

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
AGENDA
TUESDAY, AUGUST 20, 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, August 16, 2019
(*action required*)

APPOINTMENTS

- 3. NONE**

CORRESPONDENCE

- 4. Upshur County Commission Agenda:** The Upshur County Commission Meeting Agenda for August 15, 2019 is received. (*information only*)
- 5. Jane Lew Public Service District Meeting Minutes and Agenda:** The Minutes of the Regular Meeting of the Jane Lew Public Service District for June 13, 2019 and the Meeting Agenda of August 8, 2019 are presented for review. (*information only*)
- 6. Sheriff's Monthly Settlement (Reconciliation):** Lewis County Sheriff Adam Gissy submits the Sheriff's Monthly Settlement (reconciliation) of accounts for July 2019 for review. (*information only*)
- 7. Lewis-Gilmer 911 Call Report Totals:** Emergency 911 calls for the month of July 2019 including: number of calls by agency, distributions of calls and call comparisons is presented. (*information only*)
- 8. West Virginia Ethics Commission Training:** The Ethics Commission will present training on the Ethics Act and Open Meetings Act on Wednesday, September 11 at 1:00 pm at the Randolph County Commission Chambers, 4 Randolph Avenue ,Suite 102, Elkin, WV. (*information only*)

BUSINESS

- 9. Board(s) and Committee (s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Blueprint Community; Lewis County Fire Board; WV Ethics Training; Firefighters Association Meeting. *(information only)*
- 10. Software Systems Renewal Contract:** The County's Maintenance contract with Software Systems is presented for renewal with the following changes: *(action required)*
- | | | |
|------------------------------|---------------|---------------|
| a. Tax Internet Inquiry | 2018-\$102.00 | 2019-\$102.00 |
| b. Tax collection | 2018-\$434.00 | 2019-\$461.00 |
| c. On line Tax Payment | 2018-\$ 93.00 | 2019-\$96.00 |
| d. DMV Processing | 2018-\$ 52.00 | 2019-\$53.00 |
| e. System Hardware | 2018-\$219.00 | 2019-\$59.00 |
| f. Assessor Supplemental Tax | 2018-\$ 64.00 | 2019-\$79.00 |
| g. Sheriff's Accounting | 2018-\$ | 2019-\$339.00 |
| h. Circuit Court Processing | 2018-\$498.00 | 2019-\$490.00 |
| i. Budget and Payroll | 2018-\$ 2.00 | 2019-\$ 2.00 |
- 11. Relocation of Voting Precinct #2 (Walkersville):** A building has been located that is suitable to house a voting precinct in Walkersville. The County Commission transferred voting precinct #2 (Walkersville) to the Ireland Community Center. The Commission will entertain an order to move voting precinct #2 (Walkersville) to the Walkersville Masonic Lodge. *(action required)*
- 12. Timesheet and Leave Requests:** *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 13. 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, August 16, 2019. *(action required)*
- 14. 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, August 16, 2019. *(action required)*
- 15. 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, August 16, 2019. *(action required)*
- 16. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, August 16, 2019 *(action required)*

ADJOURNMENT:

- 17. 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: August 15, 2019

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

Approval of Minutes:

- August 1, 2019

9:05 a.m. Kevin Campbell on behalf of Mountain Lakes Preservation Alliance – Discuss Buckhannon Riverfest 2019 - A Celebration of Our Water, an event to be held at Riverwalk Park on Saturday, August 31st, 2019 at 9:30 a.m.

10:30 a.m. Connie Priddy, MA, RN, MCCN, Compliance Officer, and Larreca Cox, AAS, NREMT-P, Quick Response Team (QRT) – Discuss the Quick Response Team’s activities and programs relating to drug use/addiction in the Huntington area.

