

# 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**  
Commissioner  
**AGNES G. QUEEN**  
Commissioner  
**ROD WYMAN**  
Commissioner

## LEWIS COUNTY COMMISSION ORGANIZATIONAL MEETING AGENDA JANUARY 2, 2019

1. **Call to order 10:00 AM**
2. **Election of President for the 2019 Year (in accordance with WV Code Chapter 7, Article 1, Section 1) (action required)**
3. **Oath of Office for the Commission President (action required)**
4. **Hours of Operation (action required)**
  - Currently Monday-Friday 8:00 AM to 4:00 PM except on holidays as determined under item 10 of this agenda
5. **Notice and Schedule of County Commission Meeting for 2019 (action required) (list attached)**
6. **Agenda: Notice of Meetings and Meeting Management (action required)**
  - a. Regular Meeting Agendas will be posted and available to the public before closure two business days prior to the meeting date.
  - b. Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the County Commission or as required by statute.
  - c. Appointment to speak with the County Commission must be scheduled before 10:00 AM three business days prior to the meeting. Appointments will be given a 10 minute time allowance.
  - d. Open discuss by the Commission unless executive session is motioned per WV Code §6-9A-4.
  - e. Input or recommendation from other constitutional officials, staff or public that are not listed specifically on the agenda will only be allowed if requested by the Commission or if required by statute.
  - f. If not scheduled on the agenda you must sign up for public comment 15 minutes at a minimum prior to the start of a meeting. No decisions can be made by the Commission. Public Comment is limited to 5 minutes per person.
  - g. Motion required for consideration of vote-no second required.
  - h. All votes unanimous unless otherwise stated.
  - i. Roberts Rules of Order are utilized as a guide only. The Commission controls meeting management, discussion and input.

7. **Schedule Board of Equalization Meetings** *(action required)*
  - Designate February 1, February 6, February 8, February 13, February 19, February 22, and February 27, 2019 for Board of Equalization and Review. All meetings will be held at 9:00 AM in the Lewis County Commission Meeting Room, Lewis County Courthouse, 110 Center Avenue, 2<sup>nd</sup> Floor, Weston, WV 26452 unless otherwise noted.
8. **Date to Lay the Levy (as set by WV Code)** *(action required)*
  - Lewis County Commission will meet to lay the levy for the 2019-20 Fiscal Year the 3<sup>rd</sup> Tuesday in April (April 16, 2019) at 9:00 AM
9. **Appointment of Lewis County Commission or a representative to boards/committees for 2019** *(action required) (list of boards and committees attached)*
10. **Approval of 2019 Holiday Schedule** *(action required) (list attached)*

**The Lewis County Commission will now continue with the  
January 2, 2019 Regular Meeting.**

**OATH OF OFFICE AND CERTIFICATE**

---

**STATE OF WEST VIRGINIA**

**COUNTY LEWIS TO-WIT**

*I 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 the office of*

***LEWIS COUNTY COMMISSION PRESIDENT***

*to the best of my skill and judgment SO HELP ME GOD.*

*(Signature of affiant).....*

***AGNES G. QUEEN***

*Subscribed and sworn to before me, in said County and State, this 2<sup>nd</sup> Day of January, 2019.*

***ATTEST:***

.....  
*Cynthia S. Rowan, County Clerk*

OATH OF OFFICE AND CERTIFICATE

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COUNTY LEWIS TO-WIT

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**LEWIS COUNTY COMMISSION PRESIDENT**

*to the best of my skill and judgment SO HELP ME GOD.*

*(Signature of affiant).....*

**PATRICK D. BOYLE**

*Subscribed and sworn to before me, in said County and State, this 2<sup>nd</sup> Day of January, 2019.*

*ATTEST:*

.....  
*Cynthia S. Rowan, County Clerk*

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY LEWIS TO-WIT

*I 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 the office of*

**LEWIS COUNTY COMMISSION PRESIDENT**

*to the best of my skill and judgment SO HELP ME GOD.*

*(Signature of affiant).....*

**RODERICK WYMAN**

*Subscribed and sworn to before me, in said County and State, this 2<sup>nd</sup> Day of January, 2019.*

