	5	8	0	6	0					29
	OTHER	1	40	5	4	5	1	0	0					56
	DVP	4	5	2	9	5	8	5	5					43
PROSECUTOR	10-27	22	33	13	7	11	8	15	22					131
	10-28	0	0	0	0	0	0	0	0					0
	III & CIB	35	110	103	68	63	25	77	83					564
	OTHER	0	0	0	3	0	0	0	0					3
	DVP	0	0	0	0	0	0	0	0					0
PROBATION	10-27	3	19	2	2	10	3	1	4					44
	10-28	0	0	0	0	0	0	0	1					1
	III & CIB	33	41	7	9	42	20	4	29					185
	OTHER	6	0	0	2	5	6	0	13					32
	DVP	0		0	20	3	2	2	1					28
SWJS PARK	10-27	0	0	0	0	0	0	0	0					0
	10-28	1	0	1	1	2	0	0	0					5
	III & CIB	0	0	0	0	0	0	0	0					0
	OTHER	0	0	0	0	0	0	0	0					0
	DVP	0	0	0	0	0	0	0	0					0
FAMILY COURT	III & CIB		28	101	109	133	144	72	13					600
DAY REPORT	10-27	7	6	5	1	0	3	0	0					22
	10-28	2	0	0	2	0	0	0	0					4
	III & CIB	8	21	15	6	0	4	0	2					56
	OTHER	16	14	17	12	11	9	0	7					86
	DVP	0	0	0	0	0	0	0	0					0
TOTAL TRANSACTIONS													19467	

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	21					319
	10-28	62	61	42	42	38	30	35	39					349
	III & CIB	74	82	60	73	29	52	54	50					474
	OTHER	10	2	3	1	8	10	0	15					49
	DVP/WAR	1	0	1	2	0	0	0	3					7
CITY	10-27	95	101	80	40	45	47	70	27					505
	10-28	87	81	54	21	34	47	47	18					389
	III & CIB	31	22	31	28	19	24	16	4					175
	OTHER	0	0	3	0	0	1	0	0					4
	DVP/WAR	4	26	9	4	0	9	14	2					68
STATE	10-27	48	64	99	83	105	95	103	114					711
	10-28	54	107	82	76	88	103	83	77					670
	III & CIB	25	3	20	13	23	31	33	17					165
	OTHER	0	0	0	0	0	3	1	0					4
	DVP/WAR	13	13	15	19	36	11	21	19					147
DNR	10-27	30	23	19	17	16	20	13	13					151
	10-28	24	20	22	18	22	21	4	7					138
	III & CIB	3	2	0	4	4	4	9	0					26
	OTHER	3	0	0	0	0	0	0	1					4
	DVP/WAR	10	4	6	5	6	9	3	6					49
PROSECUTOR	10-27	3	0	0	0	1	0	0	0					4
	10-28	0	0	0	0	0	0	0	0					0
	III & CIB	19	22	67	12	6	17	8	6					157
	OTHER	0	0	0	0	0	0	0	0					0
	DVP/WAR	0	0	0	0	0	0	0	0					0
CAMPUS	10-27	4	2	1	1	0	0	0	2					10
	10-28	9	2	219	48	4	3	8	12					305
	III & CIB	4	3	0	0	0	0	0	0					7
	OTHER	0	0	0	0	0	0	0	0					0
	DVP/WAR	0	0	0	0	0	0	0	0					0

Total Transactions 4887

LEWIS COUNTY PARKS AND RECREATION AGENDA

Tuesday, September 25, 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

AUGUST 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 27,279

151 Hyre Temp / 18 POLICE INTERCEPTOR 3,180

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 71,292

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 86,102

154 Lopez 1910 / 13 POLICE INTERCEPTOR 78,221

155 ^{CLARK} Tonkin 1234 / 13 POLICE INTERCEPTOR 49,605

156 ^{POSEY} Clark 2824 / 11 TAHOE 102,440

157 Hendershot 2829 / 11 TAHOE 91,185

158 Hummel 2966 / 12 CAPRICE 88,175

159 VanMeter ¹⁹⁴³ 16437 / 11 TAHOE 81,352

160 Turner / 14 EXPLORER 58,815

161 Newbrough 2868 / 09 TAHOE 72,263

170 Cayton 3184 / 09 RAM TRK 133,640

171 Kirkpatrick 2726 / 11 DODGE NITRO 38,445

174 Bush 1233 / 10 DODGE NITRO 47,318

175 Carey 2727 / 10 TAHOE 104,588

1500 Deputy Reserves 2511 / 07 CROWN VIC 116,146

1500 Deputy Reserves 1696 / 03 DURANGO 0

1500 Deputy Reserves 1232 / 07 CROWN VIC 109,894

2007 Chevy Sub. 81,000

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

Thank You

*Jacob Van Meter
1066 McWhorter Rd.
June Lew, WV 26378
August 29, 2018
jvanmeter857@gmail.com*

Sheriff A. Gissy
Lewis County Sheriff's Office
117 Court Ave.
Weston, WV 26452

Sheriff Gissy,

I am writing this letter in order to officially convey my intent to resign from my position with the Lewis County Sheriff's Office effective September 9, 2018. I have accepted a position with the WV State Police and will be resigning in order to pursue a career with this agency.

I am eternally grateful for the opportunities I have been given in my two years with the Lewis County Sheriff's Office. The knowledge, experience, and skills I have gained have been essential in opening this opportunity for me. I cannot express my appreciation to everyone who has mentored me along the way.

