

# 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  
Tuesday, January 19, 2016

**REMINDER:**  
**THE LEWIS COUNTY COURTHOUSE WILL BE CLOSED**  
**MONDAY, JANUARY 18, 2016 IN OBSERVANCE**  
**OF MARTIN LUTHER KING DAY**

## 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,  
January 14, 2016 (*action required*)

## APPOINTMENTS

3. 10:10 AM Cynthia S. Rowan, Lewis County Clerk  
RE: Relocation of Precincts 18 and 19 from the Broad Street Church to the Lewis  
County Senior Center. The Broad Street Church is not available for use.  
(*action required*)

## CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for  
Thursday, January 14, 2016 (*information only*)
5. **Sheriff's Monthly Settlement:** Sheriff's monthly settlement (reconciliation) of Lewis County  
financial accounts for December 2015. (*information only*)
6. **Jane Lew Public Service District Meeting Agenda:** Agenda for the January 14, 2016 regular  
meeting of the Jane Lew Public Service District. (*information only*)
7. **West Virginia Division of Justice and Community Services On-Site Grant Review:** The West  
Virginia Division of Justice and Community Services conducted an on-site program review of  
Grant# 15-JAG-024, Lewis County High School Prevention Resource Officer. All areas were in  
compliance and no recommendations were given(*information only*)

8. **SuddenLink Cable Rate Increase:** Beginning with the February 2016 SuddenLink Cable billing cycle the following rate increases will be in effect: \$1.00 per month increase to the standard rate for HBO; \$2.90 per month increase to the broadcast surcharge; \$2.15 per month increase to the sports programming surcharge; \$3.50 monthly increase to some internet customers (January 2016 billing cycle). *(information only)*
9. **2016 Lewis Upshur Emergency Planning Committee Chairman:** James Gum, Operations Director for the Lewis-Gilmer Emergency 911 Center has been appointed as Chairman of the Lewis Upshur Emergency Planning Committee for 2016. *(information only)*
10. **Lewis-Gilmer Emergency 911 Advisory Board Meeting Minutes:** Minutes of the January 11, 2016 Lewis-Gilmer Emergency 911 Advisory Board Meeting *(information only)*

## **BUSINESS**

11. **Board(s) and Committee(s) Reports:** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Lewis Gilmer Emergency 911 Advisory Board; 26<sup>th</sup> Judicial Circuit Community Corrections; 6 month budget review with elected officials/department heads; Lewis County Fire Board. *(information only)*
12. **Bids for Installation of a Generator to Service Portions of the Lewis County Judicial Annex:** The Lewis County Commission was awarded a grant in the amount of \$54,910.00 to install a generator to provide auxiliary power to the Sheriff's Department, Magistrate Court and Holding Cell areas of the Lewis County Judicial Annex. Bids were sought and presented to the County Commission for review and possible acceptance. The county must pay 25% of the cost and the grant will assume 75% of the cost not to exceed the maximum grant award. *(action required)*
13. **Discussion of Lewis County Commission Meeting Cancellation for January 25, 2016:** The Lewis County Commission will discuss cancellation of their January 25, 2016 meeting. All three (3) commissioners will be attending a training seminar out of town; therefore, a quorum will not be available. *(action required)*
14. **Lewis County Animal Control Ride-Along Request:** Katelyn Squires has submitted a request to ride-along with the Lewis County Animal Control Officer to obtain college credits to complete her program of study. *(action required)*
15. **Planning and Preparation for Lewis County's 200th Birthday Celebration:** Lewis County was created December 18, 1816 from Harrison County. 2016 will be the 200<sup>th</sup> Birthday of our county. The Commission will consider appointing a special committee to plan celebrations in all areas of the county in observance of this event. *(action required)*
16. **Reappointment of Chief Jesse Shackelford to the Lewis County Fire Board:** The Lewis County Fire Board requests Jesse Shackelford be reappointed for a three (3) year term. This term will expire June 30, 2019. *(action required)*
17. **Reappointment of Frank Lydon to the Lewis County Fire Board:** The Lewis County Fire Board requests Frank Lydon be reappointed for another term of three (3) years. This term will expire June 30, 2019. *(action required)*
18. **Resignation of Pat VanKirk as a Member of the Lewis County Board of Health:** Pat VanKirk submits a letter of resignation from the Lewis County Board of Health due to relocation. *(action required)*

- 19. Request for Annual/Compensatory Leave to be Transferred to Sick Leave per Lewis County Personnel Policy Manual to Avoid Loss: (action required)**
- a) Joseph Moran 4 hours of Annual Leave to Sick Leave
  - b) Lester Bleigh 20 hours of Annual Leave & 40 hours of Compensatory to Sick Leave
  - c) James McAtee 14.5 hours of Annual Leave to Sick leave
  - d) Joan Riffle 16 hours of Annual Leave to Sick Leave
  - e) Sandra Smith 64 hours of Annual leave to Sick Leave
- 20. Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron.  
*(information only)*
- 21. Timesheets and Leave Requests (action required)**

**ACTIONS ORDERS AND PAYMENT OF EXPENDITURES:**

- 22. 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, January 14, 2016. *(action required)*
- 23. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, January 14, 2016. *(action required)*
- 24. Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, January 14, 2016. *(action required)*

**ADJOURNMENT:**

- 25. With no further action being required by the Lewis County Commission, the meeting will be adjourned. (action required)**

**NOTICE OF WORK SESSION**

The Lewis County Commission will conduct the following work sessions, today, **Tuesday, January 19, 2016:**

**1:00 PM** 26<sup>th</sup> Judicial Community Corrections requests a meeting to discuss the issues to be included in the Fiscal Year 2017 application for grant funding. One topic to be discussed is the transfer of grant administration from Upshur to Lewis County.

