

COUNTY COMMISSION OF LEWIS COUNTY

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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
Monday, November 16, 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
Draft copies will be available for review upon request
Thursday, November 12, 2015. (*action required*)

APPOINTMENTS

None

CORRESPONDENCE

3. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, November 12, 2015. (*information only*)
4. **Cequel III Communications II, LLC, dba Suddenlink Franchise Fee Remittance:** Cequel, III Communications, LLC dba Suddenlink Franchise fee remittance for the first quarter (July, August and September 2015) in the amount of \$1,400.24. (*information only*)
5. **Fiscal Year 2015 Municipality of Jane Lew Balance Sheet:** The municipality of Jane Lew submits their Fiscal Year 2015 balance sheet for review. This shows the fund balances for the municipality at the close of the 2015 Fiscal Year. (*information only*)
6. **Jane Lew Public Service District Meeting Agenda:** Agenda for the Board Meeting of the Jane Lew Public Service District for November 12, 2015 at 4 PM at the Public Service District Office (*information only*)

BUSINESS

7. **Board(s) and Committee(s) Reports:** Reports will be given by Commissioners for any Board(s) or committee(s) meeting attended including: Lewis County Park Board, Stonewall Foundation, Human Resources Connection, Fire Board, Vietnam Veteran's Memorial Dedication. (*information only*)

8. **Corridor H Highway Authority Board Appointment:** The Lewis County Commission accepted the resignation of Ron Henry as a representative on the Corridor H Highway Authority Board. Mr. Jay Hayes has been recommended to fill the vacancy. The commission will consider this recommendation *(action required)*
9. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron *(information only)*
10. **Timesheets and Leave Requests** *(action required)*
 - A) Tom Alkire
 - November 23, 24, 25th 2015 Annual Leave
 - December 7, 8, 9, 10 and 11th, 2015 Annual Leave
 - December 21, 22, 23, 24th, 2015 Annual Leave
 - December 28, 29, 30 and 31st, 2015 Annual Leave

ACTIONS, ORDERS AND PAYMENT OF EXPENDITURES:

11. **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 Thursday, November 12, 2015.
12. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, November 12, 2015. *(action required)*
13. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, November 12, 2015. *(action required)*

ADJOURNMENT:

14. **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.*

NOTE:

**THE LEWIS COUNTY COMMISSION MEETING SCHEDULED FOR NOVEMBER 23, 2015
HAS BEEN CANCELLED.
THE LEWIS COUNTY COURTHOUSE WILL BE CLOSED THURSDAY,
NOVEMBER 26 AND 27, 2015.**

Total
\$1,400.²⁴



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25080.402000.360530

Company: Cequel III Communications II, LLC
d/b/a: Suddenlink Communications
Franchise: Lewis County, WV

10/19/2015

Below is a calculation of the fees due in accordance with our Cable Television Franchise Agreement.

For the Quarter Ending September 2015

Revenue	Jul	Aug	Sep
Basic	743.29	730.38	716.22
Exp. Basic	1,047.01	1,027.24	995.01
Digital	98.74	98.74	89.74
Equip. Rental	228.27	218.79	204.79
Other	25.00	16.00	22.00
Bad Debt	0.00	(134.61)	0.00
Total	2,142.31	1,956.54	2,027.76

Total	6,126.61
Rate	.03
Payable	183.77

Amount Due: \$183.77

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all items with due care and believe all to be accurate. Should you have any questions regarding this payment, please contact Becky Shirley, Accounting Manager at (903)579-3101.

Kellie Wheeler, CPA
Sr. Accounting Manager

Handwritten calculation:
183.77
545

728.77
671.47

1400.24

MUNICIPALITY OF JANE LEW, WEST VIRGINIA
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2015

	<u>General</u>	<u>Coal Severance Tax</u>	<u>Governmental Fund 1</u>	<u>Governmental Fund 2</u>	<u>Total Governmental Funds</u>
ASSETS					
Current:					
Cash and cash equivalents	\$ 164,157	\$ 2,452	\$ --	\$ --	\$ 166,609
Investments	--	--	--	--	--
 Total assets	 <u>\$ 164,157</u>	 <u>\$ 2,452</u>	 <u>\$ --</u>	 <u>\$ --</u>	 <u>\$ 166,609</u>
 Fund balances:					
Nonspendable	--	--	--	--	--
Restricted	--	--	--	--	--
Committed	--	2,452	--	--	2,452
Assigned	--	--	--	--	--
Unassigned	168,669	--	--	--	168,669
 Total fund balances	 <u>\$ 168,669</u>	 <u>\$ 2,452</u>	 <u>\$ --</u>	 <u>\$ --</u>	 <u>\$ 171,121</u>

See accompanying notes to the financial statements.

Jane Lew Public Service District

Regular Meeting November 12, 2015

~~ Public Board Meeting Agenda ~~

NOTICE: Meeting will be held at 4 p.m. in new PSD building at 70 Park Ave., Jane Lew.

1. Call to Order
2. Minutes (10/08/2015)
3. General Manager's October 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 & J Loss & Prevention
 8. New Taps (non-project)
 9. Other

4. Announcements:
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. NEW: Working Capital Mandate (Flaxer)
13. Late-Received Agenda Items (Gee)
14. Adjournment

Lewis County Commission
Commission Employee Vacation/Sick Leave Request Form

I, Tom Aikire, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

NOVEMBER 23-24-25 MON, TUE, WED
DECEMBER 7-8-9-10-11 MONDAY-FRIDAY
DECEMBER 21-22-23-24 MONDAY-THURSDAY
DECEMBER 28-29-30-31 " "

Time off is to be taken from (circle one):

Annual Leave

Sick Leave

Comp Time

Tom Aikire 11-5-2015
Employee signature date

[Signature] 11-6-15
Supervisor signature date

Commission approval date