

COUNTY COMMISSION OF LEWIS COUNTY

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Weston, WV 26452
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COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, September 8, 2015

Note: Monday, September 7, 2015 is a Holiday. County Offices will be closed.

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM Call Meeting to Order** (*action required*)
- 2. 10:05 AM T. Chad Kelley, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments (*action required*)

APPOINTMENTS

- 3. 10:05 AM Lewis County Assessor, T. Chad Kelley, Request for Office Space on the Second Floor of the Former Jail:** Lewis County Assessor, T. Chad Kelley, requests the use of two (2) offices on the second floor of the former jail to house his office records and data collectors. If approved, Mr. Kelley requests the maintenance department begin painting this space. (*action required*)
- 4. 10:10 AM Courthouse Campus Building Paint Bid:** The Lewis County Commission advertised by Class II Legal Advertisement for painting of three buildings located on the courthouse campus: 1) West Virginia University Extension Office Building; 2) Historic Courthouse and Jail; and 3) Health Department. It was requested all buildings be bid separately and as a total project. The bids were required to be submitted by Noon, Friday, September 4, 2015. The County Commission will open the bids and consider award of the project. (*action required*)
- 5. 10:20 AM Trans Allegheny Chapter of the Daughters of the American Revolution, Constitution Week Proclamation:** The Trans Allegheny Chapter of the Daughters of the American Revolution requests the Lewis County Commission sign a proclamation declaring September 17-23, 2015 as Constitution Week in Lewis County. (*action required*)

CORRESPONDENCE

- 6. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, September 3, 2015. (*information only*)
- 7. Lewis County Park Board 2015 Financial Report:** Total expenditures and revenues for the Lewis County Park for the 2015 season. This information is categorized by: pool, concession, rentals of shelters/pool/equipment/trailers, etc. (*information only*)

8. **Announcement of Fiscal Year 2016-17 Records Management and Preservation Grant Application Cycle:** Fiscal Year 2016-2017 Records Management & Preservation Board Grant Application will be available on the Records Management and Preservation Website September 1, 2015. Completed applications are due no later than November 1, 2015. *(information only)*
9. **Lewis County Convention and Visitor's Bureau Meeting Minutes and Agenda:** Minutes of the August 10, 2015 Lewis County Convention and Visitor's Bureau meeting and the agenda for their September 1, 2015 Meeting. *(information only)*
10. **West Virginia Development Office Notification that the Northwest Lewis County Waterline Small Cities Block Grant Project has Received Evidentiary Materials Approval and the Notice to Proceed is Issued:** Notification from the West Virginia Development office that the Northwest Lewis County Waterline Project, Small Cities Block Grant-Project Number 14SCBG0001 in the amount of \$250,000.00, has received an Approval of Evidentiary Materials and the Notice to Proceed has been granted in accordance with 24 CFR Part 58. *(information only)*
11. **Lewis County Sheriff's Department Monthly Vehicle Report:** Lewis County Sheriff's Department Vehicle report for August 2015 including mileage and maintenance for the fleet. *(information only)*
12. **Lewis County Animal Control Monthly Report:** Report of activities for the Month of August, 2015 for the Lewis County Animal Control, including: number of complaints, number of animals picked up, bounty collected and mileage driven. *(information only)*

BUSINESS

13. **Board and Committee Reports:** Commissioners will give reports on any board and/or meeting(s) attended: Annex Tour. *(information only)*
14. **Request for Funding for the 2015 Jamboree at the Mill:** Request for funding in the amount of \$2,500.00 for the 2015 Jamboree at the Mill . This event allows 4-H, FFA and Youth Livestock Club members to showcase their projects and receive recognition.*(action required)*
15. **Lewis County Honor Guard Mini Grant Application:** Mini Grant Application request in the amount of \$500.00 from the Lewis County Honor Guard for van maintenance and expenses. *(action required)*
16. **West Virginia Division of Justice & Community Services Prevention Resource Office Grant Acceptance:** Acceptance is required to obtain funding in the amount of \$20,000.00 for the Lewis County High School Prevention Resource Officer , Project Number 15-JAG-024. This is a joint venture between the Lewis County Commission and Lewis County Board of Education.*(action required)*
17. **Lewis Gilmer Solid Waste Authority Board Appointments:** The Lewis Gilmer Solid Waste Authority requests the appointments of Leland Kesner and Glen Brown, Jr. to this board. These appointments are for a term of four years per West Virginia Code §22C-4-4. *(action required)*
18. **West Virginia Division of Justice & Community Services Court Security Grant Request for Payment and Grant Closure:** Request for Payment in the amount of \$35,534.70 and grant closure for the West Virginia Division of Justice and Community Services Court Security Grant. This grant allowed additional internal and external cameras, additional video recording devices, and additional monitors to be installed at the Lewis County Judicial Annex. *(action required)*
19. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
20. **Timesheets and Leave Requests** *(action required)*
 - A. Lucinda A. Whetsell Monthly Time Sheet, August, 2015

ORDERS AND PAYMENT OF EXPENDITURES:

21. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration. Draft minutes will be available for review upon request Thursday, September 3, 2015.