**ATTEST:**

.....  
*Cynthia S. Rowan, County Clerk*

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Commissioner  
**PATRICK D. BOYLE**  
Commissioner  
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Commissioner

## LEWIS COUNTY BOARD OF EQUALIZATION AND REVIEW 2019

The Lewis County Commission sitting as a Board of Equalization and Review at the Lewis County Courthouse, 110 Center Avenue, 2<sup>nd</sup> Floor Meeting Room, Weston, West Virginia will convene on the following dates at 9:00 AM unless otherwise noted:

Friday	February 1, 2019
Wednesday	February 6, 2019
Friday	February 8, 2017
Wednesday	February 13, 2017
Tuesday	February 19, 2017
Friday	February 22, 2017
Wednesday	February 27, 2018

The Board of Equalization and Review will recess at the end of each of the above dates, reconvening on this schedule and will adjourn as a Board of Equalization and Review, Sine Di, upon completion of all meeting above. As always the public and all interested parties are invited to attend.

APPROVED: JANUARY 2, 2019

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PRESIDENT



**LEWIS COUNTY COMMISSION  
BOARD/COMMITTEE APPOINTMENTS  
2019**

<b>BOARD/COMMITTEE</b>	<b>2018 REPRESENTATIVE</b>	<b>2019 REPRESENTATIVE</b>
Lewis County Ambulance Authority	Commissioner Wyman	
26 <sup>th</sup> Judicial Circuit Community Corrections	Commissioner Wyman	
Lewis County Convention & Visitors Bureau	Commissioner Boyle	
Lewis County 911 Advisory Board	Commissioner Boyle	
Lewis County Fire Board	Commissioner Wyman	
Lewis Upshur Local Emergency Planning Committee	Cindy Whetsell, County Administrator	
Lewis County Economic Development Authority	Commissioner Queen	
Lewis County Safe Sites and Structures	Commissioner Queen	
Lewis County Park Board	Commissioner Queen	
Region VII Planning & Development Council	Commissioner Queen	
WVU Extension Service	Commissioner Boyle	
Region VI Workforce Investment Board	Commissioner Wyman	
Lewis County Planning Commission	Cindy Whetsell, County Administrator	

Any Commissioner may attend the following:  
 Lewis County Firefighters Association  
 Lewis Gilmer Solid Waste  
 Lewis County REAP

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Commissioner

## LEWIS COUNTY HOLIDAY LIST 2019

Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Martin Luther King Day
Monday, February 18, 2019	President's Day
Monday, May 27, 2019	Memorial Day
Thursday, June 20, 2019	WV Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, October 14, 2019	Columbus Day
Monday, November 11, 2019	Veterans Day
Thursday, November 28, 2019	Thanksgiving
Friday, November 29, 2019	Thanksgiving
Tuesday, December 24, 2019	½ Day Christmas
Wednesday, December 25, 2019	Christmas
Tuesday, December 31, 2019	½ Day New Year's
Wednesday, January 1, 2020	New Year's

OR ANY OTHER LEGAL HOLIDAY DECLARED BY THE PRESIDENT OR GOVERNOR

APPROVED: JANUARY 2, 2019

\_\_\_\_\_  
PRESIDENT

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Tuesday, December 31, 2019	½ Day New Year's
Tuesday, January 1, 2019	New Year's

OR ANY OTHER LEGAL HOLIDAY DECLARED BY THE PRESIDENT OR GOVERNOR

APPROVED: JANUARY 2, 2019

\_\_\_\_\_  
PRESIDENT

**Subject:** [commissioners-listserv] 2019 Holiday Calendar per WV Code 2-2-1

**From:** Kathy Yates (kathy@wvaco.org)

**To:** commissioners-listserv@wvaco.org; clerks-listserv@wvaco.org; sheriffs-listserv@wvaco.org; prosecutors-listserv@wvaco.org; assessors-listserv@wvaco.org; circuitclerks-listserv@wvaco.org;

