

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:
Agnes Queen, President
Patrick Boyle, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
Meeting Agenda
February 19, 2019**

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 Friday, February 15, 2019

APPOINTMENTS

- 3. 10:10 AM** **William Rowan, OEM, E911 Director**
RE: Approval and Signature on Dispatchment Agreements for FY 2020 with the City of Weston and Gilmer County
The Lewis County Commission is asked to enter into dispatch agreements with the City of Weston and Gilmer County for dispatch services. There is no change from the current year contacts. *(action required)*
- 4. 10:20 AM** **Lewis County Senior Center**
RE: Proclamation designating March as 'March for Meals' Month
The Lewis County Commission is asked to execute a proclamation declaring March as 'March for Meals' Month in Lewis County in support of the senior nutrition program. *(action required)*
- 5. 10:30 AM** **Chris Richards, Director, Lewis County Convention and Visitors Bureau**
RE: Quarterly Report (October, November and December 2018)
Chris Richards, Executive Director of the Lewis County Convention and Visitors Bureau will provide a report on activities by the bureau during the months of October, November and December 2018. *(information only)*

CORRESPONDENCE

6. **Upshur County Commission Meeting Agendas:** Agendas for the February 7, 2019 and February 14, 2019 Upshur County Commission meetings. *(information only)*
7. **Shenandoah Cable(SHENTEL) Quarterly Franchise Fee:** Lewis County has received the Shenandoah Cable Quarterly Franchise Remittance for October, November and December 2018 in the amount of \$9,360.65. Last quarter (July, August and September 2018) the county received \$9,422.81. *(information only)*
8. **West Virginia Division of Justice and Community Service De-obligation of Grant Funds:** The West Virginia Division of Justice and Community Services has de-obligated the Victims of Crime Assistance (VOCA) grant for Fiscal Year 2018-2019 as requested by the county. *(information only)*
9. **West Virginia Division of Culture and History Records Management and Preservation Grant Award:** Lewis County has been awarded a \$10,000.00 Records Management and Preservation Grant. This grant will provide \$5,000.00 to the county clerk's office to index records and \$5,000.00 to the circuit clerk's office to scan documents. This grant will be for Fiscal Year 2020. *(information only)*
10. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** January 2019 Lewis County monthly invoice for inmates housed in the Regional Jail:
1,210 days X \$48.25 per diem=\$58,382.50. *(information only)*
11. **Jane Lew Public Service District Meeting Agenda:** Agenda for the February 14, 2019 Jane Lew Public Service District Regular Meeting. *(information only)*
12. **Sheriff's Monthly Settlement:** Sheriff Adam Gissy submits the January 2019 Monthly Settlement (reconciliation) of Lewis County financial accounts. *(information only)*
13. **Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle report for January 2019 including fleet mileage. *(information only)*
14. **Lewis-Gilmer 911 Monthly Call Report:** Report of activities for the Lewis Gilmer E911 Center for the month of January 2019 including: number of calls by agency, distributions of calls and call comparisons. *(information only)*

BUSINESS

15. **Board(s) and Committee(s) Report(s):** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: West Virginia Association of Counties Annual Conference; Board of Equalization and Review; County Commissioner's Association of West Virginia Legislative Conference Call; Budget Review Workshop; Lewis County Economic Development Authority Website Training; *(information only)*
16. **Lewis County Commission Meeting Changes:** The Lewis County Commission will be in training with the West Virginia State Auditor's Office on February 26, 2019. The Commission will be asked to consider moving the February 26, 2019 meeting to February 27, 2019. Additionally, the commission will be asked to consider cancellation of the March 5, 2019 meeting due to lack of quorum. *(action required)*
17. **Contract to Prepare Sheriff's Financial Settlement:** Lewis County has had a professional service contract for software to prepare the Sheriff's Monthly Financial Settlement. The county recently purchased the Sheriff's Tax Accounting software that is compatible with the county systems that negates the use of this contract. The commission is asked to consider cancellation of the professional service contact. *(action required)*
18. **Time Sheets and Leave Requests:** None