**2:00 PM** Continuation of six (6) month budget reviews with department heads/ elected officials. Reviews tabled from the January 11, 2016 work session are: 1) County Clerk, 2) County Commission

**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 Agenda

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: January 14, 2016

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

Approval of Minutes:

- January 7, 2016

### Items for Discussion / Action / Approval:

1. Authorization for Carrie L. Wallace, County Administrator, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission.
2. Authorization for Tabatha R. Perry, Assistant County Administrator, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission.
3. Authorization for Mildred J. Zickefoose, Temporary Commission Assistant, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission.
4. Approval and signature of Lease Agreement with Jan Filomena, Owner and Operator of Hair Nail Express. The rental period is for one year from the date of the agreement and is in the amount of \$450.00 per month.
5. Correspondence from A. G. Trusler requesting reappointment to the Region VII Planning and Development Council effective January 1, 2016. Upon approval, Mr. Trusler's term would expire on December 31, 2016.
6. Correspondence from Dr. Boyd Creasman, Dean of West Virginia Wesleyan College, Vice President for Academic Affairs, requesting consideration to fill a private sector vacancy on the Region VII Planning and Development Council. Upon approval, Dr. Creasman's term would begin on January 1, 2016 and expire on December 31, 2016.
7. Approval of Lewis-Upshur Animal Control Facility Volunteers, Chasity Feather and Andrea Chidester.
8. Approval of Upshur County Prosecuting Attorney Victim Services Division Volunteer, Lea Propst Fedder.
9. Correspondence from LeRoy E. Dixon, Jr. submitting his resignation from the Board of the Upshur County Public Library and requesting that his name be removed from the Library signature cards at First Community Bank.
10. Correspondence from Dennis Xander, member of the Upshur County Public Library Board of Trustees, requesting the appointment of J. R. Tenney to fill the unexpired five year term vacancy on the Upshur County Public Library Board. Upon approval, Mr. Tenney's term will expire June 30, 2019.
11. Correspondence from James T. Farrell, Director of the Upshur County Office of Emergency Management, requesting the employment of Alexander Brant Harris as part-time Deputy Director of

Emergency Management, effective January 17, 2016. Upon approval, Mr. Harris would not work more than 19.5 hours per week at a pay wage rate of \$11.00 per hour

12. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, 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 Brenda Dasher, Independent Living Resource Specialist, The Northern West Virginia Center for Independent Living, requesting consideration for funding for the fiscal year 2016/2017.
2. Cornerstone Community Church Backpack Program Flyer
3. Upshur County Health Department Newsletter – January 2016
4. Cat Report --- December 2015
5. Upshur County E911 Communication Reports --- December 2015
  - Monthly Call Summary Report
  - Monthly Departmental Summary Report
  - Monthly and YTD Wrecker Report
6. Agendas and/or Notice of Meetings
  - Upshur County Family Resource Network January 11, 2016
  - Upshur County Safe Structures and Sites Enforcement Board January 14, 2016
  - Upshur County Fire Board January 19, 2016
  - Elkins Road Public Service District February 2, 2016
7. Meeting Minutes
  - Elkins Road Public Service District December 1, 2015
8. Meetings
  - 01/07/16 7:00 p.m. Banks District VFD
  - 01/07/16 7:00 p.m. Selbyville VFD
  - 01/05/16 6:00 p.m. Hodgesville PSD
  - 01/05/16 5:30 p.m. Elkins Road PSD
  - 01/13/16 12:00 p.m. Upshur County Senior Center Board
  - 01/13/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
  - 01/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
  - 01/13/16 7:30 p.m. Warren District VFD
  - 01/14/16 1:00 p.m. Adrian PSD
  - 01/14/16 3:00 p.m. Tennerton PSD
  - 01/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
  - 01/14/16 7:30 p.m. Buckhannon VFD

- 01/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–meeting held at Airport
- 01/11/16 12:00 p.m. Upshur County Family Resource Network
- 01/11/16 4:30 p.m. Upshur County Solid Waste Authority
- 01/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 01/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 01/12/16 6:00 p.m. Buckhannon River Watershed Association
- 01/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 01/12/16 7:30 p.m. Adrian VFD
- 01/20/16 7:00 p.m. Ellamore VFD
- 01/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 01/17/16 6:30 p.m. Upshur County Youth Camp Board
- 01/19/16 6:30 p.m. Upshur County Fire Board
- 01/20/16 7:00 a.m. Upshur County Development Authority
- 01/17/16 6:00 p.m. Washington District VFD
- 01/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/19/16 4:00 p.m. Upshur County Public Library Board
- 01/28/16 4:00 p.m. Upshur County Farmland Protection Board – CANCELLED
- 01/08/16 12:00 p.m. Upshur County Farmland Protection Board – Committee Meeting
- 01/08/16 2:00 p.m. Upshur County Farmland Protection Board – Special Meeting
- 03/23/16 10:00 a.m. James W. Curry Advisory Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 02/10/16 6:00 p.m. Buckhannon-Upshur Board of Health