Items for Discussion / Action / Approval:

1. Approval and signature of FY20 Community Corrections Day Report Center Grant (Project No. 20-CC-27) Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$161,500 to be used for the continued operation of a community corrections program in Upshur and Lewis Counties. *
2. Approval and signature of a Proclamation Recognizing the Importance of the Upcoming 2020 Census and Proclaiming the Establishment of a County Complete Count Committee. *
3. Review and approval of Performance Review Forms to be mandatory only for supervisors and employees that report to the Upshur County Commission. *
4. Approval and signature of an Inspection Agreement between Brewer & Company of WV, Inc. and Upshur County Commission for duress alarms. The contract has an initial term of a period of one (1) year from the date of signing at an annual sum of two thousand thirty-six dollars (\$2,036). *
5. Approval of advertisement for a full-time maintenance department position. Applications must be received by 4:30 p.m. on September 3rd, 2019. A Journeyman’s Electrical License and HVAC License are preferred and the starting salary will be based upon experience. *
6. Correspondence from Charles Day, Deputy Sheriff, announcing his resignation effective August 16, 2019. *

Item may lead to Executive Session per WV Code §6-9A-4

7. Correspondence from Cheyenne Troxell, Program Director for Community Corrections, requesting permission for Rodney Rolenson to teach Parenting Classes in Upshur County at the pay wage rate of \$75 per class. *
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Governor Jim Justice announcing the Community Corrections program grant award in the amount of one hundred sixty-one thousand five hundred dollars (\$161,500) to continue the operation of a community corrections program in Upshur and Lewis Counties.
2. Correspondence from Nesco, Inc. providing notice of blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection, commencing August 26th, 2019 and continuing through August 27th, 2020 from sunrise to sunset.
3. Correspondence from Lydia M. Work, Licensed Remediation Specialist (LRS), announcing submission of Remedial Action Work Plan (RAWP) - Addendum Number 2, associated with soil cap improvements at the Upshur County Youth Camp Tar Pit Property located in Selbyville, Upshur County, WV. The RAWP Addendum has been provided in response to small tar globules wicking to the surface from soil cap soils, as well as improving soil cap conditions in barren areas. The soil cap improvements are scheduled to be completed prior to August 31st, 2019.
4. Correspondence from the City of Buckhannon's Mayor's Office announcing traffic flow adjustments planned for Saturday, August 24th, 2019 on the streets surrounding the campus. The temporary adjustment is due to new student move-in day at West Virginia Wesleyan College.
5. Correspondence from Samuel R. Nolte, Commission President, to Tammy J. Lemon, Division of Justice & Community Services, inquiring if there are funds remaining within the Court Security Fund that could be reallocated for a new shielded travel cable for the surveillance camera in the Courthouse Annex elevator. The estimate for this cable is in the amount of six thousand five hundred seventy dollars (\$6,570).
6. WV Ethics Commission training opportunity – Wednesday, September 11th beginning at 1:00 p.m. at the Randolph County Commission Chambers, Suite 102 at 4 Randolph Avenue.
7. Correspondence from Jeff Palmer, Chair of the Association of WV Solid Waste Authorities, announcing the 2019 WV Education Conference on Litter Control and Solid Waste Management taking place October 20-22nd, at Canaan Valley Resort State Park.
8. Upshur County Solid Waste Authority Financial Report – FY 2019
9. Upshur County E911 Communication Reports – July 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report

- Monthly and YTD Wrecker Report

10. Upshur County Building Permits for the month of July 2019

11. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – July 2019

12. Lewis-Upshur Animal Control Facility Cat Report for the month of July 2019

13. Lewis-Upshur Animal Control Facility Animal Report for the month of July 2019

14. Upshur County Animal Control/Humane Officer Monthly Animal Report for the month of July 2019

15. Appointments Needed or Upcoming:

- a. Buckhannon-Upshur Airport Authority (7/1/19 – 6/30/2022 City Rep.)

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
August 22, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting

June 13, 2019

Present: Oscar R. Mills (Chairman); Elaine B. Flaxer (Secretary); Thomas E. Bailey (Board); Nancy E. Gee (General Manager).
Guests: None
Absent: None

- I. **Call to Order:** The meeting was called to order by Chairman Mills at 4:00 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew, WV.