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 19. Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Friday, February 15, 2019. *(action required)*
- 20. Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request Friday, February 15, 2019. *(action required)*.
- 21. Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Friday, February 15, 2019. *(action required)*
- 22. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, February 15, 2019. *(action required)*

ADJOURNMENT:

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

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

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

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

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COMMISSIONERS:
Agnes Queen
President
Patrick Boyle
Commissioner
Rod Wyman
Commissioner

Letter of Agreement E-911 and Dispatch Services 2019-2020 Fiscal Year

Whereas the Lewis County Commission (Lewis County) and the Gilmer County Commission (Gilmer County) have previously entered into an agreement whereby Lewis County is to provide E-911 Emergency Dispatch Service for Gilmer County **excluding all non-emergency/administrative calls for all Gilmer County Agencies**. In return for collected E-911 Telephone Fees as well as other specified compensation; and whereas, this contract was executed for a one (1) year period, with the requirement to annually acknowledge a mutual desire to extend the terms of such contract; the said parties intend to so acknowledge by means of this letter of agreement.

Therefore, let it be known that Lewis County and Gilmer County hereby agree to the extension of the terms of this contract for the **2019-2020** Fiscal Year. Both parties agree and acknowledge by the acceptance of this agreement that all terms of the said original agreement are acceptable and will be abided to. Specifically, those services, which, Lewis County is to provide to Gilmer County, will be provided; and Gilmer County will pay those fees specified in the original contract to Lewis County, in return for the service. The annual compensation paid by Gilmer County to Lewis County over and above the collected E-911 Fees, will be a total of Thirty-Eight Thousand Five Hundred Dollars (\$38,500.00) effective beginning July 01, 2019.

Accepted this _____ day of _____, 2019 by the Lewis County Commission, as attested

By:

Agnes Queen, President
Lewis County Commission

Accepted this _____ day of _____, 2019 by the Gilmer County Commission, as attested

By:

Brian Kennedy, President
Gilmer County Commission

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COMMISSIONERS:
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President
Patrick Boyle
Commissioner
Rod Wyman
Commissioner

Letter of Agreement E-911 and Dispatch Services 2019-2020 Fiscal Year

Whereas the Lewis County Commission (Lewis County) and the City of Weston (Weston) have previously entered into an agreement whereby Lewis County is to provide E-911 Emergency Dispatch Service for the City of Weston (Weston). In return for collected E-911 Telephone Fees as well as other specified compensation; and whereas, this contract was executed for a one (1) year period, with the requirement to annually acknowledge a mutual desire to extend the terms of such contract; the said parties intend to so acknowledge by means of this letter of agreement.

Therefore, let it be known that Lewis County and City of Weston (Weston) hereby agree to the extension of the terms of this contract for the **2019-2020** Fiscal Year. Both parties agree and acknowledge by the acceptance of this agreement that all terms of the said original agreement are acceptable and will be abided to. Specifically, those services, which, Lewis County is to provide to the City of Weston (Weston) will be provided; and the City of Weston (Weston) will pay those fees specified in the original contract to Lewis County, in return for the service. The annual compensation paid by the City of Weston (Weston) to Lewis County over and above the collected E-911 Fees, will be a total of Thirty-Nine Thousand Six Hundred Dollars (\$39,600.00) effective beginning July 01, 2019.

Accepted this _____ day of _____, 2019 by the Lewis County Commission, as attested

By:

Agnes Queen, President
Lewis County Commission

Accepted this _____ day of _____, 2019 by the City of Weston, as attested

By:

Julia Spelsberg, Mayor
City of Weston, Lewis County, West Virginia



A PROCLAMATION PROCLAIMING MARCH 2019 AS THE 17th ANNUAL MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2019 observance of March for Meals celebrates 17 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, Meals on Wheels programs – both congregate and home-delivered, in Lewis County have served our communities admirably for more than 48 years.