(action required)

22. Expenses for the current period presented for consideration of payment. Expenses to be presented for consideration of payment will be available for review upon request Thursday, September 3, 2015. *(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.

PLEASE ADVERTISE AUGUST 5 AND AUGUST 12, 2015 AS A CLASS II LEGAL AD:

The Lewis County Commission is accepting bids for preparation and painting of three buildings located on the Lewis County Courthouse Campus: 1) the Historic Lewis County Courthouse, Jail and Tax Office, (2) the West Virginia University Extension Office Building, (3) the Lewis County Health Department. These bids should include the following information in menu bid format for each building as a separate unit:

- Testing and removal of any hazardous materials
- Power washing and scraping of buildings and trim
- Preparation/repair of wood trim as needed
- Application of primer for masonry and wood
- Painting of all building surfaces, including trim with an outdoor high quality paint

Bid should include all equipment and material costs. This project will require a state and city business license, current good standing with all government obligations, as well as, the payment of business and occupation taxes. Contract is responsible for acquiring all necessary licensing and OSHA standards. Additionally, the successful bidder must supply adequate insurance for damages and injury.

A mandatory pre-bid meeting will be held Friday, August 21, 2015 at 10:00 AM at the Lewis County Courthouse, 2nd floor. Sealed bids must be submitted no later than Noon, Friday, September 4, 2015 to the Lewis County Commission, 110 Center Avenue, Weston, WV 26452.

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 3, 2015

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 27, 2015
- 9:15 a.m. Robert Skinner, Vice President for Advancement, West Virginia Wesleyan College and Pamela Balch, West Virginia Wesleyan College President – Proclamation declaring September 3, 2015 through December 31, 2015 to be “WVWC Appreciation Days” throughout Upshur County
- 9:30 a.m. Virginia Gallion – National Federation of Independent Businesses – Discussion regarding petition to obtain injunction to stop the expansion of the Clean Water Act
- 9:45 a.m. John “Buck” Edwards, Deputy Emergency Manager of Upshur County Office of Emergency Management -- Providing an update on the project at the Hampton-Ivanhoe Bridge area
- 1:00 p.m. Steve Linger, 911 Director – Communication Center Management Matrix
Item may lead to Executive Session per WV Code §6-9A-4
(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

Items for Discussion / Action / Approval:

1. Review and signature of WVDOH D-7 Encroachment Permit Information for the project at the Hampton-Ivanhoe Bridge area.
2. Review and signature of Office of Land and Streams-Stream Activity Application for the project at the Hampton-Ivanhoe Bridge area.
3. Review and signature of resolution declaring September 13, 2015 through September 19, 2015 as Religious Freedom Week throughout Upshur County.
4. Review and signature of letter to the Buckhannon River Watershed Association, Inc. expressing the Upshur County Commission’s support in its submission for funds through the Office of Surface Mining Reclamation and Enforcement’s Cooperative Agreement Program.
5. Review and signature of Statement of Support submitted by the Coalition for Safe Affordable Food. This letter supports establishing the FDA as the nation’s single authority over use and labeling of genetically modified ingredient products.

- 09/03/15 7:00 p.m. Banks District VFD
- 09/03/15 7:00 p.m. Selbyville VFD
- 09/01/15 6:00 p.m. Hodgesville PSD
- 09/01/15 5:30 p.m. Elkins Road PSD
- 09/02/15 12:00 p.m. Upshur County Senior Center Board
- 09/16/15 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 09/09/15 6:00 p.m. Upshur County Citizens Corp - CERT
- 09/09/15 7:30 p.m. Warren District VFD
- 09/10/15 1:00 p.m. Adrian PSD
- 09/10/15 3:00 p.m. Tennerton PSD
- 09/10/15 4:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 09/10/15 7:30 p.m. Buckhannon VFD
- 09/10/15 4:00 p.m. Buckhannon Upshur Airport Authority—meeting held at Airport
- 09/14/15 12:00 p.m. Upshur County Family Resource Network
- 09/14/15 4:30 p.m. Upshur County Solid Waste Authority
- 09/14/15 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 09/14/15 6:00 p.m. Lewis-Upshur Community Corrections Board
- 09/02/15 6:00 p.m. Buckhannon River Watershed Association
- 09/15/15 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 09/08/15 7:30 p.m. Adrian VFD
- 09/16/15 7:00 p.m. Ellamore VFD
- 09/16/15 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 09/20/15 6:30 p.m. Upshur County Youth Camp Board
- 09/15/15 6:30 p.m. Upshur County Fire Board
- 09/09/15 7:00 a.m. Upshur County Development Authority – Exec. Board
- 09/20/15 6:00 p.m. Washington District VFD
- 09/21/15 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 09/15/15 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 09/22/15 4:00 p.m. Upshur County Public Library Board
- 09/24/15 4:00 p.m. Upshur County Farmland Protection Board
- 09/23/15 10:00 a.m. James W. Curry Advisory Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 09/17/15 6:00 p.m. Buckhannon-Upshur Board of Health

5. Appointments Needed or Upcoming:

- Upshur County Fire Board (Vacant Position – 6-30-16) --- 1st District Community Representative

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
September 17, 2015 --- 09:00 a.m.
Upshur County Courthouse Annex

ATTENTION** The September 10, 2015 regular meeting has been cancelled.