~ ROUTINE MONTHLY BUSINESS ~

II. **Minutes:** (05/09/19)

MOTION: (Mills/Bailey) to approve attached Minutes of 05/09/19 regular meeting. [Carried Unanimously]

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

A. **WATER:**

1. **Bills** (Attached)

MOTION: (Flaxer/Bailey) to ratify payment of attached list of water invoices for May 2019. [Carried Unanimously]

2. **Treasury Report** (Attached)

MOTION: (Flaxer/Bailey) to approve attached Water Treasury Report for May 2019. [Carried Unanimously]

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

MOTION: (Bailey/Mills) to approve attached Water Adjustments Report for May 2019. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report** (Attached) – actual unaccounted loss of 6% (big leak found)

MOTION: (Mills/Bailey) to approve attached Water Purchase, Sales & Loss Report for May 2019.

[Carried Unanimously]

5. **Water Preventive Maintenance Report** -

- a) **Lines** -
- b) **Loss Prevention/leak detection** – daily readings recorded/ used leak detector from meter to meter/ found big leak at CNX Gas in Industrial Park
- c) **Fire + Flushing Hydrants** [57 + 25] – cut grass & applied weed killer around all hydrants
- d) **Valves** [148] –
- e) **Meters** [659] –
- f) **Booster Stations** [3] –
- g) **Tanks** [2] –
- h) **Office Furnace + A/C** – done for the season
- i) **Vehicles** ['05 Chevy Truck, ½ '19 Ford; ½ crane truck & ½ Buggy] –
- j) **Generators** [1 big port + 2 small] – changed fluids & exercised generator at Chesapeake Hill
- k) **Expensive Equipment** [Mower] –

- l) Critical Inventory – in good shape
 - m) Other –
6. Water Leak Detection Report (*finding & repairing actual leaks*)– fixed big leak at CNX in Industrial Park
 7. Water System Repairs Report (*fixing other unplanned breakdowns*) –
 8. Cross-Connections/Backflow Report – ongoing
 9. New Non-Project Water Taps – none
 10. Other –

Water Assignments

- ✓ Gee to follow up on tank maintenance in the new fiscal year
- ✓ Gee to write official letter on letterhead requesting pepper spray gun instruction.
- ✓ Gee to get staff to wash & maintain all vehicles & lawn mower on rotating basis

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Flaxer/Bailey) to ratify payment of list of Sewer invoices for May 2019. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Bailey/Flaxer) to approve Sewer Treasury Report for May 2019. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Bailey/Flaxer) to approve Sewer Adjustments Report for May 2019. [Carried Unanimously]

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

MOTION: (Bailey/Mills) to approve Sewer Treatment Purchase, Sales & Loss Report for May 2019
[Carried Unanimously]

5. Wastewater Preventive Maintenance Report (*averting unplanned breakdowns*)

- a) Lines –
- b) I&I Prevention –
- c) Manholes [594] – Jason put more manholes in mapping system/ put mastic around lids of manholes in the river behind old Lightburn’s Store and in Westfield area
- d) Duplex + ABS Grinder Pumps [5 + 2] – duplex stations inspected, amped, & enzymed every Friday.
- e) Lift Stations [16 total] – inspected, amped & enzymed every Friday/ sprayed herbicide around all stations
- f) Bar Screen [1] – cleaned every Friday
- g) Vehicles – [’06 GMC Truck; ½ ’19 Ford; ½ crane truck; & ½ Buggy] –
- h) Generators [3stat. + 2 port.] – stationary was exercised weekly
- i) Classroom Furnace & A/C – still awaiting spring maintenance
- j) Expensive Equipment [mower] –
- k) Critical Inventory – in good shape