WHEREAS, volunteers for Meals on Wheels programs in Lewis County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in Lewis County provide nutritious meals to seniors throughout the Lewis County that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in Lewis County provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

WHEREAS, Meals on Wheels programs in Lewis County deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

NOW, THEREFORE, I [Agnes Queen], as [President] of [the Lewis County Commission] do hereby proclaim March 2019 as the 17th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2019 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 19th day of February, 2019

[Agnes Queen, President, Lewis County Commission]

Upshur County Commission Meeting 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: February 7, 2019

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

Approval of Minutes:

- January 25, 2019 – Canvassing Minutes
- January 31, 2019

9:15 a.m. Bid opening, presentation and award – Upshur County Department of Homeland Security and Emergency Management LE SORN Mobile Radio Project

9:45 a.m. Rob Hinton, Director of the Upshur County Development Authority – Request for allocation from the Coal Reallocation Fund for use towards the Booster Station project at the Upshur County Industrial Park.

1:00 p.m. Board of Review and Equalization Hearings at the Administrative Annex

Items for Discussion / Action / Approval:

1. Review and signature of correspondence to Todd Goddard, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$41,352.40. This is for Request for Funds #11.*
2. Appointment of the Sheriff of Upshur County as Administrator of the Estate of Patricia Lee Robinson, deceased.*
3. Discuss matters relating to the objection of the reopening of the Estate of Lois Dorothy Pickens, deceased.*
4. Due to the resignation of the Personal Representative and at the request of an heir, consider reappointing the Sheriff of Upshur County as the Administrator for the Estate of James Edward Jamison, deceased.*
5. Due to the resignation of the Personal Representative and at the request of an heir, consider appointing the Sheriff of Upshur County as the Administrator for the Estate of Linnie Geneva Jamison, deceased.*
6. Correspondence from Casey Gilbert, Buckhannon Volunteer Center Coordinator, requesting use of the Courthouse Annex foyer during the week of March 11-15 to serve as a drop off location for donations to support the Feminine Hygiene Drive. Donations will benefit the Upshur Cooperative Parish House, BUMS, BUHS and Blessing Boxes throughout the City.*

7. Correspondence from A.G. Trusler requesting reappointment to the Upshur County Building Commission. Upon approval, Mr. Trusler's new term will expire on November 10, 2023.*
8. Correspondence from Michael Quinn requesting reappointment to the James Curry Library and Park Advisory Board. Upon approval, Mr. Quinn's new term will expire on December 31, 2021.*
9. Correspondence from Seth Cutright, Deputy Sheriff, announcing his resignation effective February 16, 2019.*
Item may lead to Executive Session per WV Code §6-9A-4
10. Correspondence from Travis Anderson, E-911 telecommunicator, announcing his resignation effective February 18, 2019.*
Item may lead to Executive Session per WV Code §6-9A-4
11. 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 Joseph N. Geiger, Jr., Director of the WV Archives and History, announcing the award of \$10,737 to be used by the Assessor's office to scan and index various documents and for the Circuit Clerk's office to digitize chancery and law case files. Mr. Geiger is also requesting a response with the Commission's intent to pursue the records project.
2. Correspondence from Ora L. Ash, Deputy State Auditor, regarding the levy estimate (budget) 2019-2020, the Assessor's Valuation Fund approved percentages and a budget sequence of events.
3. NACo Prescription Drug Discount Card Program breakdown from 2015 to December 2018
4. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment #23 dated January 15, 2019.
5. Upshur County Building Permits for the month of January 2019
6. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
 - Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee
7. Board of Review & Equalization Meeting Schedule
 - 02/01/2019 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
 - 02/07/2019 1:00 p.m. – 3:00 p.m.