Total Profits for Concession Stand 2015

COMPANY	EXPENSES
SAMS	\$2,335.68
COKE (concession)	\$2,512.71
WENDLINGS	\$6,864.91
WAL-MART	\$935.19
STANDARD DISTRIBUTING	\$135.00
SAVE A LOT	\$131.97
TOTAL AMOUNT	\$12,915.46

AMOUNT EARNED 2015

\$26,573.76

EXPENSES 2015

\$12,915.46

PROFIT 2015

\$13,658.30

CONCESSION WORKER PAY

\$7,951.34

\$5,706.96

Lewis County Board of Parks
Balance Sheet
August 25, 2015

ASSETS

Current Assets

Operating checking 020332	\$	15,498.86
Snack bar account CB 017208		33,863.86
Savings account-capital invpts		2,399.10
CD-Reserve Capital Impvts		67,410.88

Total Current Assets

119,172.70

Lewis County Board of Parks
Cash Account Register
For the Period From Jul 27, 2015 to Aug 25, 2015
1000 - Operating checking 020332

Filter Criteria includes: Report order is by Transaction Da

Date	Reference	Type	Payee Name	Memo	Payment Amt	Receipt Amt	Balance
7/27/15	Deposit	Gen. Jrnl.				56,024.67	56,024.67
7/28/15	Deposit	Gen. Jrnl.				793.00	56,817.67
7/29/15	Deposit	Gen. Jrnl.				1,097.50	57,915.17
7/30/15	Deposit	Gen. Jrnl.				2,054.50	59,969.67
7/31/15	Deposit	Gen. Jrnl.				892.50	60,862.17
7/31/15	Deposit	Gen. Jrnl.				1,370.00	62,232.17
7/31/15	Deposit nite sv	Gen. Jrnl.				370.00	62,602.17
7/31/15	Interest eame	Gen. Jrnl.				2.99	62,605.16
8/1/15	Deposit	Gen. Jrnl.				1,330.00	63,935.16
8/1/15	8095	Wrt. Chks.	Lewis County Commission	labor/benefits paid 07/31/15	21,169.29		42,765.87
8/1/15	8096	Wrt. Chks.	Frontier	304-269-6599-121689-4 07/20st	104.21		42,661.66
8/1/15	8097	Wrt. Chks.	Wal-Mart Community	6032 2020 0042 3427 shredder	54.76		42,606.90
8/1/15	8098	Wrt. Chks.	Ward's	refuge Concession	2,975.00		39,631.90
8/1/15	8099	Wrt. Chks.	WV-American Water Co.	new water service-maint bldg	300.00		39,331.90
8/1/15	8100	Wrt. Chks.	Susan Whitlock	refund swim lessons Riley McC	15.00		39,316.90
8/2/15	Deposit	Gen. Jrnl.				1,103.00	40,419.90
8/3/15	Deposit	Gen. Jrnl.				1,335.00	41,754.90
8/4/15	Deposit	Gen. Jrnl.				1,525.00	43,279.90
8/5/15	Deposit	Gen. Jrnl.				1,064.67	44,344.57
8/6/15	Deposit	Gen. Jrnl.				295.00	44,639.57
8/7/15	Deposit	Gen. Jrnl.				1,283.50	45,923.07
8/7/15	Deposit Fri nig	Gen. Jrnl.				225.00	46,148.07
8/8/15	Deposit	Gen. Jrnl.				1,574.90	47,722.97
8/9/15	Deposit	Gen. Jrnl.				1,356.50	49,079.47
8/10/15	OnLine Pay 06	Wrt. Chks.	United Bankcard Center	4865 1240 0001 5069	1,936.75		47,142.72
8/13/15	8101	Wrt. Chks.	Ralph & Karen Polk	refund camping 08/15	175.00		46,967.72
8/13/15	8102	Wrt. Chks.	Weston Democrat, Inc.	display ads 07/15	168.66		46,799.06
8/13/15	8103	Wrt. Chks.	WV-American Water Co.	private fire ser chg 08/15	78.82		46,720.24
8/13/15	8104	Wrt. Chks.	DEP-AST Program	2014-0013616 reg fee	40.00		46,680.24
8/13/15	8105	Wrt. Chks.	RD Wilson-Sons & Company	184935	191.70		46,488.54
8/13/15	8106	Wrt. Chks.	Hardman Trucking, Inc.	stone	1,162.13		45,326.41
8/13/15	8107	Wrt. Chks.	Mountain State Waste	07/15 trash removal	255.73		45,070.68
8/13/15	8108	Wrt. Chks.	Continental Coffee Service	first aid supplies	34.39		45,036.29
8/13/15	8109	Wrt. Chks.	Mon Power	06/30-07/30	3,122.12		41,914.17
8/19/15	ACHDebit 08/1	Wrt. Chks.	WV State Tax Department	55-054-2585-001 06/30/15Q CST	1,256.31		40,657.86
8/20/15	8110	Wrt. Chks.	Master's Pest Management LLC	08/15 pest control	60.00		40,597.86
8/20/15	8111	Wrt. Chks.	Pass Fire Protection Incorpora	annual backflow test 08/11/15	500.00		40,097.86
8/20/15	8112	Wrt. Chks.	Weston Sanitary Board	06/09/15-07/10/15	193.16		39,904.70
8/20/15	8113	Wrt. Chks.	Lewis County Commission	Labor/benefits paid 08/15/15	22,753.66		17,151.04
8/20/15	8114	Wrt. Chks.	WV-American Water Co.	07/11-08/11	1,652.18		15,498.86
			Total		58,198.87	17,673.06	