6. Wastewater Repairs Report (attached) –

- ✓ manhole on Orchard St. plugged, cleaned out
- ✓ took small generator to S&S for repair
- ✓ both bolts in both pumps in Lift 5 broke, repaired with new bolts

7. New Non-Project Sewer Taps – none

8. Other –

Wastewater Assignments

- ✓ Gee to keep pressure on ABS Pump Co. re Lift 5 issues
- ✓ Gee to remind Jason or Oscar to borrow Bridgeport's smoke tester
- ✓ Gee see that spring maintenance done on classroom A/C

IV. Update: Pending Non-Project Extensions and Road Bores (Gee) - none

V. Update: Board Review of PSD Policies and Job Descriptions (Gee/Flaxer) – nothing done on list below

- A. Private Fire Protection Policy
- B. Revise Water Job Description to be consistent with a water PURCHASE entity

VI. Update: Personnel Matters (Gee) – none

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

VII. Announcements: none

VIII. Correspondence: -

- A. Letter (05-31-2019) from Diane White, HG Energy II Appalachia, LLC, RE: Nutter 1208 Well Pad (S-6H thru S-10H) Grant District, Harrison County, WV
- B. Letter (06-06-2019) to Mr. & Mrs. Jonathan Riggs, from Nancy Gee, Re: Pictures

~ ~ OLD BUSINESS ~ ~

IX. Purchase of new Side-by-Side (Gee)

Discussion: Gee presented updated estimates (see attached), and learned from our accountant that there are no regulations regarding disposal of used vehicles.

MOTION: (Bailey/Mills) to authorize a post-July 1st purchase of the John Deere side-by-side for \$10,474.
[Carried Unanimously]

X. Update on Riggs Variance Issue (Gee)

Discussion: Gee presented photos and attached written Riggs Timeline (for the record) of all the events involved in obtaining the promised photos.

~ NEW BUSINESS ~

XI. Late-Received Agenda Items (Gee) – none.

XII. Adjournment: The meeting was adjourned by Chairman Mills at 4:50 p.m.



Oscar R. Mills, Chairman



Elaine B. Flaxer, Secretary

Attachments:

- May '19 Bills Paid (Water/Wastewater)
- May '19 Treasury Reports (Water/Wastewater)
- May '19 Adjustments Reports (Water/Wastewater)
- May '19 Water/Wastewater Treatment Purchase, Sales & Loss Reports
- ▼ All Correspondence noted above on Page 3
- Updated side-by-side estimates
- Riggs Timeline (4/11/19 – 6/13/19)

E-Copies of Unapproved Minutes Sent to:

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

Assignments

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

August 08, 2019 4:00 PM

~~ Public Board Meeting Agenda ~~

I. Call to Order (Mills)

~~ ROUTINE MONTHLY BUSINESS ~~

II. Minutes (07/11/2019)

III. General Manager's July 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 (*preventing unplanned breakdowns*)
6. Leak Detection Report (*finding and fixing leaks*)
7. Water Repairs Report (*fixing other unplanned breakdowns*),
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 (*preventing unplanned breakdowns*)
6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
7. New Taps (non-project)
8. Other