- 02/08/2019 1:00 p.m. – 3:00 p.m.
- 02/14/2019 9:00 a.m. – 11:00 a.m.*
9:30 a.m. – 3:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/15/2019 9:00 a.m. – 11:00 a.m. Adjournment

*These meetings will take place at the Upshur County Administrative Annex with the exception of February 14th**

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. Approval and signature of correspondence to Hodgesville PSD and Tennerton PSD requesting a copy of their adopted budget and audit as required by WV Code §16-13A-10 and §16-13A-11 respectively.*

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2019, and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February, 2019.

Next Regular Meeting of the Upshur County Commission
February 14, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

The regularly scheduled Commission Meeting scheduled for Thursday, February 28, 2019 has been CANCELLED

Upshur County Commission Meeting 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: February 14, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- January 31, 2019
 - February 7, 2019
- 9:05 a.m. Judith Williams, James W. Curry Public Library Head Librarian – 2018 Year in Review
- 9:15 a.m. Bid opening, presentation and award – Dome cleaning and pigeon spike installation project
- 9:30 a.m. Board of Review and Equalization - Coal, Oil & Gas and Industrial Appointments
- 9:45 a.m. Lori Ulderich Harvey on behalf of the Upshur County Tobacco Prevention Coalition – Presentation of E-Cigarette/Juuling Awareness Month Proclamation
- 1:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Glen Hawkins requesting reappointment to the Upshur County Youth Camp Board, effective June 1, 2019. Upon approval, Mr. Hawkins' new term will expire on May 31, 2025.*
2. Correspondence from Carla G. Waldo, Batterers Intervention and Prevention facilitator, announcing her resignation effective May 1, 2019.*
Item may lead to Executive Session per WV Code §6-9A-4
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. CCAWV 2019 County Government Essay Contest Packet – Applications due April 19, 2019
2. Correspondence from the Hardy County Commission requesting opposition to any changes to legislation regarding debris landslides.

3. Advertisement for Upshur County Deputy Sheriff positions. Applications are due no later than 4 p.m. on February 28, 2019.
4. Elkins Road Public Service District Independent Audit for Fiscal Years Ended June 30, 2017 and June 30, 2018
5. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
 - Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee
6. Board of Review & Equalization Meeting Schedule
 - 02/01/2019 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
 - 02/07/2019 1:00 p.m. – 3:00 p.m.
 - 02/08/2019 1:00 p.m. – 3:00 p.m.
 - 02/14/2019 9:00 a.m. – 11:00 a.m.*
9:30 a.m. Coal, Oil & Gas and Industrial Appointments
 - 02/15/2019 9:00 a.m. – 11:00 a.m. Adjournment

*These meetings will take place at the Upshur County Administrative Annex with the exception of February 14th**

7. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org.

- Wednesday, March 13th beginning at 9:00 a.m.
- Thursday, March 14th beginning at 1:00 p.m.
- Friday, March 15th beginning at 9:00 a.m.
- Monday, March 18th beginning at 9:00 a.m.
- Tuesday, March 19th beginning at 9:00 a.m.

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
February 21, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

The regularly scheduled Commission Meeting scheduled for Thursday, February 28, 2019 has been CANCELLED

Shenandoah Cable Television, LLC
FRANCHISE FEE PAYMENT SUMMARY
Lewis Co, WV

January 27, 2019

Enclosed please find payment in accordance with our franchise agreement.

Payment Frequency:	Quarterly
Month(s) Covered:	Oct - Dec
Year(s) Covered:	2018
Percent of Revenue:	3%
Applicable Revenue:	\$312,021.67
Fee (%):	3%
Fee Due to Franchisor:	\$9,360.65

I certify that this information is true and correct to the best of my knowledge.