**Date:** Friday, December 7, 2018 1:21 PM

### Holidays As Designated by WV Code §2-2-1

01/01/2019	Tuesday – New Year's Day
01/21/2019	Monday – Martin Luther King Day
02/18/2019	Monday – Presidents' Day
05/27/2019	Monday – Memorial Day
06/20/2019	Thursday – West Virginia Day
07/04/2019	Thursday – Independence Day
09/02/2019	Monday – Labor Day
10/14/2019	Monday – Columbus Day
11/11/2019	Monday – Veterans Day ( <i>observed</i> )
11/28-29/2019	Thursday & Friday – Thanksgiving Holiday
12/24/2019	Tuesday – Half-day, Christmas Eve
12/25/2019	Wednesday – Christmas
12/31/2019	Tuesday – Half-day, New Year's Eve

--

**Kathy Yates**

WVACO

Ph: 304.346.0591

Mobile: 304.552.7558

"THANKFUL AND GRATEFUL"



Virus-free. [www.avast.com](http://www.avast.com)

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You received this message because you are subscribed to the Google Groups "WVACO Commissioners Listserv" group.

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Agnes Queen, Commissioner  
Rod Wyman, Commissioner

## LEWIS COUNTY COMMISSION

Wednesday, January 2, 2019	Tuesday, July 2, 2019
Tuesday, January 8, 2019	Tuesday, July 9, 2019
Tuesday, January 22, 2019	Tuesday, July 16, 2019
Tuesday, January 15, 2019	Tuesday, July 23, 2019
Tuesday, January 29, 2019	Tuesday, July 30, 2019
Tuesday, February 5, 2019	Tuesday, August 6, 2019
Tuesday, February 12, 2019	Tuesday, August 13, 2019
Tuesday, February 19, 2019	Tuesday, August 20, 2019
Tuesday, February 26, 2019	Tuesday, August 27, 2019
Tuesday, March 5, 2019	Tuesday, September 3, 2019
Tuesday, March 12, 2019	Tuesday, September 10, 2019
Tuesday, March 19, 2019	Tuesday, September 17, 2019
Tuesday, March 26, 2019	Tuesday, September 24, 2019
Tuesday, April 2, 2019	Tuesday, October 1, 2019
Tuesday, April 9, 2019	Tuesday, October 8, 2019
Tuesday, April 16, 2019	Tuesday, October 15, 2019
Tuesday, April 23, 2019	Tuesday, October 22, 2019
Tuesday, April 30, 2019	Tuesday, October 29, 2019
Tuesday, May 7, 2019	Tuesday, November 5, 2019
Tuesday, May 14, 2019	Tuesday, November 12, 2019
Tuesday, May 21, 2019	Tuesday, November 19, 2019
Tuesday, May 28, 2019	Tuesday, November 26, 2019
Tuesday, June 4, 2019	Tuesday, December 3, 2019
Tuesday, June 11, 2019	Tuesday, December 10, 2019
Tuesday, June 18, 2019	Tuesday, December 17, 2019
Tuesday, June 25, 2019	Tuesday, December 24, 2019
	Tuesday, December 31, 2019

Approved January 2, 2019

President: \_\_\_\_\_

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Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
Wednesday, January 2, 2019  
After Organizational Meeting**

## **SILENT MEDITATION AND PLEDGE OF ALLEGIANCE**

1. **10:20 AM**      **Call Meeting to Order**
2. **10:25 AM**      **John Breen, Lewis County Assessor**  
**RE:** Exonerations, Consolidations, Apportionments  
Draft copies will be available for review on Thursday, December 27, 2018.  
(*action required*)
3. **10:30 AM**      **Executive Session per West Virginia Code 6-9A-4 to review the applications  
For Lewis County Park Director (*action required*)**

## **APPOINTMENTS**

4. **10:45 AM**      **Virgil Miller, Oath of Office for Lewis County Sheriff's Deputy**  
(*action required*)