IV. New Extensions and Road Bores (Gee)

V. PSD Policies and Job Descriptions (Flaxer)

VI. Personnel (Gee)

VII. Announcements (Gee)

VIII. Correspondence (Gee)

~~ OLD BUSINESS ~~

~~ NEW BUSINESS ~~

IX. Late-Received Agenda Items (Gee)

X. Adjournment (Mills)

Lewis County Financial Statement
 Month Ending- ^{July} June 2019

Lewis County
 08/08/2019 @ 11:20:20 PM

Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	\$3,602,587.51	\$433,335.47	\$246,628.06	3,503,396.50
Coal Severence	\$0.00	\$12,017.74	\$0.00	12,017.74
General School	\$27,285.31	\$4,665.82	\$0.00	31,951.13
Magistrate Court	\$540.45	\$1,590.46	\$0.00	1,913.60
Worthless Check	\$42,959.81	\$121.00	\$0.00	42,316.49
Dog and Kennel	\$37,748.11	\$229.06	\$0.00	17,062.24
Home Detention	\$10,548.93	\$2,155.12	\$0.00	7,047.43
Emergency 911 Fund	\$3,386,161.70	\$261,269.82	\$0.00	3,577,723.26
Lewis County Aquatic Fund	\$720,812.12	\$13.81	\$357.94	721,183.87
Citizens Education	\$23,482.75	\$16.86	\$0.00	23,499.61
Federal Equitable	\$0.71	\$0.00	\$0.00	0.71
Fire Fees	\$0.00	\$57,893.76	\$0.00	0.00
LC Flood Administration	\$0.00	\$0.00	\$0.00	0.00
NTIA Broadband Project	\$0.00	\$0.00	\$0.00	0.00
North West Acquisition Project	\$0.00	\$0.00	\$0.00	0.00
Sheriff Special Account-State	\$8,411.03	\$4.15	\$0.00	8,415.18
County Building	\$572,764.73	\$176.60	\$0.00	572,941.33
Board of Health	\$486,160.01	\$44,713.00	\$0.00	503,528.86
Tax Lien	\$296,936.50	\$4,495.41	\$0.00	279,615.76
Delinquent Nonentered	\$7,636.07	\$5.20	\$0.00	7,641.27
Concealed Weapons	\$52,230.25	\$1,202.47	\$0.00	53,197.72
Assessor Valuation	\$241,554.53	\$20,947.11	\$0.00	245,313.02
Voters Resistration	\$5,124.96	\$25.00	\$0.00	5,149.96
State Current	\$0.00	\$1.09	\$4,353.09	0.00
Criminal Charges	\$0.00	\$133.00	\$0.00	0.00
Court Reporter	\$0.00	\$75.00	\$0.00	0.00
Sate Police	\$0.00	\$365.00	\$0.00	0.00
Vehicle License - DMV	\$51.50	\$40,517.50	\$0.00	5.00
State Fines	\$0.00	\$400.00	\$0.00	0.00
Jury Fund	\$0.00	\$2,344.80	\$0.00	2.02
WV Deputies Fund	\$728.50	\$622.00	\$0.00	623.50
General Current Expenses	\$0.00	\$5,989.75	\$328,836.56	0.00
Excess Levy	\$0.00	\$3,236.83	\$184,056.84	0.00
Weston Current	\$0.00	\$6.62	\$26,491.01	0.00
Jane Lew Current	\$0.00	\$1.33	\$5,334.98	0.00
Totals	\$9,523,725.48	\$898,570.78	\$796,058.48	\$9,614,546.20

Balance in county depositories - End of Month	\$10,345,032.90	Bank Errors	
Less: Orders Outstanding	\$1,088,851.26	Bank Errors	
Add: Deposits in Transit	\$354,867.94		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)	\$0.00		
Total in county Depositories and Office	\$9,614,549.58	Bank Errors	
		Total	
		True Balance	\$9,614,546.20

I, Adam 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.

Adam Gissy
 Sheriff & Treasurer, County
 08/08/19
 Dated and sworn to on this date.

Difference \$3.38

LEWIS-GILMER E-911 YEARLY TOTALS

CAD #	DATE	2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
LEWIS COUNTY															
15	LEWIS SHERIFF		428	343	358	547	544	570	563						3353
10	WESTON PD		219	194	309	271	230	271	274						1768
250	LEWIS DPS		112	142	176	179	179	175	162						1125
230	LEWIS DNR		5	15	14	7	25	15	18						99
208	LEWIS EMS		274	263	253	267	301	316	245						1919
201	WESTON FD		79	86	87	83	115	105	85						640
202	JANE LEW FD		31	31	31	24	30	31	20						198
203	PRICETOWN FD		7	9	13	21	21	26	14						111
204	WALKERSVILLE FD		23	20	15	21	14	18	19						130
205	JACKSON MILL FD		12	17	21	9	12	14	11						96
206	MIDWAY FD		1	2	2	9	4	4	2						24
	ANIMAL CONTROL		47	48	57	28	35	64	59						338
	DOGS PICKED UP		15	8	13	17	9	25	23						110
	OTHERS PICKED UP		0	0	1	1	1	26	11						40
														Total	9801