Ryan Bowles, Tax Accounting Associate
Ryan.Bowles@emp.shentel.com
540-941-4133

Last Quarter \$ 9422.81

DIVISION OF JUSTICE and COMMUNITY SERVICES
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
Telephone (304) 558-8814
FAX (304) 558-0391

GRANT ADJUSTMENT NOTICE

Victims of Crime Assistance (VOCA) Program	Page 1 of 2
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Grantee Name and Address Lewis County Commission 110 Center Avenue, 2 nd Floor Weston, WV 26452	Project Number 16-VA-098
	Adjustment Number 1

Authorized Official Patrick Boyle	Date January 31, 2019
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Project Title VOCA	Nature of Adjustment Deob and Closing of Grant
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Section I - Supplemental Awards and Deobligation

Grant Award Amount	\$36,009.00
Funds Expended	\$0.00
Deobligation	\$36,009.00
Commitment Number	16-VA-098

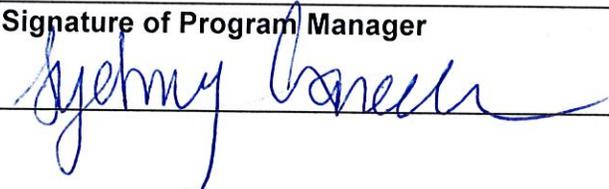
Section II - Changes

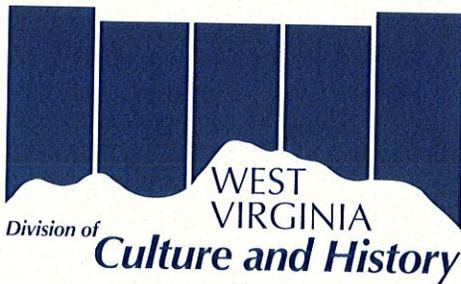
Change Project Director	From:	To:
Change Fiscal Officer	From:	To:
Change Grant Period	From:	To:

Section III - Other Adjustments and Information

This document hereby deobligates the remaining sub-grant funds and closes the sub-grant file effective upon this date. Funds are deobligated as follows:
P/C: \$36,009.00
 Due to the circumstances, Lewis County Commission has asked to deobligate their VOCA funds for 2018-2019.

Cc: Christina Flanigan- Project Director
 Crystal Haught -Fiscal Officer
 Posting
 Grant File

Typed Name and Title of Program Manager Criminal Justice Specialist I Sydney Cavender	Signature of Program Manager 
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The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

February 1, 2019

The Honorable Patrick Boyle, President
Lewis County Commission
110 Center Ave.
Weston, West Virginia 26452

Dear President Boyle:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a \$10,000 grant award to the Lewis County Commission to be used as follows:

County Clerk: \$5,000 for personnel costs to index digital images of deed and fiduciary books using the county's records management program.

Circuit Clerk: \$5,000 for personnel costs to scan and index domestic case files (2000-2010) using the county's records management program.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail (joe.n.geiger@wv.gov). **This is only an unofficial offer of partial funding and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. The grant will be for the fiscal year July 1, 2019-June 30, 2020.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued September 2018. If you do not think the Board considered and acted fairly on your grant submission, an appeals process is outlined in 100CSR1, 5.8, which is available on-line at <http://www.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

Sincerely,

Joseph N. Geiger Jr., Director
West Virginia Archives and History

cc: Cindy Whetsell, County Administrator
Cynthia Rowan, County Clerk
Beth Burkhart, Circuit Clerk

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



BETSY C. JIVIDEN
COMMISSIONER

JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

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

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

Statement Number: 11192a8e
Statement Date: 2/5/2019
Month Of Service: January, 2019

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of January, 2019. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

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

Month: January

NUMBER OF INMATE DAYS: 1210

PER DIEM RATE: \$48.25

AMOUNT DUE - January, 2019 \$58,382.50

This statement amount is due and payable upon receipt.