Lewis County Board of Parks
Income Statement
For the Summer Season 2015
May, 2015 thru August, 2015

	This Year	Last Year
Revenues		
Pool revenue	\$ 43,526.50	\$ 43,330.00
Slide revenue	13,180.50	12,374.00
Swimming passes	3,925.00	5,350.00
Swimming lessons	3,055.00	3,270.00
Pool parties	5,627.50	7,067.50
Shelters	4,275.50	5,040.00
Snack bar	25,174.07	24,948.98
Vending machines	3,083.95	3,342.46
Golf	582.50	907.00
Camping	11,093.90	6,820.75
Chair rental	2,281.00	2,377.00
Telephone	4.05	4.00
Tennis	405.00	776.00
Swim diapers	28.00	49.00
Miscellaneous	0.25	0.00
Sales tax	2,689.49	2,106.82
State Grants	0.00	5,000.00
Hotel/Motel tax receipts	41,713.77	64,221.90
Oil income	0.00	7,680.29
Interest income	130.37	143.21
Donations	10,000.00	0.00
Purchasing Card Vendor Rebate	167.17	0.00
	<hr/>	<hr/>
Total Revenues	170,943.52	194,808.91

Expenses		
Salaries, wages and benefits	108,114.56	96,728.30
Lifeguard certification	1,700.00	2,475.00
Utilities-water	7,646.27	14,040.92
Utilities-electric	9,145.02	6,562.86
Utilities-sewage	573.99	3,229.54
Utilities-gas	71.88	71.88
Telephone	445.60	509.16
Satellite radio service	110.71	111.49
Trash removal	1,022.92	1,022.92
Exterminating	240.00	360.00
Pool chemicals	7,964.04	7,576.50
Pool repairs	858.78	9,239.72
Equipment, capital improvement	35,499.59	10,247.70
Other repairs/maintenance	6,605.51	3,393.74
Outside services	250.00	0.00
Recreational programs expense	13.97	0.00
Gasoline/diesel	957.22	1,344.81
Uniforms	623.50	1,964.18
Coke	3,168.75	2,890.37
Trash liners/bath tissue	1,795.97	1,777.19
Other supplies	617.92	1,008.54
First aid/safety supplies	380.29	594.27
Oil tank certification	40.00	0.00
Advertising	457.36	271.06
Auditing	0.00	110.00
Office expense	646.53	458.63
Bank charges	0.00	155.98
Postage expense	147.00	98.00
Snack bar purchases/supplies	9,617.46	12,758.32
Health/pool permits/tests	865.00	840.00

For Management Purposes Only

Lewis County Board of Parks
Income Statement
For the Summer Season 2015
May, 2015 thru August, 2015

	This Year	Last Year
Sales tax	1,256.31	1,091.08
ADA Grant Expenditures	<u>9,935.62</u>	<u>12,319.49</u>
Total Expenses	<u>39,828.25</u>	<u>(1,557.26)</u>
Net Income	\$ <u><u>(39,828.25)</u></u>	\$ <u><u>1,557.26</u></u>