GILMER COUNTY															
104	GILMER SHERIFF		134	53	161	72	86	49	60						615
102	GLENVILLE PD		48	60	89	54	67	51	36						405
103	CAMPUS PD		6	4	7	5	5	2	1						30
150	GILMER DPS		92	125	188	119	134	88	107						853
130	GILMER DNR		2	0	7	6	3	1	2						21
175	GILMER EMS		121	116	109	116	102	91	105						760
101	GLENVILLE FD		23	35	21	19	27	19	14						158
105	NORMANTOWN FD		2	5	3	2	5	4	5						26
106	SAND FORK FD		16	22	20	11	15	9	7						100
107	CEDARVILLE FD		1	0	1	0	0	0	0						2
108	TROY FD		2	9	6	10	6	4	5						42
	ANIMAL CONTROL		3	3	3	0	0	1	1						11
														Total	3023

Total by Month	1703	1610	1965	1898	1970	1979	1849	0	0	0	0	0	0
----------------	------	------	------	------	------	------	------	---	---	---	---	---	---

DATE 2018 *****	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
PICKENS COUNTY	5	4	3	4	8	6	6						36
PICKENS OWNER	5	4	2	7	7	7	2						34
PICKENS SERVICE	1	0	1	2	3	2	1						10
PICKENS TOTAL	11	8	6	13	18	15	9						80
M & J COUNTY	5	4	3	4	8	6	6						36
M & J OWNER	6	4	3	5	4	5	7						34
M & J SERVICE	0	0	1	1	2	2	1						7
M & J LARGE	2	1	1	1	3	1	1						10
M & J TOTAL	13	9	8	11	17	14	15						87
HITT'S COUNTY	4	5	2	5	8	6	6						36
HITT'S OWNER	4	1	1	5	2	3	3						19
HITT'S SERVICE	1	0	1	1	4	2	1						10
HITT'S TOTAL	9	6	4	11	14	11	10						65
LIPP'S COUNTY	5	4	3	4	8	6	6						36
LIPP'S OWNER	2	2	5	2	3	4	0						18
LIPP'S SERVICE	1	0	1	3	2	2	1						10
LIPP'S LARGE	2	2	0	0	2	1	1						8
LIPP'S TOTAL	10	8	9	9	15	13	8						72
QUALITY COUNTY	5	4	3	5	8	6	6						37
QUALITY OWNER	3	1	1	0	3	2	2						12
QUALITY SERVICE	0	1	1	3	2	3	1						11
QUALITY TOTAL	8	6	5	0	13	11	9						52
TOLANDS COUNTY	5	4	3	5	9	7	6						39
TOLANDS OWNER	0	1	0	1	1	1	2						6
TOLANDS SERVICE	0	0	1	3	2	3	1						10
TOLANDS TOTAL	5	5	4	9	12	11	9						55
VALLEYCHAPEL COUNTY	5	4	3	4	8	6	6						36
VALLEY CHAPEL OWNER	0	1	1	0	4	1	1						8
VALLEY CHAPEL SERVICE	0	0	1	3	2	2	1						9
VALLEY CHAPEL TOTAL	5	5	5	7	14	9	8						53
GILMER COUNTY													
GLEN- AUTO COUNTY	5	4	3	1	4	1	3						21
GLEN- AUTO OWNERS	2	4	8	2	4	2	2						24
GLEN- AUTO SERVICE	0	0	0	0	0	0	1						1
GLEN- AUTO TOTALS	7	8	11	3	8	3	6						46
A and S COUNTY	4	3	4	1	4	1	3						20
A and S OWNERS	2	1	3	1	2	0	0						9
A and S SERVICE	0	1	0	0	0	0	0						1
A and S LARGE	0	0	0	0	0	0	0						0
A and S TOTAL	6	5	7	2	6	1	3						30