9. Board of Review & Equalization Meeting Schedule

- 02/01/2016 1:00 p.m. No appointments ---Review Property Books
- 02/05/2016 9:00 a.m.
- 02/10/2016 9:00 a.m.
- 02/11/2016 1:00 p.m.
- 02/16/2016 1:00 p.m. Coal, Oil & Gas and Industrial Appointments (2:30 p.m.)
- 02/17/2016 9:00 a.m.
- 02/18/2016 1:00 p.m. Adjournment

10. Appointments Needed or Upcoming:

- Upshur County Fire Board (Vacant Position – 6-30-16) --- 1<sup>st</sup> District Community Representative
- Upshur County Farmland Preservation Board (Vacant Position – 06-30-15) – At large – Non Farming
- Region VII Planning and Development Council (12-31-15 – Connie Tenney) --- County
- Region VII Planning and Development Council (12-31-15 – (Private Sector) ---County
- Region VII Planning and Development Council (12-31-15 – WVWC Representative) --- County
- Region VII Planning and Development Council (12-31-15 – A.G. Trusler) --- County
- Corridor H Authority (Vacant Position – 06-30-16) – Commission

Tabled Items

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

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2016, and shall continue until the work is complete but will adjourn no later than the close of business on the 18<sup>th</sup> day of February, 2016.

Next Regular Meeting of the Upshur County Commission  
January 21, 2016 --- 9:00 a.m.  
Upshur County Courthouse Annex

**Lewis County, West Virginia  
Sheriff's Monthly Settlement  
December 31, 2015**

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	4,491,526.77	342,827.63	80,289.03	792,659.42	4,121,984.01
Coal Severance	17,852.38	1.52	0.00	0.00	17,853.90
General School	102,901.30	5,937.07	0.00	108,838.37	0.00
Magistrate Court	2,286.86	1,880.25	0.00	2,099.15	2,067.96
Worthless Check	76,651.53	125.00	0.00	857.69	75,918.84
Dog and Kennel	12,618.33	436.00	0.00	485.58	12,568.75
Home Detention	30,747.48	5,334.50	0.00	12,124.22	23,957.76
Emergency 911 Fund	2,627,613.02	119,674.53	0.00	74,869.44	2,672,418.11
Lewis County Aquatic Fund	450,442.65	10,006.23	0.00	0.00	460,448.88
Citizens Education	14,193.74	2,440.00	0.00	6,572.77	10,060.97
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	2,628.40	0.00	2,628.40	0.00
Fire Fees Administration	0.00	0.00	0.00	0.00	0.00
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	0.00	0.00	0.00	0.00
Sheriff Special Account-state	24,454.70	2.08	0.00	0.00	24,456.78
Aquatic Excess Levy	0.00	569.92	9,398.18	9,968.10	0.00
County Building	568,879.42	30.26	0.00	0.00	568,909.68
Board of Health	401,176.95	10,356.31	0.00	30,749.70	380,783.56
Tax Lien	689,459.49	0.00	6,594.22	6,742.22	689,311.49
Delinquent Nonentered	8,882.96	0.00	0.00	0.00	8,882.96
Concealed Weapons	51,581.84	3,091.80	0.00	585.00	54,088.64
Assessor Valuation	93,206.18	5,359.03	0.00	19,223.71	79,341.50
Voters Registration	6,258.93	45.57	0.00	0.00	6,304.50
State Current	0.00	0.09	1,423.01	1,423.10	0.00
Criminal Charges	0.00	516.25	0.00	516.25	0.00
Court Reporter	0.00	110.00	0.00	110.00	0.00
State Police	0.00	525.00	0.00	525.00	0.00
Vehicle License	0.00	22,335.00	0.00	22,335.00	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	532.50	577.50	0.00	531.50	578.50
General Current Expenses	0.00	6,700.71	107,638.68	114,339.39	0.00
Excess Levy	0.00	3,564.59	58,794.81	62,359.40	0.00
Weston Current	0.00	0.60	9,877.80	9,878.40	0.00
Jane Lew Current	0.00	0.05	811.53	811.58	0.00
<b>Totals</b>	<b>9,671,267.74</b>	<b>545,075.89</b>	<b>274,827.26</b>	<b>1,281,233.39</b>	<b>9,209,937.50</b>

Balance in county depositories - End of Month

Less: Orders Outstanding

Add: Deposits in Transit

Cash in Office at End of Month

Misc. Adjustments (+ or -)

\$	9,652,150.23	Bank errors	
-	(852,254.75)	Bank errors	
+	206,542.02		
+	3,500.00		
	0.00		
		Bank errors	
\$	<b>9,209,937.50</b>	Total	<b>0.00</b>

Total in county Depositories and Office

True Balance \$ **9,209,937.50**

I, Adam M. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of County, 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 M. Gissy*  
Adam M. Gissy, Sheriff & Treasurer, Lewis County

*1/8/2016*  
Dated and sworn to on this date.