DATE	ADMISSION	SLIDE	CHAIRS	PASSES	SHELTERS	PARTIES	GOLF	TENNIS	CAMPING	SWIM LESSONS	LOCKERS	VENDING	DONATIONS	PHONE	MISC	CON.
7/17/2015	\$279.00	\$86.00	\$2.00													\$118.00
7/18/2015	\$968.00	\$318.00	\$50.00		\$65.00		\$4.50		\$400.00							\$434.25
7/19/2015	\$1,243.00	\$346.00	\$50.00	\$25.00			\$10.50									\$658.75
7/20/2015	\$561.00	\$196.00	\$50.00		\$25.00	\$60.00	\$3.00	\$3.00		\$105.00						\$400.75
7/21/2015	\$174.00	\$68.00	\$2.00					\$1.00								\$192.75
7/22/2015	\$1,182.00	\$372.00	\$54.00		\$12.50	\$57.50	\$10.50									\$613.25
7/23/2015	\$1,101.00	\$298.00	\$56.00				\$6.00		\$400.00							\$606.85
7/24/2015	\$1,008.00	\$242.00	\$56.00		\$75.00		\$22.50		\$315.00							\$492.50
7/24/2015	\$540.00	\$124.00	\$16.00													\$242.25
7/25/2015	\$1,206.00	\$294.00	\$56.00				\$13.50	\$1.00							\$4.00	\$606.30
7/26/2015	\$1,083.00	\$306.00	\$50.00		\$100.00		\$6.00								\$2.00	\$501.20
7/27/2015	\$411.00	\$176.00	\$54.00		\$25.00	\$115.00	\$12.00									\$323.00
7/28/2015	\$778.50	\$234.00	\$50.00		\$35.00											\$528.75
7/29/2015	\$1,032.00	\$314.00	\$64.00		\$87.50	\$100.00	\$6.00	\$1.00	\$400.00						\$50.00	\$639.50
7/30/2015	\$592.50	\$203.00	\$12.00		\$27.50	\$57.50										\$426.25
7/31/2015	\$1,020.00	\$244.00	\$58.00		\$35.00		\$12.00	\$1.00								\$451.50
7/31/2015	\$294.00	\$66.00	\$10.00													\$152.75
8/1/2015	\$889.50	\$346.00	\$56.00				\$36.00	\$2.00						\$0.50		\$532.00
8/2/2015	\$723.00	\$200.00	\$48.00		\$47.50	\$57.50	\$27.00									\$343.50
8/3/2015	\$660.00	\$192.00	\$48.00		\$35.00				\$400.00							\$350.05
8/4/2015	\$744.00	\$202.00	\$42.00		\$65.00		\$12.00		\$460.00							\$501.05
8/5/2015	\$606.00	\$171.00	\$44.00		\$12.50	\$57.50	\$4.50								\$169.17	\$347.00
8/6/2015	\$112.00	\$109.00			\$12.50	\$57.50	\$3.00							\$1.00		\$147.75
8/7/2015	\$279.00	\$94.00	\$28.00		\$65.00		\$10.50		\$800.00							\$177.00
8/7/2015	\$183.00	\$38.00	\$4.00									\$225.00				\$71.50
8/8/2015	\$759.00	\$244.00	\$46.00		\$12.50	\$57.50	\$25.50		\$430.00					\$0.40		\$284.00
8/9/2015	\$876.00	\$266.00	\$52.00		\$25.00	\$115.00	\$21.00	\$1.00				\$884.00		\$0.50	\$408.15	
	\$43,459.50	\$14,086.00	\$2,281.00	\$3,960.00	\$9,258.00	\$7,197.50	\$582.50	\$405.00	\$18,670.00	\$3,070.00	\$0.00	\$3,483.00	\$10,000.25	\$4.05	\$1,220.32	\$26,573.76

DATE	ADMISSION	SLIDE	CHAIRS	PASSES	SHELTERS	PARTIES	GOLF	TENNIS	CAMPING	SWIM LESSONS	LOCKERS	VENDING	DONATIONS	PHONE	MISC	CON.
YEARLY TOTAL																

NIGHT SWIMS

SHEET TOTALS

OVERALL TOTALS

	ADMISSION	LOGKE RS	CHAIRS	PASSES	PARTIES	VENDING	GOLF	TENNIS	CAMPING	SHELTERS	SWIM LESSONS	DONATION S	PHONE	MISC	CONCESSION	SLIDES
2014	\$43,330.00	\$0.00	\$2,377.00	\$5,350.00	\$9,370.00	\$3,543.00	\$877.00	\$606.00	\$9,105.00	\$8,960.00	\$3,270.00	\$0.00	\$4.00	\$7,876.29	\$26,167.21	\$12,364.00
2015	\$43,459.50	\$0.00	\$2,281.00	\$3,960.00	\$7,197.50	\$3,483.00	\$582.50	\$405.00	\$18,670.00	\$9,258.00	\$3,070.00	\$10,000.25	\$4.05	\$1,220.32	\$26,573.76	\$14,086.00

OVER ALL
TOTALS
\$133,199.50
\$144,250.88

[Print](#) | [Close Window](#)**Subject:** 2017 RMPB grant application attached to this note**From:** "Ferguson, Denise L" <Denise.L.Ferguson@wv.gov>**Date:** Mon, Aug 24, 2015 11:18 am