2019 LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS COUNTY		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LEWIS COUNTY	10-27	287	238	308	490	622	508	463						2916
	10-28	267	213	233	483	538	510	489						2733
	III & CIB	145	215	235	225	344	265	275						1704
	OTHER	8	14	49	36	63	71	47						288
	DVP	34	38	16	64	97	109	94						452
CITY	10-27	222	140	296	274	230	236	273						1671
	10-28	167	132	238	195	153	179	166						1230
	III & CIB	29	18	24	41	56	17	43						228
	OTHER	5	1	21	13	16	14	9						79
	DVP	17	7	19	31	25	25	17						141
STATE	10-27	113	207	214	183	230	123	140						1210
	10-28	90	127	142	134	100	95	95						783
	III & CIB	22	40	29	57	43	56	23						270
	OTHER	5	3	1	0	9	1	1						20
	DVP	24	37	26	25	34	10	20						176
DNR	10-27	7	12	21	5	12	7	19						83
	10-28	11	19	6	11	9	6	17						79
	III & CIB	6	0	2	4	0	7	4						23
	OTHER	4	0	0	0	0	0	0						4
	DVP	1	1	5	7	2	1	3						20
PROSECUTOR	10-27	22	12	30	38	10	25	14						151
	10-28	0	0	0	0	0	0	0						0
	III & CIB	80	36	91	152	39	901	63						1362
	OTHER	0	4	0	0	0	0	4						8
	DVP	0	0	0	0	0	0	0						0
PROBATION	10-27	6	4	7	2	9	7	1						36
	10-28	1	0	0	0	0	0	0						1
	III & CIB	37	19	18	15	48	20	22						179
	OTHER	0	0	0	0	5	2	4						11
	DVP	0	0	0	0	0	0	0						0
SWJS PARK	10-27	0	0	0	7	1	0	1						9
	10-28	4	0	0	2	0	1	1						8
	III & CIB	0	0	0	7	0	0	0						7
	OTHER	0	0	0	0	0	0	0						0
	DVP	0	0	0	0	0	0	0						0
FAMILY COURT	III & CIB	21	3	0	0	0	0	0						24
DAY REPORT	10-27	7	6	5	5	5	8	0						36
	10-28	0	0	0	0	0	1	0						1
	III & CIB	14	6	11	11	3	15	0						60
	OTHER	25	9	27	28	3	25	8						125
	DVP	0	0	0	0	0	0	0						0
TOTAL TRANSACTIONS													16128	

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	58	214	51	57	49	40						623
	10-28	134	41	199	55	68	25	37						559
	III & CIB	118	61	112	43	40	39	25						438
	OTHER	7	6	23	4	4	8	22						74
	DVP/WAR	8	1	10	11	0	1	7						38
CITY	10-27	36	68	89	63	60	34	25						375
	10-28	34	32	89	55	50	59	32						351
	III & CIB	9	12	33	4	4	9	0						71
	OTHER	0	0	0	1	1	4	0						6
	DVP/WAR	2	1	3	5	0	0	0						11
STATE	10-27	73	112	170	123	76	84	93						731
	10-28	52	99	155	95	81	43	59						584
	III & CIB	26	40	22	45	14	30	19						196
	OTHER	1	2	0	5	1	8	3						20
	DVP/WAR	18	33	36	29	27	16	31						190
DNR	10-27	0	8	4	0	1	0	0						13
	10-28	1	2	6	0	1	0	3						13
	III & CIB	0	3	0	0	0	0	0						3
	OTHER	0	0	0	0	0	0	0						0
	DVP/WAR	0	0	0	0	0	0	0						0
PROSECUTOR	10-27	0	0	0	0	0	0	0						0
	10-28	0	0	0	0	0	0	0						0
	III & CIB	6	0	11	6	0	2	6						31
	OTHER	0	0	0	0	0	0	0						0
	DVP/WAR	0	0	0	0	0	0	0						0
CAMPUS	10-27	1	0	5	0	6	1	0						13
	10-28	1	0	5	4	4	2	2						18
	III & CIB	2	0	2	0	7	2	0						13
	OTHER	0	0	1	0	0	0	0						1
	DVP/WAR	0	0	0	0	0	0	0						0

