

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 Meeting Agenda Tuesday, July 23, 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, July 19, 2019.
(*action required*)

APPOINTMENTS

3. 10:10AM **Cary Smith, Region VII Planning & Development Council**
RE: Small Cities Block Grant Application Approval
The Lewis County Commission will be presented with a Small Cities Block Grant application for the Phase I water extension. A public hearing was held on this grant as required. The commission will consider executing the grant application for submission. (*action required*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for July 18, 2019 is presented for review. (*information only*)
5. **25% Coal Severance Tax Distribution:** Lewis County has received the first 25% Coal Tax Distribution in the amount of \$12,015.09. The last distribution was of \$6,814.28. (*information only*)
6. **Fiscal Year 2020 Regional Jail Partial Reimbursement:** The Fiscal Year 2020 Regional Jail Partial Reimbursement in the amount of \$53, 645.39 was received. Last year the county received \$53,093.01. The fiscal year 2020 budget estimate was \$45,000.000. (*information only*)
7. **Notification from the West Virginia Ethics Commission on a Training Date in Lewis County:** The West Virginia Ethics Commission will be holding a regional ethics training in Lewis County in the County Commission meeting room on Friday, August 16, 2019 at 1:00 AM. (*information only*)

BUSINESS

8. **Boards and Committee Report(s):** Blueprint Community Mini Kick Offs; Weston Neighborhood Watch.
8. **Sheriff's Financial Statement:** Sheriff Adam M. Gissy presents the Fiscal Year 2019 Sheriff's Financial Statement. If accepted by the County Commission, this qualifies the Sheriff for his commission in the amount of \$15,000.00. *(action required)*
9. **Lewis County Firefighters Association Request for Appointment to the Lewis County Fire Board:** The Lewis County Firefighters Association requests the Lewis County Commission appoint Connie Riffle to fill the vacancy on the Lewis County Fire Board. If appointed her term of office will expire on June 20, 2022. *(action required)*
10. **Budget Revision #2 for Coal Severance Fund:** The Lewis County Commission is asked to approve State Budget Revision #2 for the Coal Severance Fund. This transfer all funds from the public safety line item into the communication center line item. *(action required)*
11. **Discussion of Action by the Lewis County Commission regarding Frontier Communications Outages:** The Lewis County Commission will discuss sending correspondence to Frontier Communications, The West Virginia Public Service Commission, the Governor and our state and federal legislative delegation requesting work be done to eliminate the frequent and lengthy outages of both internet and landline telephone services provided by Frontier Communications. *(action required)*
12. **Small Cities Broadband Grant Approval of Evidentiary Materials:** The Lewis County Commission will be asked to approve and sign certification of evidentiary materials required for the Small Cities Broadband Block Grant. *(action required)*
13. **Fiscal Year 2020 Justice Assistance Grant Application:** The Lewis County Commission will be asked to sign the 2020 Justice Assistance Grant Application. This provides funding for the Prevention Resource Officer's position at Lewis County High School and is a collaborative effort between the Lewis County Commission and Lewis County Board of Education. *(action required)*
14. **Lewis County Deputy Circuit Clerk Resignation:** Tammy Harris has tendered her resignation as Deputy Circuit Clerk effective July 31, 2019. The County Commission will be asked to accept this resignation *(action required)*
15. **Lewis County Circuit Clerk Request to Advertise for Vacant Position:** Lewis County Circuit Clerk Beth Burkhart requests permission to advertise for the vacant position created by resignation in her office. *(action required)*
16. **Time Sheets and Leave Requests:** *(action required)*
 - a) Dave Reed 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 Friday, July 18, 2019. *(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 Friday, July 18, 2019. *(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 Friday, July 18, 2019. *(action required)*

18. Expenses for the Current Period Presented for Consideration of Payment: Draft copies will be available for review upon request Friday, July 18, 2019. *(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.

