

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: @lewiscountywv.org
Website: lewiscountywv.org



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
September 14, 2015

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

CORRESPONDENCE

3. **Upshur County Commission:** Copy of the Upshur County Commission for Thursday, September 10, 2015 (*information only*)
4. **Jane Lew Public Service District:** Jane Lew Public Service District Regular Meeting Agenda for September 10, 2015(*information only*)
5. **West Virginia Regional Jail and Correctional Facility Monthly Invoices:** Lewis County Invoices for August 2015: Inmate days 1450 x \$48.25=\$69,962.50.00(*information only*)
6. **26th Judicial Circuit Community Corrections Board Revised Meeting Agenda:** Meeting agenda for the 26th Judicial Circuit Community Corrections Board to be held September 14, 2015 at 6pm at the Upshur County Day Report center. (*information only*)
7. **Letter of Appreciation from the Jamboree at the Mill:** A letter of appreciation was received from the Jamboree at Mill Committee for the County Commission's contribution for this event (*information only*)
8. **Letter of Appreciation for Participation in the 2015 National Night Out Campaign:** A letter of appreciation was received from the National Night Out Committee thanking the County Commission for their participation in the event. (*information only*)

BUSINESS

9. **Boards and Committees:** Commissioners will give a report on any board or committee they have attended(*information only*)

10. West Virginia Department of Labor Response Regarding Dispensation of Compensatory Time upon Separation of Employment: Correspondence was received from John Junkins, Acting Commissioner for the West Virginia Division of Labor in response to the request by the Lewis County Commission regarding the dispensation of compensatory hours upon separation of employment. Lt. David parks had requested his compensatory time be transferred to sick leave due to retirement. The Lewis County Commission tabled his request until the West Virginia Division of Labor could be contacted regarding the correct was to process this request. The Lewis County Personnel Policy states "Compensatory time must be used within one year from the time it was accrued or it will be lost without monetary or other compensation. The employee may request compensatory time be converted to sick leave rather than be lost. This must be done via letter to the payroll department signed by the employee and department head. Any employee who has accrued compensatory time off authorized to be provided shall, upon termination of employment, be compensated for the unused compensatory time". Mr. Junkins advises, "We view compensatory time differently than annual/vacation leave or sick leave. If the county policy does not say that it can be done, then to do so could be considered a deviation from the policy and create an issue. If the county policy states it is to be paid out upon separation then it should be paid out". The County Commission will address Lt. Parks request. *(action required)*

11. Lewis County Economic Development Authority Report: Report of activities of the Lewis County Economic Development Authority by Director Mike Herron *(information only)*

12. Timesheets and Leave Requests *(action required)*

a) Rick Stout Annual Leave November 23, 24, 25 2015
November 30, 2015
December 1, 2, 3, 4, 2015

ORDERS AND PAYMENT OF EXPENDITURES:

13. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration. *(action required)*

14. Expenses for the current period presented for consideration of payment. *(action required)*

ADJOURNMENT:

15. 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.

Jane Lew Public Service District

Regular Meeting September 10, 2015

~~ Public Board Meeting Agenda ~~

1. Call to Order
2. Minutes (08/13/2015)
3. General Manager's August Reports (Gee)
 - A. WATER:
 1. Water Bills
 2. Water Treasury Report
 3. Water Adjustments Report
 4. Water Purchase, Sales & Loss Report
 5. Water Preventive Maintenance Report
 6. Water Repairs Report
 7. Leak Detection Program
 8. Cross-Connections & Backflow Program
 9. New Taps (non-project)
 10. Other
 - B. WASTEWATER:
 1. Wastewater Bills
 2. Wastewater Treasury Report
 3. Wastewater Adjustments Report
 4. Wastewater Purchase & Sales Report
 5. Wastewater Maintenance Report
 6. Wastewater Repairs Report
 7. I & I Loss & Prevention
 8. New Taps (non-project)
 9. Other
4. Announcements: WV RWA Annual Conference at Snowshoe September 12-16, 2015
5. Correspondence:

~~ OLD BUSINESS ~~

6. Update: Phase II Sewer Upgrade - Case # 09-1043-PSD-42T-PC-PW-CN (Gee)
7. Update: Pending Extensions and Road Bores (Gee)
8. Update: PSD Policies and Job Descriptions (Flaxer)
9. Update: Personnel (Gee)
10. Update: Sewer Ground Lease Case#13 PSD-PC-PW-JLPSD (Gee)
11. Update: New Office Building (Gee)

~~ NEW BUSINESS ~~

12. Late-Received Agenda Items (Gee)
13. Adjournment

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Programs monthly board meeting will be held Monday September 14, 2015 at 6:00 pm at Upshur County Day Report Center, Buckhannon, WV 26201. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS
Revised Board Meeting Agenda
September 14, 2015
Upshur County Day Report Center
6:00 pm

I. Handouts

- Sign In sheets
- Previous meeting minutes

II. New Business

- 1) Resignation of Program Director (Evin Thomas). Ideas for Replacement?
- 2) Resignation of Ashley Ware. Ideas for Replacement?
- 3) **(Executive Session) (6-9a-4)**
- 4) Batterer's Intervention Prevention Class.
 - Upshur/Lewis Thursday class
 - Upshur/Lewis Friday class
- 5) Home Confinement Update
 - Upshur
 - Lewis
- 6) Community Corrections Update
 - Referrals received since July 1, 2015
 - Hiring of new Counselor (Kimberly Morgan)

III. Next Meeting

- Discuss a date for next Board Meeting

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

EARL RAY TOMBLIN
Governor

1326 VIRGINIA STREET, EAST
CHARLESTON, WV 25301-3011
(304) 558-2110
FAX: (304) 658-2115

JOSEPH C. THORNTON
Cabinet Secretary

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

Statement Number: 81152a8e

Statement Date: 9/4/2015

Month Of Service: August, 2015

Pursuant to subsection 10, Article 20, Chapter 31 of the West Virginia Code, the West Virginia Regional Jail and Correctional Facility Authority hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of August, 2015.

The costs per day for inmate maintenance and operation were determined by the Authority according to criteria, procedures, and regulations promulgated in the code of state Regulations at 94 CSR 7, in accordance with article 3, Chapter 29a of the West Virginia Code.

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

Month: August

NUMBER OF INMATE DAYS: 1450

PER DIEM RATE: \$48.25

AMOUNT DUE - August, 2015 \$69,962.50

This statement amount is due and payable upon receipt.

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

Please fax to Lewis
Board Members.

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- I. **Handouts**
 - Sign in sheets
 - Previous meeting minutes

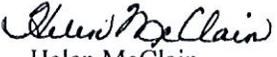
- II. **New Business**
 - 1) Resignation of Program Director (Evin Thomas). Ideas for Replacement?
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 - 3) Batterer's Intervention Prevention Class.
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- III. **Next Meeting**
 - Discuss a date for next Board Meeting

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
Jamboree Co-Chair


Cheryl Boner
Jamboree Co-Chair

We are proud to report that another successful Jamboree at the Mill was held July 19-23, 2015 at WVU Jackson's Mill. Jamboree provides 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.

Lewis County 4-H, Jamboree committee members, and the many volunteers that chair and/or help with activities and events throughout the week sincerely appreciate the Lewis County Commission's support in the amount of \$2,500 for this important event.

This year's Jamboree featured 135 junior livestock show (4-H and FFA) animal exhibits. There were 17 livestock exhibited in the open show by Lewis County farmers.

In addition, Lewis County 4-H'ers exhibited 97 projects ranging from sewing and cooking, to fishing, entomology, self-determined, dogs, cats and much, much more. Sixty-seven project exhibits were selected to be on exhibit at the West Virginia State Fair. Eleven Cloverbud (pre 4-H age) members exhibited their project books. There were also 77 livestock project books completed by 4-H'ers with livestock projects also on display to the public.