COUNTY CLERK  
Difference (0.00)

2016 JAN - 8 - 9:51

FILED  
LEWIS COUNTY, WV

# Jane Lew Public Service District

## Regular Meeting    January 14, 2016

### ~~ Public Board Meeting Agenda ~~

1. Call to Order
2. Election of 2016 Officers
3. Rules of Procedure
4. Schedule of 2016 Meetings and Office Closures
5. Minutes (12/10/15)
6. General Manager's December 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 (*fixing unplanned breakdowns*)
    7. Leak Detection Report
    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 Report
    5. Wastewater Preventive Maintenance Report
    6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
    7. I & I Report
    8. New Taps (non-project)
    9. Other
7. Announcements:
8. Correspondence:

### ~~ OLD BUSINESS ~~

9. Update: Phase II Sewer Upgrade - Case # 09-1043-PSD-42T-PC-PW-CN (Gee)
10. Update: Pending Extensions and Road Bores (Gee)
11. Update: PSD Policies and Job Descriptions (Flaxer)
12. Update: Personnel (Gee)
13. Update: Lease of Sewer Ground (Gee)
14. Update: Working Capital Mandate (Gee)

### ~~ NEW BUSINESS ~~

15. Late-Received Agenda Items (Gee)
16. Adjournment



Department of Military Affairs & Public Safety

January 5, 2016

Agnes G. Queen  
President  
Lewis County Commission  
110 Center Avenue, Floor 2  
Weston, West Virginia 26452

**RE: Grant # 15-JAG-024**

Dear Commissioner Queen:

A DJCS staff member recently completed an on-site program review of the above-referenced grant project on December 8, 2015. Enclosed for your information is a copy of the report following his on-site review. Please respond to any findings, recommendations, or comments in this report.

We appreciate the helpfulness and cooperation from your staff during this review by providing information as requested and answering all questions.

If you have any questions regarding this review, please do not hesitate to contact me at (304) 558-8814, extension 53339 or via email at [Joshua.B.Woofter@wv.gov](mailto:Joshua.B.Woofter@wv.gov).

Sincerely,

Joshua B. Woofter  
Justice Programs Monitor

JBW/pdk

cc: Sgt. Michael D. Cayton  
Ms. Debra Hull

Enclosure



**DIVISION OF JUSTICE AND COMMUNITY SERVICES  
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**

**SUBGRANTEE MONITORING REPORT**

The Division of Justice and Community Services' staff will make at least one on-site visit to each grant program during the project period to monitor the performance of grant supported activities. Site visits will:

1. Determine progress made toward achieving project objectives;
2. Determine compliance with terms, conditions, and purpose of grant;
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects.

<b>SUBGRANTEE:</b>	Lewis County Commission										
<b>GRANT NUMBER:</b>	15-JAG-024										
<b>DATE OF REVIEW:</b>	December 8, 2015						<b>TIME:</b>	8:15am			
<b>GRANT PERIOD:</b>	July 1, 2015 – June 30, 2016										
<b>PREVIOUS REVIEW:</b>	FY2014										
<b>YEAR OF FUNDING:</b>		1st		2nd		3rd		4th		Other	X

**DESCRIPTION OF PROJECT:**

This program will enable Deputy Sheriff's to interact with students in a positive manner. Including teaching nontraditional classes and providing resources to the students and faculty.

**AGENCY/PROJECT DIRECTOR INTERVIEWED:**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
Michael Cayton	Project Director/PRO	304-669-5038
Debra Hull	Fiscal Officer	304-269-8212

**GOALS AND OBJECTIVES STATED IN GRANT APPLICATION:**

*Please verify status of EACH Goal & Objective with appropriate documentation.*

1. Teach classes to students, parents, faculty, and staff on criminal law, criminal activities, drugs, alcohol abuse, bullying, and other topics.		
	Completed	<b>Support Documentation</b>
<b>X</b>	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete (Reason)	<b>X</b> With Monthly Report

a. Teach classes on criminal law, criminal activities, and trends throughout Lewis County. A minimum of 40 classes will be presented during the school year. <i>In October and November, 4 classes on Search and Seizure were facilitated each month. To date, an estimated 40 classes have been facilitated on Search and Seizure and Criminal Law.</i>		
	Completed	<b>Support Documentation</b>
<b>X</b>	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete (Reason)	<b>X</b> With Monthly Report

b. Provide non-traditional classes to high risk students and educate students on resources available. Meet with a minimum of 60 students individually. <i>Students are met with through disciplinary actions, class issues, tardiness, skipping class, etc. The PRO speaks with an estimated 40 students a day regarding respect, life lessons, socialization, becoming an adult, etc. The PRO also speaks on domestic and mental issues and refers students to the summit center.</i>		
	Completed	<b>Support Documentation</b>
<b>X</b>	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete (Reason)	<b>X</b> With Monthly Report

2. Actively participate in the safety and security of the school facility.		
	Completed	<b>Support Documentation</b>
<b>X</b>	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete (Reason)	<b>X</b> With Monthly Report

a. Evaluate safety and security plans and activities.  
*The West Virginia State Police is involved in weekly walkthroughs of the school. The PRO is involved in a Safety and Security Team with school staff. The PRO discusses possible scenarios and outcomes. The school is looking to utilizing ALICE training.*