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: July 18, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• July 11, 2019
- 9:05 a.m. Approval and signature of FY 20 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000.00 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School.
- 9:15 a.m. Consider Request for Hearing filed by Bertha Humphrey --- Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3)
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board

Items for Discussion / Action / Approval:

1. Approval and signature of a Letter of Support for the School Climate Transformation Grant Application being submitted by the Upshur County Board of Education. If awarded, students at the Buckhannon-Upshur Middle School and Buckhannon-Upshur High School will benefit.*
2. Approval and signature of Federal Aviation Administration Outlay Request Number 8 in the amount of fifty thousand twenty seven dollars (\$50,027) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.*
3. Correspondence from Terry N. Gould, Tennerton PSD Manager, requesting the reappointment of John Barnes to the Tennerton PSD Board, effective August 1, 2019. Upon approval, Mr. Barnes' new term will expire on July 31, 2025.*
4. Correspondence from Todd Payne requesting reappointment to the Upshur County Farmland Protection Board as a "farmer representative". Upon approval, Mr. Payne's term will expire on June 30, 2023.*
5. Review and signature of EBSO Administrative Services Agreement and accompanying exhibits and appendices, effective July 1, 2019.*
6. Correspondence from Tabatha R. Perry, on behalf of the Upshur Safe Structures & Sites Enforcement Board, requesting to change the Board's monthly meeting time from 4 p.m. to 3 p.m., effective immediately.*

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

July 25, 2019 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on August 8, 2019 is CANCELLED ****

Coal Severance Tax

From: afarnsworth@lewiscountywv.org

To: lwhetsell@lewiscountywv.org

Date: Tuesday, July 16, 2019, 01:15 PM EDT

Hi, just wanted to let you know that I just received notice that the 25% Coal Severance Tax will be deposited on July 22, 2019. The amount will be \$12,015.09. The last one was in April and it was \$6814.28.
Thanks!!

Amanda J. Farnsworth

Assistant Chief Tax Deputy

Lewis County Sheriff's Tax Office

110 Center Avenue

Weston, WV 26452

Phone: (304) 269-8222

Fax: (304) 269-8698



WEST VIRGINIA ETHICS COMMISSION

210 BROOKS STREET, SUITE 300

CHARLESTON WV 25301-1804

(304) 558-0664 - FAX (304) 558-2169

ethics@wv.gov

Ethics Act training in Weston

The Ethics Commission will present training on the Ethics Act and the Open Meetings Act on Friday, August 16 at 1:00 p.m. at the Lewis County Courthouse, 110 Center Avenue, 2nd Floor in Weston.

Officials and employees of area counties and cities; members of county and city boards and commissions, and the public are invited to attend. The training will last approximately one hour and 15 minutes. Registration is not required.

The training is part of the Ethics Commission's efforts to educate governmental officials and employees of the requirements of the Ethics Act and the Open Meetings Act. Training sessions are being conducted around the state by the Commission. Sessions have been held throughout the state this spring and summer.

Information regarding the Ethics Act, the Open Meetings Act and the Ethics Commission may be obtained from the Commission's website at www.ethics.wv.gov. For questions regarding the training, contact the Ethics Commission at (304) 558-0664.

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Total Sheet

Current Year Taxes	8,865,084.18
Additional Levies	<u>30,339.82</u>
A. Total Taxes Levied	8,895,424.00
Less: Exoneration without refund & Bankruptcy	-29,764.19
Exoneration with refund	<u>-1,303.16</u>
B. Total Net Levy	8,864,356.65
Less: Ending Accounts Receivable	<u>-501,422.55</u>
C. Net Current Year Taxes	8,362,934.10
Less: 85% of Net Levy	<u>-7,534,703.15</u>
D. Current Year Taxes over 85%	828,230.95
Less: 5% of Net Levy	<u>-443,217.83</u>
E. Collections over 90% Level	385,013.12
Less: 5% of Net Levy	<u>-443,217.83</u>
F. Collections over 95% Level	-58,204.71
2.5% of Collections over 85% Level	20,705.77
1.0% of Collections over 90% Level	3,850.13
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>24,555.90</u>
Total Sheriff's Commission (\$15,000 or less)	<u>15,000.00</u> =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-STATE