Alan Davis <adavis@berkeleywv.org>, Beth Thompson <bthompson@cabellcounty.org>, Betsy Frohnapfel <bfrohnapfel@marshallcountywv.org>, Brian Donat <bdonat@putnamwv.org>, "Carrie Hill" <carriehill@kanawha.us>, Carrie Wallace <clwallace@upshurcounty.org>, Chris Overton <coverton@berkeleywv.org>, "Cindy Whetsell " <lwhetsell@lewiscountywv.org>, Cindy Wilson <gilmercommission@yahoo.com>, "Berry, Deborah A" <Deborah.A.Berry@wv.gov>, Diane DeMedici <moncom@aol.com>, Edie Tichner <egb51@hotmail.com>, Greg Stewart <ohcountystewart@aol.com>, James Boggs <jimmyboggs@waynecountywv.org>, James Gore <jimgore@boonecountywv.net>, Jennifer Randolph <jenrand@commission.state.wv.us>, Jennifer Sayre <jennifer@kanawha.us>, Jeremy Young <jyoung@putnamwv.org>, Jerry Linkinoggor <link@claycountycommission.com>, Jody McClintock <jmccclintock@morgancountywv.gov>, Joel Goughnour <tuckergwa@gmail.com>, "John Gerlach" <jdgerlach@hotmail.com>, Judy Heath <jheath@citlink.net>, "Karen Pitsenbarger" <commission@pendletoncommission.com>, Kathy Mace <kmace@prestoncountywv.org>, Kelly Banton <kelly.banton@greenbriercounty.net>, Kris Cinalli <kcinalli@marioncountywv.com>, Kris Mitchell <director@boonecountywv.org>, Leigh Ann Ray <lwells@mingocountywv.com>, Marty Seufer <seufer@woodcountywv.org>, Maysel Miller <mayselmiller@gmail.com>, "Michael Bland" <mbland@mineralcountywv.com>, Michelle Sites <administrator@grantcountywv.org>, Patty Neff <ncc_pattyneff@yahoo.com>, Renetta McClure <rmcclure@moncommission.com>, Rosco Adkins <radkins@mail.wvnet.edu>, Rose Helmick <hdycommi@court.state.wv.us>, "Sandy Garrett" <commission@jacksoncountywv.com>, Shana Frey <sfrey2@commission.state.wv.us>, Stefanie Allemong <sallemong@morgancounty.gov>, Stephanie Grove <sgrove@jeffersoncountywv.org>, Tim Keaton <tkeaton@cabellcounty.org>, Tina Oldfield <tinabutcher@yahoo.com>, Toni Tiano <tonitiano@woodcountywv.com>, Traci Dean <tracidea@msn.com>, "Vicky Reed" <mercercocommission@frontier.net>, Willie Parker <wparker@harrisoncountywv.com>

Attach: RMPB Guidelines and Application 2016-17.doc

Hello Everyone!

The 2016-17 records grant application is attached to this note and will be posted on the RMPB website on September 1st. Applications are due no later than November 1st.

There are some changes to the eligible projects this year so please share page 3 with your office holders. Don't hesitate to contact me or the director, Joe Geiger (joe.n.geiger@wv.gov) if you have any questions or wish to discuss a proposed project.

Please carefully review the checklist on page 4 of the application to be certain you have all of the required supporting materials and have completed pages 5-9 before you submit the application.

Call me if you can't open the attachment and I will send it to you another way.

Thank you!

Denise Ferguson
 County Records Archivist
 Records Management and Preservation Board
 1900 Kanawha Blvd. East, Building 9
 Charleston, West Virginia 25305-0300
 304-558-0230 x150
Denise.L.Ferguson@wv.gov
<http://www.wvculture.org/history/rmpb/rmpb.html>

Lewis County Convention & Visitors Bureau Minutes

August 10, 2015 @ 5:30 p.m. at CVB Office

In Attendance: Dean Hardman, Susan Bentley, Ron McVaney, Kathy Fealy, Jim Lambert, Chip Turner, Glenn Haan and Chris Richards.

Absent: Rebecca Jordan Gleason, Mike Hager and Pat Boyle.

Meeting:

- I. **Meeting called to order** by Dean. A quorum was present.
- II. **Minutes:** July minutes were approved as written.(Chip/Jim)
- III. **Financial Report:** Reports were given to members for review.(Chip/Mike)
- IV. **Executive Directors Report:** Written report was approved.

Old Business:

- I. The Board heard a presentation of the current state of issues with the upcoming election and the list of persons interesting in running. The Board then discussed the possibility of changing the date of the election for multiple reasons including but not limited to the time to conduct interviews with potential candidates, to have candidates the time to review and sign our standard of conduct forms, resignations from other boards and other things. After review of the by-laws it was motioned to postpone the Annual Meeting and the election until after the first of the year.(Chip/Kathy)

New Business:

- I. The Board reviewed and discussed the proposed changes to the partnership program the CVB has to make it crystal clear the guidelines that need to be followed in order to receive funding assistance. The motion was made to make the discussed changes and make them available to the public.(Chip/Kathy)
- II. The Americana Music Festival was on the agenda for possible partnership ship funding but Chris let the board know the event had been canceled per a conversation with the Clarksburg CVB.
- III. The board given information about the possibility of obtaining health insurance for the fulltime employees of the CVB through the PEIA program with the state of WV. This was just informational and the board requested more information be presented at the next meeting.
- IV. The board reviewed if the meeting should be held on the regular date in Sept. Since the Annual Meeting will be postponed and they decided to go with the original date of Sept. 1st, 2015.
- V. The Board had Chris's comment spot and she had no comment.

Meeting adjourned at approximately 7:03 p.m.

The next meeting will be on Tuesday October 6, 2015 at the LCCVB Office.

Lewis County Convention and Visitors Bureau

A Certified West Virginia CVB

499 US Highway 33 East Weston, WV 26452

304-269-7328

304-269-3271 fax

1-800-296-7329

lewiscountvcvb.com

or

www.stonewallcountrv.com



September 1, 2015 Agenda

1. Call to Order- establish quorum
2. Minutes
3. Financial Report
4. Executive Directors Report
5. Old Business:
 - a. PEIA.
6. New Business:
 - a. Standard of Conduct updates.
 - b. Chris's comment spot.
7. Adjournment.

The next CVB Board of Directors meeting to be held Tuesday
October 6, 2015 @ 5:30 p.m. at Lewis County CVB Office.



WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard East • Charleston, WV 25305-0311
(304) 558-2234 • (800) 982-3386 • WVDO.org

August 11, 2015

The Honorable Agnes Queen
President
Lewis County Commission
PO Box 466
Weston, West Virginia 26287

**RE: Lewis County Commission – NW Lewis County Waterline Extension
CDBG – Small Cities Block Grant
Project Number: 14SCBG0001 (\$250,000)
Notice of Approval of Evidentiary Materials**

Dear Commissioner Queen:

This letter is to confirm that the above-referenced use of CDBG - Small Cities Block Grant funding has received an Approval of Evidentiary Materials and has been granted a Notice to Proceed on Exempt activities in accordance with the U.S. Department of Housing and Urban Development (HUD) Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities, in accordance with 24 CFR Part 58.

Based upon the documents submitted by the Region VII Planning and Development Council staff, environmental, administrative, inspection, engineering and related activities associated with this grant have been designated as Exempt by the Lewis County Commission. **This determination and approval applies exclusively to the Exempt activities associated with this grant.** Additional environmental review requirements will be required prior to the start of any construction activity.

Please note that a complete Environmental Review Record and Request for Release of Funds will be required upon the award of any future funding and/or prior to any construction activity. It is imperative that the Environmental Review Record and Request for Release of Funds be completed and submitted to this office prior to construction.

If you have any questions, please contact me at 304-957-2043 or e-mail tony.m.oleary@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Tony O'Leary".

Tony O'Leary
Community Development Division

cc: Shane Whitehair Region VII
Cary Smith Region VII
Kelly Workman WVDO

AUGUST 2015 MILEAGE REQUEST

UNIT LIC.

- 150 Gissy 6LB698 / 14 CHARGER 7,964
- 151 Hyre Temp / 14 EXPLORER 15,118
- 152 Parks 3184 / 09 RAM TRK 96,119
- 153 Moneypenny 3170 / 13 POLICE INTERCEPTOR 36,832
- 154 Holcomb 1910 / 13 POLICE INTERCEPTOR 18,583
- 155 Hoskins 2726 / 10 TAHOE 116,213
- 156 Kirkparick 1234 / 13 POLICE
INTERCEPTOR 16,469
- 157 Carpenter 3169 / 13 POLICE INTERCEPTOR 42,645
- 158 Moran 1643 / 11 TAHOE 37,514
- 159 Lopez 2868 / 10 TAHOE 93,375
- 160 Tonkin 2966 / 12 CHEV CAPRICE 57,966
- 161 Clark 2824 / 11 TAHOE 63,552
- 162 Hendershot 2829 / 11 TAHOE 45,198

170 Cayton 2727 / 10 TAHOE 88,590

171 Ryan 1232 / 07 CROWN VIC 82,138

Spare 2511 / 07 CROWN VIC 113,369

174 Bush 1233 / 07 EXPLORER 94,265

1500 Deputy Reserves 1696 / 03 DURANGO 122,160

Spare 2001 JEEP 200,100

2007 Chevy Sub. 65,710

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

Thank You

2009 DODGE TRK - SPARE -- 202,957

Cost To Date \$155.74

Cost To Date \$431.75

Cost To Date \$394.05

Cost To Date \$1,138.34

Cost To Date \$1,244.30

Cost To Date \$207.85

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH August YEAR 2015

NUMBER OF COMPLAINTS 74
NUMBER DOGS PICKED UP 24
OTHER ANIMALS PICKED UP 4 ducks
CATS PICKED UP 0
TOTAL NUMBER ANIMALS PICKED UP 28
CATS DROPPED OFF AT POUND _____
NUMBER OF CATS ADOPTED _____
NUMBER CATS RECLAIMED _____
NUMBER OF CATS EUTHANIZED _____
NUMBER OF DOGS RECLAIMED _____
NUMBER OF DOGS EUTHANIZED _____
NUMBER DOGS ADOPTED _____
BOUNTY MONEY \$12
MONEY FROM POUND CHECKS _____
MONEY FROM POUND CASH _____
TOTAL MONEY FROM POUND _____

Mileage

Beginning 68029
Ending 69210

Total for month 1,181

LEWIS COUNTY COMMISSION VEHICLE LOG

DRIVER 165 /169 2012 ford F-250

MONTH/YEAR OF LOG August 2015

DEPT. ANIMAL CONTROL

DATE	BEGINNING MILEAGE	ENDING MILEAGE	TRAVEL DESCRIPTION
1	68029	68099	
2			
3	68099	68111	
4	68111	68188	
5	68188	68247	
6			
7	68247	68396	
8			
9			
10			
11	68396	68493	
12	68493	68563	
13			
14	68563	68673	
15			
16			
17	68673	68716	
18	68716	68851	
19			
20	68851	68858	
21	68858	68950	
22			
23			
24			
25	68950	69030	
26			
27	69030	69092	
28	69092	69210	
29			
30			
31			

Jamboree at the Mill

**104 Center Avenue
Post Office Box 447
Weston, WV 26452
August 25, 2015**

To: Lewis County Commission
Agnes Queen, Pat Boyle and Tom Fealy

From: Helen McClain Cheryl Boner
Jamboree Co-Chair Jamboree Co-Chair

On behalf of Lewis County 4-H and the Jamboree at the Mill planning committee, we are writing to request funding in the amount of \$2,500 for the 2015 Jamboree at the Mill.