Other participation included: photography show, 63; home canning exhibits, 22; vegetable exhibits, 24; and flower show exhibits 42.

Attendance was also outstanding at the EQT Imagination and Exploration Venue on Monday, Tuesday and Wednesday. Other events during the week that were also well attended included the corn hole tournament, horse drawn wagon rides, blacksmithing demonstration, stick horse races and barrel racing, dog show, pet show, dog skill trials, cake walks..... and of course the fruit pie and dessert contest.

Thank you for your continued support.

LEWIS COUNTY NATIONAL NIGHT OUT

WESTON, WEST VIRGINIA



THIS LETTER IS TO THANK YOU FOR YOUR GENEROUS DONATION TO THE NATIONAL NIGHT OUT OF LEWIS COUNTY.

WITH YOUR HELP AND THE HELP OF OTHER LOCAL BUSINESSES -THIS YEAR WAS A HUGE SUCCESS. WE HAD CLOSE TO 600 PARTICIPANTS IN THIS YEARS EVENT AND HOPE NEXT YEAR CAN BE BIGGER AND BETTER.

THANK-YOU AGAIN FOR YOUR SUPPORT:

"THE NATIONAL NIGHT OUT COMMITTEE."

Chief Kenneth J. By Weston P.D.

Deputy R.E. "Bry" Ryan, Lewis Co. Sheriff

Overtime is the hours worked in excess of the allowable number of hours per week as written in the **Fair Labor Standards Act (FLSA)**, generally a forty (40) hour week. Any hours worked over 40 per week must have written documentation attached with explanation of the duties requiring overtime and signed by the employee and department head/elected officials. Original time sheets will be housed in the County Clerk's Office.

Some employees are exempt from receiving overtime pay but are expected, at times, to work extra hours. When the extra time is excessive and when agreed in advance, compensation can be taken in the form of paid leave hours (compensatory time). The terms compensatory time and compensatory time off are hours during which an employee is not working, which are counted as hours worked during the applicable work week and for which the employee is compensated at the employee's regular rate. An exempt employee may only take compensatory time off if the following conditions are met:

1. There is a written agreement arrived at between the department head/elected official and the employee before the performance of the overtime;
and
2. The employee has not accrued compensatory time in excess of the limit prescribed below.

An exempt employee may accrue up to 480 hours of compensatory time if the employee's work is a public safety activity, an emergency response activity or a seasonal activity. An exempt employee engaged in other work for the County may accrue up to 240 hours of compensatory time.

An employee who has accrued compensatory time off authorized to be provided hereunder and who has requested the use of such compensatory time shall be permitted by the County to use such time within a reasonable time after making the request if the use of the compensatory time does not unduly disrupt the operation of the County's duties and responsibilities. Compensatory time off should be used as soon as practical and should be used before vacation/annual leave or personal time is used. Compensatory time must be used within one year from the time it was acquired or it will be lost without monetary or other compensation. The employee may request compensatory time be converted to sick leave rather than be lost. This must be done via letter to the payroll department signed by the employee and department head. Any employee who has accrued compensatory time off authorized to be provided shall, upon termination of employment, be compensated for the unused compensatory time.

Expense Reimbursement Policy

An employee should use the County's purchasing card for work related expenses. If this cannot be done, an employee

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Subject: RE: [FWD: Post Employment Benefits]
From: "Junkins, John" <John.R.Junkins@wv.gov>
Date: Thu, Sep 03, 2015 10:54 am
To: "lwhetsell@lewiscountywv.org" <lwhetsell@lewiscountywv.org>
Attach: image001.jpg

We view compensatory time differently than annual / vacation leave or sick leave. If the county policy does not say that it can be done, then to do so could be considered a deviation from the policy and create an issue. If the county policy states it is to be paid out upon separation then it should be paid out.