	Completed	<b>Support Documentation</b>	
X	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete (Reason)	X	With Monthly Report

- |  |     |    |         |     |
|--|-----|----|---------|-----|
| 1. Are all necessary parties represented at this site visit? | Yes | No | Comment | N/A |
|  | X   |    |         |     |
- 
- |  |     |    |         |     |
|--|-----|----|---------|-----|
| 2. Are there any other staff working on this grant with whom we need to be in contact? | Yes | No | Comment | N/A |
|  |     | X  |         |     |
- 
- |  |     |    |         |     |
|--|-----|----|---------|-----|
| 3. Are Project Director and Fiscal Officer named on DJCS grant file the actual persons performing said job activities? | Yes | No | Comment | N/A |
|  | X   |    |         |     |

**COMMENTS:**

**PART I: COMPLIANCE** N/A

*Answer prior to visit (i.e. as Desk Audit)*

- |   |     |   |    |  |
|---|-----|---|----|--|
| 1. Did project implementation occur within 60 days of the designated start date? <b>If no, explain.</b> | Yes | X | No |  |
|---|-----|---|----|--|
- 
- |   |     |   |    |  |
|---|-----|---|----|--|
| 2. Are required project reports submitted in a timely and satisfactory manner? <b>If no, explain.</b> | Yes | X | No |  |
|---|-----|---|----|--|
- 
- |   |     |   |    |  |
|---|-----|---|----|--|
| 3. Are reports (financial & progress) provided to DJCS in a timely and satisfactory manner? | Yes | X | No |  |
|---|-----|---|----|--|
- 
- |   |     |   |    |  |
|---|-----|---|----|--|
| 4. Is the subgrantee in compliance with all special conditions and supplemental conditions (if applicable) attached to the grant? | Yes | X | No |  |
|---|-----|---|----|--|
- 
- |  |     |   |    |  |
|--|-----|---|----|--|
| 5. Are grantee personnel being paid in accordance with the salary approved in the application? | Yes | X | No |  |
|--|-----|---|----|--|

**PART II: RECORDS** N/A

1. Does the grant file include the following: approved grant application, special conditions, project budget adjustments, and award documents? 

Yes	X	No
-----	---	----

2. Have the project director and fiscal officer reviewed the Administrative Manual on the DJCS website? 

Yes	X	No
-----	---	----

3. Does the Project Director have copies of Monthly Progress and and Project Financial Reports? 

Yes	X	No
-----	---	----

**PART III: FINANCIAL** N/A

<b>Fiscal Officer (*verify*)</b>	Debra Hull
<b>Direct Phone Number</b>	304-269-8212
<b>Email Address</b>	dhull@lewiscountywv.org

1. Does the fiscal officer have copies of budget adjustments and award documents? 

Yes	X	No
-----	---	----

2. Are there any delays in receipt or expenditure of grant funds? **If yes, explain:** 

Yes	X	No
-----	---	----

3. Does the subgrantee receive any other federal funds that support this project? **If yes, please list all others:** 

Yes		No	X
-----	--	----	---

How do they maintain separate accounting for receipts and expenditures for each grant?  
**Explain:**

4. Is match required for this grant? **If yes, what monies are being used for match?** 

Yes	X	No
-----	---	----

- *Partial Salary/Benefits provided by the Lewis County Commission and the Lewis County Board of Education*

5. Does the subgrantee have regular audits? **If no, explain:** 

Yes	X	No
-----	---	----

6. Have copies been provided to DJCS as required? **If no, explain:** 

Yes	X	No
-----	---	----

7. Are purchases, cash advances, payrolls, travel expenses, etc., approved by authorized personnel? 

Yes	X	No
-----	---	----

**Please list all personnel and their titles with approval authority:**

- *Commission President Agnes Queen*
- *Sheriff Adam Gissy*

8. Are receipts kept on file (checks, check stubs, payroll registers, etc.) as proof of payment? 

Yes	X	No
-----	---	----

**PART IV: PERSONNEL**

N/A
-----

1. Are all grant authorized positions filled? **If no, explain:**

Yes	X	No
-----	---	----

2. Have all vacancies within departments been backfilled? 

Yes	X	No
-----	---	----

*\*Does not apply to Non-Profit Organizations\**  
**If no, explain:**

3. Are duties of staff and time allocations consistent with the approved grant award? 

Yes	X	No
-----	---	----

4. Are daily time and attendance records for personnel assigned to the project maintained and signed by both the employee and supervisor? **If no, please explain:**

Yes	X	No
-----	---	----

**PART V: PROFESSIONAL AND CONTRACTUAL SERVICES**

N/A	X
-----	---

1. Are contract or consultant services included in the grant award? **Describe:**

Yes		No
-----	--	----

**If no, skip to next section**

2. Has a copy of the formal written contract been submitted to DJCS for approval prior to execution of same? 

Yes		No
-----	--	----

3. Does the contract on file outline the specific work to be performed by the consultant? 

Yes		No
-----	--	----

**PART VI: EQUIPMENT PURCHASES**

N/A	X
-----	---

1. Please list all approved equipment purchases:

2. Was equipment purchased through competitive bids?  
If not, is there a sole source justification?  
**Explain:**

Yes	No
-----	----

3. Has all approved equipment been purchased? If not, will all equipment be purchased by the grant end date?  
**If no, explain:**