## **CORRESPONDENCE**

5. **Upshur County Commission:** Upshur County Commission Meeting Agenda for December 20, 2018-December 27, 2018 Meeting is cancelled. (*information only*)
6. **Sheriff's Monthly Settlement (Reconciliation):** Lewis County Sheriff Adam Gissy submits the Sheriff's Monthly Settlement(reconciliation) of accounts for November 2018 for Lewis County (*information only*)
7. **Land Taxes:** Essay to illustrate the economic difference of counties which tax land higher than those which tax land lower. This study is a request to implement tax reform. (*information only*)
8. **West Virginia State Tax Department:** The Property Valuation Training and procedures Commission (PVC) requests that Lewis County Assessor John Breen or his designee attend a meeting of the PVC in January-(date and time will follow) to review the deficiencies in the last four tax years, also a detailed written plan to address the deficiencies in your report. (*information only*)

## **BUSINESS**

9. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Lewis County Economic Development Authority and Lewis County Park Board. (*information only*)

10. **Victims of Crime Grant (VOCA):** Information from the Prosecuting Attorney's Office and consideration of de-obligating the VOCA Grant. (*action required*)
11. **Resignation from the Louis Bennett Public Library Board of Trustees:** Approval of resignation of the Megan Mullins from the Louis Bennett Public Library Board of Trustees effective immediately due to a move from state. (*action required*)
12. **Louis Bennett Public Library Board of Trustees:** Approval of appointment of Kathy Marsh to unexpired term left vacant by Megan Mullins who resigned on December 1, 2018. The unexpired term would end June 30, 2021, This is a five year term. (*action required*)
13. **Lewis County Circuit Clerk:** The Lewis County Circuit Clerk is submitting Kelly Smith for the vacant position within this office for approval. If approved, the Oath of Office will be administered. (*action required*)
14. **Time Sheets and Leave Requests:**  
Rick Stout      December 21, 26, 27 and December 28      Annual Leave

#### **ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

15. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, December 27, 2018. (*action required*)
16. **Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request Thursday, December 27, 2018. (*action required*)
17. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, December 27, 2018. (*action required*)
18. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, December 27, 2018. (*action required*)

#### **ADJOURNMENT:**

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

#### **LEWIS COUNTY COMMISSION MEETING MANAGEMENT**

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

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

**OATH OF OFFICE AND CERTIFICATE**

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**STATE OF WEST VIRGINIA**

**COUNTY OF LEWIS TO-WIT**

*I, **VIRGIL MILLER**, 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 **Deputy** for the*

**LEWIS COUNTY SHERIFF'S DEPARTMENT**

*to the best of my skill and judgment, SO HELP ME GOD.*

*Signature of affiant:*

\_\_\_\_\_  
**VIRGIL MILLER**

*Subscribed and sworn to before me, in said County and State, this 2nd day of January, 2019.*

\_\_\_\_\_  
*President  
Lewis County Commission*

**Attest:** \_\_\_\_\_  
*Cynthia S. Rowan  
Lewis County Clerk*

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: December 20, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• December 13, 2018

1:00 p.m. Public testing of voting machines in the County Clerk area and election room

### Items for Discussion / Action / Approval:

1. Approval and signature of Federal Aviation Administration Outlay Request Number 2 in the amount of six thousand six hundred twenty four dollars (\$6,624.00) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.\*
2. Approval of revised "Request for Proposals" for soil remediation services for the Upshur County Youth Camp Brownfields Cleanup Project. All sealed bids must be received no later than 4:00 p.m. Tuesday, January 15, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on January 17, 2019.\*
3. 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. Memorandum from Jeff Waybright, Senior Deputy State Auditor for the WV State Auditor's Office, regarding the transfer of the purchasing card service from United Bank to Fifth Third Bank dated December 12, 2018.
2. 2019 Standard Mileage Rates for Business, Medical and Moving Announced – December 14, 2018
3. Appointments Needed or Upcoming:
  - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member

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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

1. Correspondence from James S. "Jay" Hollen, PE, City Engineer, enclosing a City of Buckhannon Temporary Construction Easement, Temporary Construction Easement Description and a Temporary Construction Easement Site Plan as they relate to the Gateway West Phase II Transportation Alternatives Program (GWW) Project for review and execution. It is anticipated that the Street Department will require a 10'-0" Temporary Construction Easement to enter upon the commission's property that is adjacent to, and abuts, the existing WVDOH Right-of-Way in order to construct new concrete sidewalks and install new historic period-era street lights, electrical conduit and electrical wiring.