Total Transactions 4372



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 Elkins

The Ethics Commission will present training on the Ethics Act and the Open Meetings Act on Wednesday, September 11 at 1:00 p.m. in Elkins at the Randolph County Commission Chambers, Suite 102 at 4 Randolph Avenue.

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.

Lewis County Tax Office
 Lewis County Courthouse
 108 Center Ave.
 Weston WV 26452

Please find below the 2019-2020 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	<u>Select New Level of Maintenance 2019-20 Initials</u>	
DMV Processing	\$50.00	1 + lv2	\$50.00 <u>\$3.00</u> \$53.00	N/A	2	_____	_____
Sheriff's Accounting	\$250.00	33 + lv2	\$250.00 <u>\$89.00</u> \$339.00	N/A	2	_____	_____
Tax Collection	\$250.00	39 + lv2	\$250.00 <u>\$104.00</u> \$354.00 + lv3	\$250.00 \$104.00 <u>\$107.00</u> \$461.00	3	_____	_____
Tax Internet Inquiry	\$100.00	0 + lv2	\$100.00 <u>\$2.00</u> \$102.00	N/A	2	_____	_____

ACCEPTED: _____ DATE: _____

Lewis County Tax Office
 Lewis County Courthouse
 108 Center Ave.
 Weston WV 26452

Please find below the 2019-2020 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	<u>Select New Level of Maintenance 2019-20</u>	<u>Initials</u>
Tax On-line Payments	\$75.00	8 + lv2	\$75.00 <u>\$21.00</u> \$96.00	N/A	2	_____	_____

ACCEPTED: _____ DATE: _____

Lewis County Commission
 Lewis County Courthouse
 PO Box 87
 Weston WV 26452

Please find below the 2019-2020 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	<u>Select New Level of Maintenance 2019-20</u>	<u>Initials</u>
System/Hardware	N/A	17 + lv2	N/A \$59.00 \$59.00	N/A	2	_____	_____

ACCEPTED: _____ DATE: _____

Lewis County Assessor
 PO Box 706

Weston WV 26452

Please find below the 2019-2020 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	<u>Select New Level of Maintenance 2019-20</u>	<u>Initials</u>
Assessor Supplementals	\$58.00	7 + lv2	\$58.00 <u>\$21.00</u> \$79.00	N/A	2	_____	_____

ACCEPTED: _____ DATE: _____

Lewis County Circuit Clerk
 Lewis County Courthouse
 PO Box 87
 Weston WV 26452

Please find below the 2019-2020 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	<u>Select New Level of Maintenance 2019-20</u>	<u>Initials</u>
Jury Selection and Processing	You did not select maintenance for this product last year. Before we can re-institute maintenance, you must have your software brought up to the current production level. Please call us for update and reactivation charges.						
Circuit Court Processing	\$350.00	39 + M2	\$350.00 \$140.00	N/A			
			\$490.00		2	_____	_____

ACCEPTED: _____ DATE: _____

Lewis County County Clerk
 Lewis County Courthouse
 PO Box 87
 Weston WV 26452

Please find below the 2019-2020 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	<u>Select New Level of Maintenance 2019-20</u>	<u>Initials</u>
Budget/Payroll	N/A	0 + lv12	N/A \$2.00 \$2.00	N/A	2	_____	_____

ACCEPTED: _____ DATE: _____