Yes	No
-----	----

4. Has an Equipment Listing been sent to DJCS?

Yes	No
-----	----

**\*\*Please verify equipment. Where is it located? Serial Numbers?\***

5. How does the subgrantee handle the disposition of grant funded equipment?

Yes	No
-----	----

6. Was DJCS notified of disposition?  
**If no, explain:**

Yes	No
-----	----

**PART VII: TRAVEL/TRAINING**

N/A	X
-----	---

1. Are travel expenses included in the grant award?  
**If yes, please list all approved:**

Yes	No
-----	----

**If no, skip to next section**

2. Are expenditures for travel adequately documented with state travel forms?

Yes	No
-----	----

3. Are receipts maintained?

Yes	No
-----	----

**PART VIII: OTHER**

N/A	X
-----	---

1. Have funds been approved in the "Other" category?  
If yes, please list approved expenditures:

Yes	No
-----	----

**If no, skip to next section**

2. Have all approved items been purchased?  
If no, when will purchases occur?

Yes	No
-----	----

3. Are these ongoing, monthly expenses?  
If yes, please list all approved monthly expenditures:

Yes	No
-----	----

**PART IX: COORDINATION** N/A

1. What outside agencies does your project collaborate with?  
*Lewis County Prosecutor; Department of Health and Human Resources; Summit Center; Municipal Police Agencies; Emergency Medical Services; Fire Department; Lewis County Sheriff's Department; West Virginia State Police; First Baptist Church; 911 Center; Dominion; EQT; Funeral Home*
2. Have you experienced any major issues or breakthroughs with your collaboration?
  - *Good working relationship*
  - *Increased structure in the school*

**PART X: EEOP**

1. If the subgrantee is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR §§ 42.301-.308, does the subgrantee have a current EEOP on file for review? **Yes No**  
If yes, on what date did the subrecipient prepare the EEOP?
  - *June 2014*
2. Has the subgrantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), US Department of Justice (DOJ), if required by 28 CFR §§ 42.301-.308? If the subgrantee is not required to submit an EEOP Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEOP requirements?  
**Yes –submitted an EEOP Short Form** **Yes – submitted a certification** **No**  
If the subgrantee prepared an EEOP Short Form, when was it approved and when does it expire?
3. How does the subgrantee notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?
  - *Included in Lewis County Advertisements*
  - *Posted*
4. How does the subgrantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability in employment practices (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)?
  - *Included in Lewis County Advertisements*
  - *Employee Handbook*
  - *Posted*

5. Does the subgrantee have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subgrantee with PG&R and the Office for Civil Rights (OCR)? **Yes No** If yes, explain these policies and procedures:
- *Posted*
  - *Included in the Employee Handbook*
6. If the subgrantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subgrantee taken the following actions:
- a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 CFR Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services? **Yes No**
- b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 CFR Part 42, Subpart G? **Yes No**
- *County Administrator Lucinda Whetsel*
- c. Notified participants, beneficiaries, employees, applicants, and others that the subgrantee does not discriminate on the basis of disability? **Yes No**
7. If the subgrantee operates an education program or activity, has the subgrantee taken the following actions:
- a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 CFR Part 54, which prohibit discrimination on the basis of sex? **Yes No**
- b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 CFR Part 54? **Yes No**
- *Athletic Director Dustin Cogar*
- c. Notified applicants for admission and employment, employees, students, parents, and others that the subgrantee does not discriminate on the basis of sex in its educational programs or activities? **Yes No**
8. Has the subgrantee complied with the requirement to submit to the OCR any findings of discrimination against the subgrantee issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex? **Yes No**

**Comments:** *There have been no findings, to date.*

9. What steps has the subgrantee taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Comments, including an indication of whether the subgrantee has developed a written policy on providing language access services to LEP persons:

- *Written policy is available*
- *911 Center has a contract with interpreters*

10. Does the subgrantee conduct any training for its employees on the requirements under federal civil rights laws? **Yes No**

11. If the subgrantee conducts religious activities as part of its programs or services, does the subgrantee do the following: *N/A*

a. Provide services to everyone regardless of religion or religious belief? **Yes No**

b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities? **Yes No**

c. Ensure that participation in religious activities is voluntary for beneficiaries of federally funded programs? **Yes No**

#### **PART XI: PROJECT IMPLEMENTATION/IMPACT**

1. What problems have you encountered this year with your grant?

- *Nothing substantial*

2. What major activities have you accomplished with these grant funds?

- *Building student rapport and community relations*
- *Building student socialization skills*

3. Are there plans to continue the project at the end of the grant period?

<b>Yes</b>	X	<b>No</b>
------------	---	-----------

4. Have any outside surveys or other evaluation tools been utilized for this project in the last 12 months?

<b>Yes</b>		<b>No</b>	X
------------	--	-----------	---

**If yes, what were the results?**

5. Have you had any newspaper, or other media, coverage this year?

- *None*

**Appendix A TASK FORCES**

**N/A X**

1. Is your Task Force Control Board meeting on a regular schedule?  
If no, why not?  
*\*\*Verify minutes are being maintained in file*

Yes	No
-----	----
  
2. Are Task Force Control Board meeting minutes being Submitted to DJCS with your monthly progress reports?  
If no, why not?
 