Current Year Taxes	62,203.26
Additional Levies	<u>200.72</u>
A. Total Taxes Levied	62,403.98
Less: Exoneration without refund & Bankruptcy	-208.83
Exoneration with refund	<u>-9.38</u>
B. Total Net Levy	62,185.77
Less: Ending Accounts Receivable	<u>-3,520.33</u>
C. Net Current Year Taxes	58,665.44
Less: 85% of Net Levy	<u>-52,857.90</u>
D. Current Year Taxes over 85%	5,807.54
Less: 5% of Net Levy	<u>-3,109.29</u>
E. Collections over 90% Level	2,698.25
Less: 5% of Net Levy	<u>-3,109.29</u>
F. Collections over 95% Level	-411.04
2.5% of Collections over 85% Level	145.19
1.0% of Collections over 90% Level	26.98
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>172.17</u>
Portion of Sheriff's Commission paid	<u>105.18</u> =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levyng Body-COUNTY CURRENT

Current Year Taxes	3,558,032.19
Additional Levies	<u>11,483.30</u>
A. Total Taxes Levied	3,569,515.49
Less: Exoneration without refund & Bankruptcy	-11,950.60
Exoneration with refund	<u>-538.69</u>
B. Total Net Levy	3,557,026.20
Less: Ending Accounts Receivable	<u>-201,367.75</u>
C. Net Current Year Taxes	3,355,658.45
Less: 85% of Net Levy	<u>-3,023,472.27</u>
D. Current Year Taxes over 85%	332,186.18
Less: 5% of Net Levy	<u>-177,851.31</u>
E. Collections over 90% Level	154,334.87
Less: 5% of Net Levy	<u>-177,851.31</u>
F. Collections over 95% Level	-23,516.44
2.5% of Collections over 85% Level	8,304.65
1.0% of Collections over 90% Level	1,543.35
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>9,848.00</u>
Portion of Sheriff's Commission paid	6,016.19 =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-BOARD OF EDUCATION

Current Year Taxes	4,826,980.78
Additional Levies	<u>15,578.77</u>
A. Total Taxes Levied	4,842,559.55
Less: Exoneration without refund & Bankruptcy	-16,212.73
Exoneration with refund	<u>-730.84</u>
B. Total Net Levy	4,825,615.98
Less: Ending Accounts Receivable	<u>-273,184.24</u>
C. Net Current Year Taxes	4,552,431.74
Less: 85% of Net Levy	<u>-4,101,773.58</u>
D. Current Year Taxes over 85%	450,658.16
Less: 5% of Net Levy	<u>-241,280.80</u>
E. Collections over 90% Level	209,377.36
Less: 5% of Net Levy	<u>-241,280.80</u>
F. Collections over 95% Level	-31,903.44
2.5% of Collections over 85% Level	11,266.45
1.0% of Collections over 90% Level	2,093.77
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>13,360.22</u>
Portion of Sheriff's Commission paid	8,161.82 =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-Municipal-JANE LEW CITY

Current Year Taxes	43,045.68
Additional Levies	<u>188.99</u>
A. Total Taxes Levied	43,234.67
Less: Exoneration without refund & Bankruptcy	-155.86
Exoneration with refund	<u>.00</u>
B. Total Net Levy	43,078.81
Less: Ending Accounts Receivable	<u>-1,814.28</u>
C. Net Current Year Taxes	41,264.53
Less: 85% of Net Levy	<u>-36,616.99</u>
D. Current Year Taxes over 85%	4,647.54
Less: 5% of Net Levy	<u>-2,153.94</u>
E. Collections over 90% Level	2,493.60
Less: 5% of Net Levy	<u>-2,153.94</u>
F. Collections over 95% Level	339.66
2.5% of Collections over 85% Level	116.19
1.0% of Collections over 90% Level	24.94
1.5% of Collections over 95% Level	<u>5.09</u>
Total	<u>146.22</u>
Portion of Sheriff's Commission paid	<u>84.17</u> =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-Municipal-COURT HOUSE CITY