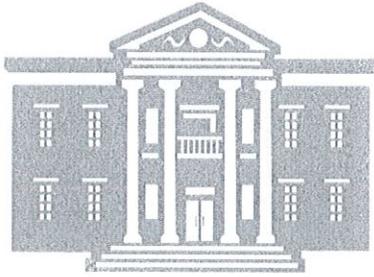
My last day of employment will be September 9, 2018.

Sincerely,



Jacob Van Meter

Cc: Chief Randy Hyre



Cynthia S. Rowan
Lewis County Clerk
110 Center Avenue
Weston, WV 26452-1964
(304) 269-8215 Fax (304) 269-8202

September 18, 2018

Lewis County Commission
110 Center Avenue
Weston, WV 26452

To the Honorable County Commissioners:

I am requesting your consideration in appointing a Fiduciary Commissioner in Lewis County. We currently have two active commissioners, Mr. Wagoner and Mr. Hathaway, with the third commissioner, Mr. Weber, Jr., taking very few estates at this time.

As you are aware the number of estates has been increasing as has the need for fiduciary commissioners. My recommendation is Mr. Gerold W. Morris, II, local retired attorney. The appointment of Mr. Morris would satisfy the distribution of political affiliation for fiduciary commissioners per West Virginia Code.

Thanking you in advance for your consideration in this matter,

A handwritten signature in blue ink that reads "Cynthia S. Rowan". The signature is fluid and cursive, matching the name of the sender.

Cynthia S. Rowan
Clerk of the Lewis County Commission

JANE LEW PUBLIC SERVICE DISTRICT

P.O. Box 845
Jane Lew, WV 26378
Phone: 304-884-7111
Fax: 304-884-8922

September 18, 2018

Lewis County Commission
P.O. Box 466
Weston, WV 26452

ATTN: Ms. Agnes Queen, President

Dear Ms. Queen,

The Board met in special session on Monday, September 17th, 2018 and at that time recommended the reappointment of Elaine B. Flaxer, retroactive to July 31, 2018 for another term of service on the Jane Lew PSD Board. At the request of the Board, Mrs. Flaxer agreed to serve another term.

The Jane Lew Public Service Board therefore respectfully requests the Lewis County Commission to reappoint and arrange for the swearing in of Elaine B. Flaxer to another six-year term, so that we can conduct official District business with a full District Board.

Thank you for your help.

Sincerely,



The Jane Lew Public Service District Board
Thomas Bailey, Chairman

Cc: Elaine B. Flaxer
Jane Lew PSD



GST-WV Division
2000 Green River Dr. Suite 100
Fairmont, WV 26554

Date: 9/10/18

Quote: 4462

Customer: Lewis County Commission

ITEM	DESCRIPTION	#	PRICE EACH	TOTALS
License	Sonicwall NSA 250M 3 Yrs CGSS	1	\$2,153.05	\$2,153.05

Subtotal	\$2,153.05
Shipping	\$0.00
Total	\$2,153.05

If there are any questions or comments please feel free to contact me. Please fax back (or scan to email) the first page only **with signature** if you would like to purchase. For quotes under \$1000.00, you may also call or e-mail approval to purchase.

DO NOT PAY FROM THIS QUOTATION - YOU WILL BE INVOICED UPON RECEIPT AND INSTALLATION OF EQUIPMENT AND/OR SERVICES.

Quotes are valid for 30 days. This quote expires on October 10, 2018. If quote is expired, please call or e-mail prior to signing.

Thanks,

Matt Freier
Office Phone: (304) 368-6253
Fax: (304) 534-3296
E-mail: matt@gst.com

Customer Purchase Approval Signature: _____ Date: _____

Budget Resolution

At a regular session of the County Commission, held **October 1, 2018** the following order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget of the **GENERAL COUNTY FUND, FY 2018/2019**, for the County of **LEWIS**. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on budget revision number **2 (two)**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

(circle one)

_____	yes	no
Patrick D. Boyle		
_____	yes	no
Agnes G. Queen		
_____	yes	no
Roderick B. Wyman		

WHEREUPON, Patrick D. Boyle, President, declared said resolution duly adopted, and it is therefore **ADJUDGED AND ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to affix his signature on the attached "*Request for Revision to Approved Budget*" to be sent to the State Auditor for approval.

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY 2018/2019
 Fund: 1
 Rev. No. 2
 Pg. of No. 1

Lewis County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue STREET OR PO BOX COUNTY
 Name: Crystal Haught
 Phone: (304) 269-8215 Government Type
 Fax: (304) 269-8202 Weston 26452
 CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants	122,950	601		123,551
369	Commissions	6,200	1,975		8,175
382	Refunds/Reimbursements (External Sources)	122,950	5,095		128,045
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 7,671

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
405	Prosecuting Attorney	351,314	4,500		355,814
424	Courthouse	2,648,566		2,525	2,646,041
700	Sheriff-Law Enforcement	744,721	4,185		748,906
730	Courthouse Security	155,854	1,511		157,365
	#N/A				

NET INCREASE/(DECREASE) Expenditures 7,671

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF LEWIS COUNTY

The Assessor of Lewis County, John L. Breen, has completed the Farm Census of 2018 and has satisfactorily complied with the requirements of the Farm Statistics Law. He is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in blue ink that reads "Kent A. Leonhardt".

Commissioner of Agriculture

2049 21
49157

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.