Yes	No
-----	----
  
3. Are asset forfeiture guidelines, set forth in your Memorandum of Understanding, being followed?  
If no, why not?
 

Yes	No
-----	----

Please identify all Task Force members and their agencies of employment:


4. Verify evidence/seizure logs and arrest reports.

**Appendix B PREVENTION RESOURCE OFFICERS**

**N/A**

1. Did the PRO attend the first faculty/senate meeting of the year?  
If no, why not?
 

Yes	X	No
-----	---	----
  
2. Does the PRO attend faculty/senate meetings on a regular basis?  
If no, why not?
 

Yes	X	No
-----	---	----
  
3. Does the PRO keep an updated resource list?  
Please verify and provide a copy: *\*\*Attached\*\**

Yes	X	No
-----	---	----
  
4. Has PRO provided copies of the school's blueprints, crisis plan, and evacuation plan to the local EMS, WV State Police, Sheriff's Department, and all local law enforcement?
 

Yes	X	No
-----	---	----

5. Has approved class facilitation list been distributed to teachers and submitted to DJCS? 

Yes	X	No
-----	---	----

Please verify list and provide copy: **\*\*Attached\*\***

If no, how are classes advertised to faculty & staff?

6. Are you currently utilizing any curriculums? 

Yes		No	X
-----	--	----	---

Examples: CORE, Netsmartz, Fatal Vision, Lion's Quest, RESPCT, etc.

Please list all that apply:

- *The PRO builds his own classes*

7. Are you currently tracking all presentations, individual and class contacts? 

Yes	X	No
-----	---	----

How are these being tracked?

**\*\*Verify file and tracking system (class rosters, etc.)**

- *The number of students in each class is noted and filed*
- *Individual contacts are noted and filed*

8. How are you ensuring the entire student body at your school is being reached with classes, facilitation, and attention?

- *Maintain Open Door Policy*
- *In halls during class change and lunch*
- *Regularly facilitate classes*

9. Are you involved with extra-curricular activities at your school? 

Yes	X	No
-----	---	----

Please list:

- *Sporting events*
- *Dances*
- *Choir Concert*
- *Band Concert*

10. Have you begun any new initiatives at your school? 

Yes		No	X
-----	--	----	---

Please list:

11. Are you having your P&E meetings? 

Yes	X	No
-----	---	----

Please identify all team members and their employing agencies:

**\*\*Please verify and list all members**

<b>**Attached**</b>	

15. Are you in regular contact with your regional liaison? 

Yes	X	No
-----	---	----

16. Are you submitting your monthly forms to your DJCS Specialist, State Coordinator, and regional liaison? 

Yes	X	No
-----	---	----

17. Has your regional liaison visited your school this year? 

Yes		No	X
-----	--	----	---

18. Have you had contact with your feeder school this year?  
If yes, what contact was made?  

- *Walkthroughs*
- *Eat lunch with students*
- *Facilitate classes*

Yes	X	No
-----	---	----

20. Has your school had any fire, lockdown, or evacuation drills this year? 

Yes	X	No
-----	---	----

21. Has your school had any lockdowns or evacuations this year?  
If yes, please list reason and date: 

Yes		No	X
-----	--	----	---

22. Have you had any use-of-force incidents this year?  
If yes, please explain: 

Yes		No	X
-----	--	----	---

Were State Coordinator and Regional Liaison notified?

## POST-SITE MONITORING REPORT AND CERTIFICATION

### SUMMARY:

*The monitoring visit took place at the Lewis County High School with PRO Mike Cayton in attendance. The meeting began by reviewing the activities of the PRO to date during the grant period and was followed by questions regarding the administration of the grant itself. Once complete, a walkthrough of Robert C. Byrd High School was conducted with PRO Cayton during which time it was evident of his good rapport with the students based upon his interactions. Once the walkthrough was completed, PRO Cayton set up a meeting with Fiscal Officer Debra Hull so that information may be obtained regarding the financial administration of the grant.*

### RECOMMENDATIONS/RESULTS:

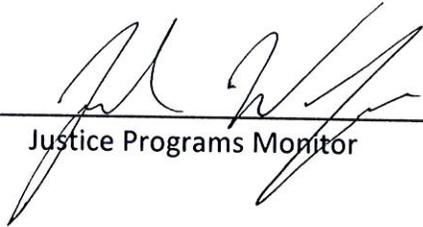
- None

### NEXT MONITORING PERIOD:

	3 Months
	6 Months
	9 Months
X	12 Months

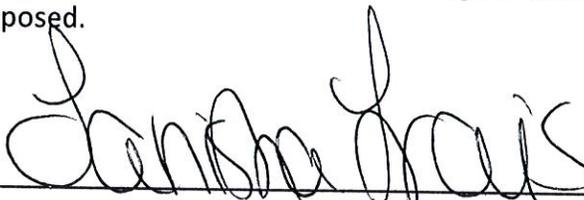
**CERTIFICATION:**

I certify that all information within report was presented by the grantee.