Next Regular Meeting of the Upshur County Commission  
January 3, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*\*\*The regularly scheduled Commission Meeting on Thursday, December 27, 2018 is CANCELLED\*\*\*



Dear Commissioner,

28 Nov. 2018

Because of the cost of printing and mailing I am sending each county only one copy of this property tax essay. I Hope you will pass it around to each of the other commissioners.

This essay attempts to illustrate the economic difference between counties which tax land higher than those which tax land lightly. The first seven counties are printed in bold type. These seven counties tax land quite highly, and are gaining population. The second group of seven counties are printed in standard font. These later seven counties are all losing population. Forty five West Virginia counties are losing population. I suppose these 45 counties tax land quite lightly.

I am hoping that some of our counties which tax land lightly will understand the benefit of higher land taxation. Higher land taxation encourages owners to seek methods of economically developing their land so as to gain incomes so as to be able to pay higher taxation.

All forms of taxation yield income which benefits jurisdictions. Land taxation not only benefits the jurisdiction, but also encourages further economic development. Sales, income, improvements, and profit taxation never develops further economic growth. They only bring in funds.

All 14 counties illustrated here leave millions of dollars annually un-taxed. Please study this property tax essay. Implementing tax reform can help your county to grow economically.

Yours, Carl F. Shaw 1019 Kerby Ridge Road, Mount Zion, WV 26151



**Dave Hardy**  
Secretary of Revenue

**Dale W. Steager**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

---

December 17, 2018

Mr. John Breen  
Assessor of Lewis County  
108 Center Avenue  
P. O. Box 706  
Weston, West Virginia 26452-0706

Dear Mr. Breen:

The Property Valuation Training and Procedures Commission (PVC) met on November 29, 2018 to review the results of the monitoring activity for Tax Year 2018. During the meeting it was brought to the attention of the PVC that the Lewis County Assessor's Office has had deficiencies in the last four tax years that materially affect value.

As Chairman of the PVC, I am requesting that you make arrangements for you, or a knowledgeable member of your staff, to attend a meeting of the PVC in January 2019 (date and venue details will follow). In addition, I am requesting that you provide the members of the PVC with your written detailed future plans to address the deficiencies identified in the attached report that will bring your office into compliance with the standards established by the PVC. In order for the plan to be reviewed prior to the January meeting, you should forward the information to the below indicated address no later than January 2, 2019.

I will, by copy of this letter, notify the president of your county commission, along with the other levying bodies, that your office is not in compliance with assessment standards established by the PVC and that you, or a knowledgeable member of your staff, are being requested to appear before the PVC to provide the members with your future plans to address the deficiencies identified in the attached report and to bring your county into compliance with assessment standards established by the PVC.

Mr. John Breen  
Assessor of Lewis County  
December 17, 2018  
Page Two

Should you have questions regarding this matter, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "JA", is written over the word "Sincerely,".

Jeff Amburgey  
Chairman  
Property Valuation Training  
and Procedures Commission

JA/aj

Attachment

cc: Members, Property Valuation Training and Procedures Commission  
President, Lewis County Commission  
Superintendent, Lewis County Schools  
Mayor, All Municipalities, Lewis County  
Dale W. Steager, State Tax Commissioner

---

**Subject:** Re: VOCA grant

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**From:** flanigan.lcpa (flanigan.lcpa@frontier.com)

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**To:** cindywhetsell@yahoo.com;

---

**Date:** Friday, November 30, 2018 10:09 AM

---

Ok. thanks. I just don't have time to keep all the records they want from each case that comes through here with a victim.