Current Year Taxes	86,635.72
Additional Levies	<u>662.91</u>
A. Total Taxes Levied	87,298.63
Less: Exoneration without refund & Bankruptcy	-463.75
Exoneration with refund	<u>-24.08</u>
B. Total Net Levy	86,810.80
Less: Ending Accounts Receivable	<u>-6,801.84</u>
C. Net Current Year Taxes	80,008.96
Less: 85% of Net Levy	<u>-73,789.18</u>
D. Current Year Taxes over 85%	6,219.78
Less: 5% of Net Levy	<u>-4,340.54</u>
E. Collections over 90% Level	1,879.24
Less: 5% of Net Levy	<u>-4,340.54</u>
F. Collections over 95% Level	-2,461.30
2.5% of Collections over 85% Level	155.49
1.0% of Collections over 90% Level	18.79
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>174.28</u>
Portion of Sheriff's Commission paid	<u>112.64</u> =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-Municipal-FREEMANS CREEK CITY

Current Year Taxes	142,371.35
Additional Levies	<u>1,526.03</u>
A. Total Taxes Levied	143,897.38
Less: Exoneration without refund & Bankruptcy	-466.53
Exoneration with refund	<u>.00</u>
B. Total Net Levy	143,430.85
Less: Ending Accounts Receivable	<u>-8,496.55</u>
C. Net Current Year Taxes	134,934.30
Less: 85% of Net Levy	<u>-121,916.22</u>
D. Current Year Taxes over 85%	13,018.08
Less: 5% of Net Levy	<u>-7,171.54</u>
E. Collections over 90% Level	5,846.54
Less: 5% of Net Levy	<u>-7,171.54</u>
F. Collections over 95% Level	-1,325.00
2.5% of Collections over 85% Level	325.45
1.0% of Collections over 90% Level	58.47
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>383.92</u>
Portion of Sheriff's Commission paid	<u>235.77</u> =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-Municipal-HACKERS CREEK CITY

Current Year Taxes	145,814.80
Additional Levies	<u>699.03</u>
A. Total Taxes Levied	146,513.83
Less: Exoneration without refund & Bankruptcy	-305.45
Exoneration with refund	<u>.00</u>
B. Total Net Levy	146,208.38
Less: Ending Accounts Receivable	<u>-6,237.56</u>
C. Net Current Year Taxes	139,970.82
Less: 85% of Net Levy	<u>-124,277.12</u>
D. Current Year Taxes over 85%	15,693.70
Less: 5% of Net Levy	<u>-7,310.42</u>
E. Collections over 90% Level	8,383.28
Less: 5% of Net Levy	<u>-7,310.42</u>
F. Collections over 95% Level	1,072.86
2.5% of Collections over 85% Level	392.34
1.0% of Collections over 90% Level	83.83
1.5% of Collections over 95% Level	<u>16.09</u>
Total	<u>492.26</u>
Portion of Sheriff's Commission paid	<u>284.23</u> =====

07/11/2019
12.45.03

Sheriff's Commission
Sheriff of LEWIS COUNTY County, West Virginia
07/01/2018-06/30/2019
Levying Body-Undistributed

Current Year Taxes	.40
Additional Levies	<u>.07</u>
A. Total Taxes Levied	.47
Less: Exoneration without refund & Bankruptcy	-.44
Exoneration with refund	<u>-.17</u>
B. Total Net Levy	-.14
Less: Ending Accounts Receivable	<u>.00</u>
C. Net Current Year Taxes	-.14
Less: 85% of Net Levy	<u>.12</u>
D. Current Year Taxes over 85%	-.02
Less: 5% of Net Levy	<u>.01</u>
E. Collections over 90% Level	-.01
Less: 5% of Net Levy	<u>.01</u>
F. Collections over 95% Level	.00
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>.00</u>
Portion of Sheriff's Commission paid	<u>.00</u> =====

THE SHERIFF OF LEWIS COUNTY 1 YR.
TAX ACCOUNT
110 CENTER AVE. PH. 304-269-8222
WESTON, WV 26452

4855
69-145515

DATE July 11, 2019

PAY TO THE
ORDER OF

General County

\$ 15,000.00

Fifteen thousand dollars and 00/100

DOLLARS

 Security features
included.
Details on back.