Held July 19-23, Jamboree provided Lewis County 4-H, FFA and Youth Livestock Club members the opportunity to showcase their projects and to receive recognition for their efforts while providing family-friendly activities at no cost thanks to the generosity of several community sponsors.

If you have questions regarding Jamboree activities and events, please feel free to contact us.

Lewis County Commission Mini – Grant Application

1. Entity or group requesting aid Lewis County Honor Guard

2. Address: William M. Cayton
144 Crane Camp Rd.
Walkersville, W.V. 26447 Phone#: (304)-452-8500

3. Name, address and phone number (work and home) of person responsible for filing any report for this grant:
William M. Cayton – “Commander” – Lewis County Honor Guard

4. Amount of aid requested: \$ 500.00 Date: August 26, 2015

5. Name of project: Transportation maintenance and expenses

6. Briefly state your need for this Grant:
We need to refurbish our funds in order to help us continue our services giving deceased veterans their last burial right. We get some support from local funeral homes and businesses.

7. How will this project help Lewis County?
By donating to the Lewis County Honor Guard does not only help our organization but it helps the veterans that have served our nation by allowing them to have their proper military burial right.

8. Anticipated date of project completion: On-going

9. Have you requested funds from other sources for this project? Yes.
Please List: We are asking for various donations from any individual, organization or businesses and local funeral homes who are willing to help.

10. Have you received any other funds? Yes.
If so, please list: Local businesses, funeral homes and various individual donors.

11. Does your organization have an annual audit? Yes Financial Statement? Yes

FOR COMMISSION USE ONLY

Amount Approved \$ _____ Date: _____ Order Book _____ Page# _____

President, Lewis County Commission

Date

July 14, 2015

The officers of the Lewis County Honor Guard met on July 14, 2015 with a quorum present and passed the following resolution.

RESOLUTION

BE IT RESOLVED that the Lewis County Honor Guard is requesting assistance from the Lewis County Commission in the amount of \$500.00 for assistance with the upkeep and general maintenance and repairs of the Lewis County Honor Guard's 15 passenger van that transports our members to and from military funeral services. The Lewis County Honor Guard is submitting a completed Lewis County Commission Mini-Grant Application and agrees to comply with all Mini-Grant reporting requirements.

Signed: William M. Cayton, Commander
Lewis County Honor Guard

William M. Cayton
Print

Date: July-27-15

William M. Cayton
Signature



Department of Military Affairs & Public Safety
August 24, 2015

The Honorable Agnes G. Queen
President
Lewis County Commission
Post Office Box 466
Weston, West Virginia 26452

Re: Approved Funding – \$20,000.00
Lewis County Commission
Project Number: 15-JAG-024

Dear Commissioner Queen:

Congratulations on your recent award for a Justice Assistance Grant (JAG) award. Enclosed you will find:

- Contract
- Sample Resolution
- Standard Conditions
- Special Conditions
- Supplementary Special Conditions (if applicable)
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement
- EEOC Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Justice and Community Services

To formalize your acceptance of this grant award, please sign the contract, certifications and affect a resolution (if necessary) and return all **originals** to this office by **Tuesday, September 8, 2015**.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, extension 53331, or via email at Tanisha.C.Travis@wv.gov. I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,


Tanisha C. Travis
Senior Justice Programs Specialist

TCT/lbm

c: Sgt. Michael D. Cayton (*all enclosures*)
Grant File (*all enclosures*)

Enclosures



GRANT CONTRACT AGREEMENT

BETWEEN

DIVISION OF JUSTICE AND COMMUNITY SERVICES

AND

Lewis County Commission

15-JAG-024

This **AGREEMENT**, entered into this **7th day of August, 2015** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the **Lewis County Commission**, hereinafter referred to as "Grantee."

WHEREAS, DJCS is the recipient of a Justice Assistance Grant from the United States Department of Justice, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds for: **Funds will provide one Prevention Resource Officer (PRO) at Lewis County High School.**

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2015**, and shall continue those services/activities until **June 30, 2016**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **\$20,000.00** all be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
 - a. Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301
 - b. **Grantee Mailing Address:**

**Lewis County Commission
Post Office Box 466
Weston, West Virginia 26452**
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

**Agnes G. Queen, President
Lewis County Commission**

**W. Richard Staton, Director
Division of Justice and Community Services**

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement
---	----------------------------------

RECEIVED (For DJCS Use Only)	Subgrantee: LEWIS COUNTY COMMISSION
	Address: 110 CENTER AVENUE WESTON, WV 26452
	Project #: 14-CS-12
	FEIN#: 556000338
	Funds are hereby requested to cover expenditures FROM: 9/1/14 TO: 7/1/15

PROJECT CASH EXPENDITURES

Account #	Amount
COURT SECURITY FUND	\$35,534.70
TOTAL	\$35,534.70

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: AGNES G. QUEEN, PRESIDENT _____
TYPED NAME & TITLE SIGNATURE

9/07/15
DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ _____
Date Program Accountant