Please Remit Payment to:
WV Regional Jail and Correctional Facility Authority
P O Box 40258
Charleston, WV 25364

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

February 14, 2019 4:00 PM

~~ Public Board Meeting Agenda ~~

I. Call to Order (Mills)

~~ ROUTINE MONTHLY BUSINESS ~~

II. Minutes (01/10/2019)

III. General Manager's January 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 (Gee)

V. PSD Policies and Job Descriptions (Flaxer)

VI. Personnel (Gee)

VII. Announcements (Gee)

VIII. Correspondence (Gee)

~~ OLD BUSINESS ~~

IX. Comparison of Proposed Employee Personal Vehicles Policy -v- Compensation for Rental of Employee-Owned Equipment (Personnel 3.7) (Flaxer)

X. Review of Holiday Policy (Personnel 2.4) (Flaxer)

~~ NEW BUSINESS ~~

XI. Purchase of New Side-by-Side (Gee)

XII. Late-Received Agenda Items (Gee)

XIII. Adjournment (Mills)

Lewis County Financial Statement
Month Ending- January 2019

Lewis County
02/07/2019 @ 11:24:10 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	\$4,097,816.35	\$343,239.63	\$86,604.39	\$623,986.17	3,903,674.20
Coal Severance	\$28,965.96	\$9,771.73	\$0.00	\$0.00	38,737.69
General School	\$5.09	\$3,250.21	\$0.00	\$0.00	3,255.30
Magistrate Court	\$2,240.10	\$1,368.50	\$0.00	\$1,927.70	1,680.90
Worthless Check	\$43,155.19	\$171.25	\$0.00	\$0.00	43,326.44
Dog and Kennel	\$29,200.61	\$222.10	\$0.00	\$21,464.43	7,958.28
Home Detention	\$7,132.16	\$9,089.93	\$0.00	\$5,468.99	10,753.10
Emergency 911 Fund	\$3,164,222.85	\$253,924.32	\$0.00	\$122,415.91	3,295,731.26
Lewis County Aquatic Fund	\$723,605.55	\$92.18	\$66.90	\$0.00	723,764.63
Citizens Education	\$24,182.74	\$0.00	\$0.00	\$0.00	24,182.74
Federal Equitable	\$0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	\$0.00	\$1,018.96	\$0.00	\$1,018.96	0.00
LC Flood Administration	\$0.00	\$0.00	\$0.00	\$0.00	0.00
NTIA Broadband Project	\$0.00	\$0.00	\$0.00	\$0.00	0.00
North West Acquisition Project	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Sheriff Special Account-State	\$6,193.16	\$871.53	\$0.00	\$279.47	6,785.22
County Building	\$571,903.89	\$30.36	\$0.00	\$0.00	571,934.25
Board of Health	\$404,115.61	\$42,714.19	\$0.00	\$19,567.10	427,262.70
Tax Lien	\$526,783.36	\$2,444.74	\$0.00	\$964.78	528,263.32
Delinquent Nonentered	\$12,844.86	\$0.00	\$0.00	\$0.00	12,844.86
Concealed Weapons	\$51,432.81	\$560.55	\$0.00	\$3,963.84	48,029.52
Assessor Valuation	\$272,645.31	\$6,366.13	\$0.00	\$14,041.81	264,969.63
Voters Resistration	\$5,038.70	\$5.45	\$0.00	\$0.00	5,044.15
State Current	\$0.00	\$0.10	\$1,543.90	\$1,544.00	0.00
Criminal Charges	\$0.00	\$201.25	\$0.00	\$201.25	0.00
Court Reporter	\$0.00	\$100.00	\$0.00	\$100.00	0.00
Sate Police	\$0.00	\$200.00	\$0.00	\$200.00	0.00
Vehicle License - DMV	\$0.00	\$29,333.50	\$0.00	\$29,333.50	0.00
State Fines	\$0.00	\$20.00	\$0.00	\$20.00	0.00
Jury Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	\$626.00	\$645.00	\$0.00	\$625.00	646.00
General Current Expenses	\$0.00	\$258.02	\$116,900.31	\$117,158.33	0.00
Excess Levy	\$0.00	\$316.12	\$63,748.29	\$64,064.41	0.00
Weston Current	\$0.00	\$0.73	\$11,180.50	\$11,181.23	0.00
Jane Lew Current	\$0.00	\$0.09	\$1,420.35	\$1,420.44	0.00
Totals	\$9,972,111.01	\$706,216.57	\$281,464.64	\$1,040,947.32	\$9,918,844.90

Balance in county depositories - End of Month	\$10,171,210.21	Bank Errors	
Less: Orders Outstanding	\$397,604.21	Bank Errors	
Add: Deposits in Transit	\$141,738.90		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)	\$0.00		
Total in county Depositories and Office	\$9,918,844.90	Bank Errors	
		Total	
		True Balance	\$9,918,844.90

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

Sheriff

February 7, 2019

Dated and sworn to on this date.