Citizens Bank
WESTON, WEST VIRGINIA 26452

MEMO

Sheriff's Commission

Adam H. Ding

MP

⑈004855⑈ ⑆051501451⑆ ⑆003088⑈ ⑆1⑈



LEWIS COUNTY FIREFIGHTERS ASSOCIATION

201 Orchard St. • Weston, WV 26452
Fax: 304-269-8203



July 15, 2019

Lewis County Commission,

Following our monthly meeting on June 17, 2019, the County Firefighter's Association recommends Connie Riffle, to be appointed to the Fire Board of Lewis County as the replacement of Ella Clem. *364 439 8709*

Thank you for your consideration and attention to this matter.

A handwritten signature in blue ink, which appears to read "Joe Spray II".

Joe Spray II, Secretary/Treasurer

Budget Resolution

At an emergency session of the County Commission, held **July 23, 2019**, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget of the **Coal Severance FUND, FY 2019/2020**, 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 **02 (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
Agnes G. Queen		
_____	yes	no
Patrick D. Boyle		
_____	yes	no
Roderick B. Wyman		

WHEREUPON, Agnes G. Queen, 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: 2019-2020
 Fund: 2
 Rev. No: 2
 Pg. of No. 1 of 1

Lewis County Commission

 GOVERNMENT ENTITY

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

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)
 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
961	Public Safety	2,677		2,677	
712	Communication Center	22,341	2,677		25,018
	#N/A				

NET INCREASE/(DECREASE) Expenditures

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

AUTHORIZED SIGNATURE OF ENTITY _____
 APPROVAL DATE _____

July 17, 2019

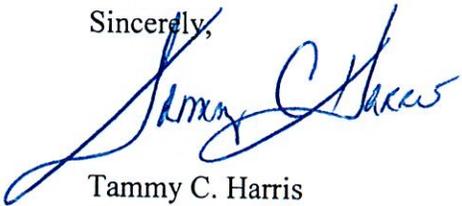
Beth A. Burkhart, Lewis County Circuit Clerk
117 Court Ave
Weston, WV 26452

Dear Beth,

Please accept this letter as my formal notice of resignation as Deputy Clerk, Office of the Lewis County Circuit Clerk. My last day employment will be July 31, 2019.

It has been my pleasure working for the county during the past eighteen (18) years. I am especially thankful for you giving me the opportunity to be part of the clerk's office these past two (2) years. It has been beyond my pleasure to work with you and my fellow co-workers and our local community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tammy C. Harris". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Tammy C. Harris

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

(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
Theresa Cogar Turner, FAMILY COURT JUDGE
(304) 269-0432

TERMS OF CIRCUIT COURT

FIRST MONDAY IN MARCH
SECOND MONDAY IN JULY
FIRST MONDAY IN NOV.

July 17, 2019

To: Lewis County Commission

Reference: Resignation of Tammy Harris

Attached you will find the resignation letter of Circuit Clerk Deputy Tammy Harris. My deepest prayer is that Ms. Harris has the absolute best and happiest years ahead of her for in her new position with the WV Supreme Court of Appeals - Lewis County Probation Office. She has been a very dedicated employee to the Lewis County Circuit Clerks Office/Lewis County Commission for over the last 18 years and she has my most sincere gratitude and best wishes.

I am requesting approval from the Commission at the next available meeting to post the soon vacant position with the intent to hire another Deputy Clerk.

Respectfully,



Beth A. Burkhardt
Lewis County Circuit Clerk