On Friday, November 30, 2018 10:00 AM, Cindy Whetsell <cindywhetsell@yahoo.com> wrote:

Ok. I will get them to do so. We just asked to delay hiring

Sent from my iPhone

On Nov 30, 2018, at 9:30 AM, flanigan.lcpa <flanigan.lcpa@frontier.com> wrote:

Did commission address the grant at its meeting? They are telling me that they need a letter deobligating the funds. I can't fill out these performance measures if we are not even going to request reimbursement. According to them I have to keep records and report them even if we are not getting funds. So, we just need to deobligate and get rid of the grant.

December 1, 2018

Board of Trustees  
Louis Bennett Library  
148 Court St  
Weston, WV 26452

To Whom It May Concern:

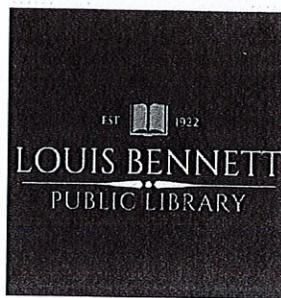
Please accept my resignation from the Board of Trustees at the Louis Bennett Public Library, effectively immediately. My family is moving out of state and I will be unable to finish out the rest of my term. It has been a pleasure serving on the board.

Sincerely,

A handwritten signature in black ink that reads "Megan Mullins MS, RD, LD". The signature is written in a cursive style with a large initial 'M'.

Megan Mullins

148 Court Ave.  
Weston, WV 26452  
Phone: (304)269-5151  
Fax: (304)269-7332



Lewis County Commission  
Lewis County Court House  
110 Center Avenue  
Weston, WV 26452

December 10, 2018

Dear Commission,

The Louis Bennett Public Library Board of Trustees met on Monday December 10, 2018 and the Board discussed a new library trustee appointed to fill the unexpired term of Megan Mullins. Megan Mullins resigned on December 1, 2018. The Board voted to recommend the appointment of Kathy Marsh of 209 Court Ave, Weston WV 26452. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Katrina Johnson", is written over the typed name. The signature is fluid and cursive, with a long horizontal line extending to the right.

Katrina Johnson  
Interim Director

**BETH A. BURKHART**  
LEWIS COUNTY  
CIRCUIT AND FAMILY COURT CLERK  
117 COURT AVENUE  
WESTON, WV 26452

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(304) 269-8210  
FAX (304) 269-8249

*TWENTY-SIXTH JUDICIAL CIRCUIT*  
THE HONORABLE Judge Jacob E. Reger  
THE HONORABLE Judge Kurt W. Hall  
(304) 472-5556 / (304) 269-8229  
*SEVENTEENTH FAMILY COURT CIRCUIT*  
THE HONORABLE Theresa Cogar Turner  
(304) 269-0432

*TERMS OF CIRCUIT COURT*

FIRST MONDAY IN MARCH  
SECOND MONDAY IN JULY  
FIRST MONDAY IN NOVEMBER

December 14, 2018

To: Lewis County Commission

Reference: Hiring Deputy Circuit Clerk Kelly Smith

Honorable Commissioner Agnes G. Queen, President  
Honorable Commissioner Patrick D. Boyle  
Honorable Commissioner Roderick B. Wyman

After the completion of skills assessments and interviews of 20 applicants, I have selected Kelly Smith for the vacant position within my department. Please accept my request for Kelly Smith to be approved/hired as Deputy Circuit Clerk by the Lewis County Commission.

Pending background clearance and Commission approval, Ms. Smith will report to the Lewis County Circuit Clerks office January 02, 2019 to begin her position as Deputy Circuit Clerk.

If you need further information or have any questions please contact me at your convenience.

Respectfully,



Beth A. Burkhardt  
Lewis County Circuit Clerk

Cc: Finance  
Employee File

Lewis County Commission  
Commission Employee Vacation/Sick Leave Request Form

I, Ricky E 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 Dec. 21, 2018
- WED Dec. 26, 2018
- THU Dec. 27, 2018
- FRI Dec. 28, 2018
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

Ricky E Stout 12-19-2018  
Employee Signature Date

J. Whetstone 12/20/18  
Supervisor Signature Date

\_\_\_\_\_  
Commission Approval Date