Difference

\$0.00

JANUARY 2019 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 28,560

151 Hyre Temp / 18 POLICE INTERCEPTOR 8,173

152 Carpenter 3169 / 13 POLICE INTERCEPTOR 92,949

153 Clark 1234 / 13 POLICE INTERCEPTOR 58,143

154 Lopez Temp / 18 POLICE INTERCEPTOR 1,849

155 Hendershot 3929 / 18 POLICE INTERCEPTOR 2,567

156 Turner 3370 / 14 EXPLORER 67,237

157 Newbrough 3170 / 13 POLICE INTERCEPTOR 77,333

158 Brightbill 1910 / 13 POLICE INTERCEPTOR 84,970

159 Jones 2727 / 10 TAHOE 105,176

160 Miller 2868 / ¹⁰~~11~~ TAHOE 77,867

170 Cayton 2829 / 11 TAHOE 96,408

171 Kirkpatrick 2726 / 11 DODGE NITRO 40,801

172 Posey 2824 / 11 TAHOE 106,280

174 Bush 1233 / 10 DODGE NITRO 51,218

175 Carey 1643 / 11 TAHOE 84,837

1500 Deputy Reserves 2511 / 07 CROWN VIC 116,252

1500 Deputy Reserves 1232 / 07 CROWN VIC 109,980

2007 Chevy Sub. 82,685

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

Thank You

2019 LEWIS-GILMER E-911 TELETYPE REPORT

		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LEWIS COUNTY	10-27	287												287
	10-28	267												267
	III & CIB	145												145
	OTHER	8												8
	DVP	34												34
CITY	10-27	222												222
	10-28	167												167
	III & CIB	29												29
	OTHER	5												5
	DVP	17												17
STATE	10-27	113												113
	10-28	90												90
	III & CIB	22												22
	OTHER	5												5
	DVP	24												24
DNR	10-27	7												7
	10-28	11												11
	III & CIB	6												6
	OTHER	4												4
	DVP	1												1
PROSECUTOR	10-27	22												22
	10-28	0												0
	III & CIB	80												80
	OTHER	0												0
	DVP	0												0
PROBATION	10-27	6												6
	10-28	1												1
	III & CIB	37												37
	OTHER	0												0
	DVP	0												0
SWJS PARK	10-27	0												0
	10-28	4												4
	III & CIB	0												0
	OTHER	0												0
	DVP	0												0
FAMILY COURT	III & CIB	21												21
DAY REPORT	10-27	7												7
	10-28	0												0
	III & CIB	14												14
	OTHER	25												25
	DVP	0												0
													TOTAL TRANSACTIONS	1681

2019 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	154												154
	10-28	134												134
	III & CIB	118												118
	OTHER	7												7
	DVP/WAR	8												8
CITY	10-27	36												36
	10-28	34												34
	III & CIB	9												9
	OTHER	0												0
	DVP/WAR	2												2
STATE	10-27	73												73
	10-28	52												52
	III & CIB	26												26
	OTHER	1												1
	DVP/WAR	18												18
DNR	10-27	0												0
	10-28	1												1
	III & CIB	0												0
	OTHER	0												0
	DVP/WAR	0												0
PROSECUTOR	10-27	0												0
	10-28	0												0
	III & CIB	6												6
	OTHER	0												0
	DVP/WAR	0												0
CAMPUS	10-27	1												1
	10-28	1												1
	III & CIB	2												2
	OTHER	0												0
	DVP/WAR	0												0

Total Transactions 683