  
\_\_\_\_\_  
Justice Programs Monitor

1-4-2016  
Date

I have reviewed the above information and agree with the report finding and/or corrective actions taken or proposed.

  
\_\_\_\_\_  
Senior Justice Programs Specialist

12-28-2015  
Date



## PRO 2015-2016 Approved Class List

Title of Class	Description of Class	Subject class is taught in	Days required to teach class	Time of each session
Becoming an Adult	Discussion	All Classes As needed	1	45 min.
Drug Abuse	Discussion / Power Point	Health	1	45 min.
Alcohol Abuse	Discussion / Videos	Health	1	45 min.
Tobacco Abuse	Discussion / Power Point / Videos	Health	1	45 min.
Domestic Violence	Discussion / Videos	Health	1	45 min.
Mental Health	Discussion	Health	1	45 min.
Motor Vehicle Laws	Discussion / Hand outs	Drivers Education	1	45 min.
Texting and Driving	Discussion / Videos	Drivers Education	1	45 min.
Fatal Vision / DUI	Discussion / Driving Simulation	Drivers Education	1	45 min.
Accident Investigation	Discussion / Handout/ Diagrams	Drivers Education	1	45 min.
Search and Seizure	Discussion	Civics	1	45 min.
Criminal Investigations	Discussion	Civics	1	45 min.
Juvenile Law	Discussion	Civics	1	45 min.
Criminal Justice System	Discussion	Civics	1	45 min.
Response to Active Shooter	Discussion / Demonstration	All Classes	1	45 min.
Cyberbullying	Discussion	All Classes As needed	1	45 min.
Bullying	Discussion / Videos	All Classes As needed	1	45 min.
ATV Safety	Discussion / Videos	All Classes As needed	1	45 min.
Forensics Investigation	Discussion / Demonstration	Science	1	45 min.
			1	45 min.

Provide a membership list of the all parties collaborating on this project, including name, title, agency affiliation, mailing address, telephone number, fax number, and email address for each member. *Letters of commitment or MOU's from each board member, reflecting their understanding of the requirements of the Collaboration will not be required but is encouraged for this grant application.*

Rhonda Judy, Principal  
Robert L. Bland Middle School  
358 Court Avenue  
Weston, WV 26452  
Phone: 304-269-8325  
Fax: 304-269-8310

Derrick Lambert, Principal  
Lewis County High School  
205 Minuteman Drive  
Weston, WV 26452  
Phone: 304-269-8315  
Fax: 304-269-8319

Adam M. Gissy, Sheriff  
Lewis County Sheriff's Dept.  
117 Court Avenue  
Weston, WV 26452  
Phone: 304-269-8251  
Fax: 304-269-2644

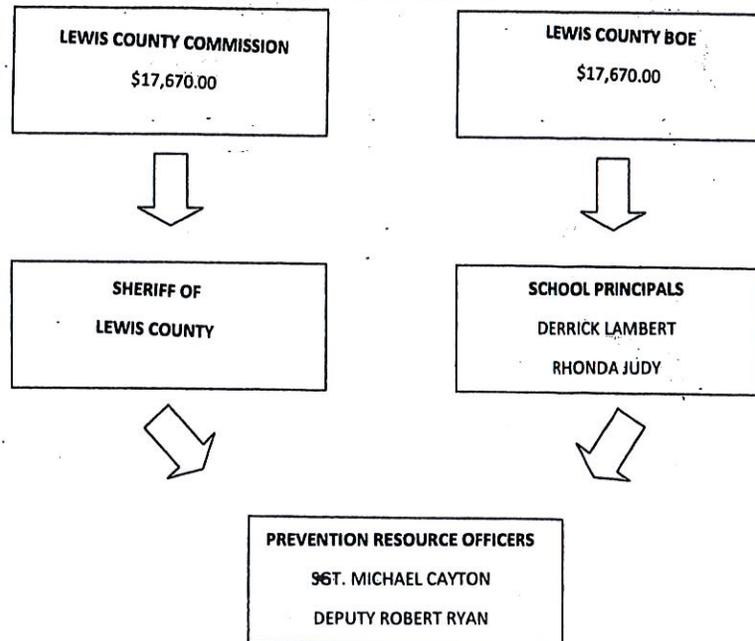
Michael D. Cayton, Sgt.  
Lewis County Sheriff's Dept.  
117 Court Avenue  
Weston, WV 26452  
Phone: 304-269-8215  
Fax: 304-269-2644

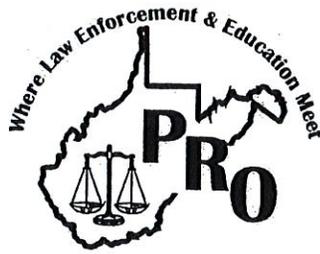
Julie Smith, Asst. Principal  
Robert L. Bland Middle School  
358 Court Avenue  
Weston, WV 26452  
Phone: 304-269-8325  
Fax: 304-269-8310

John Whiston, Asst. Principal  
Lewis County High School  
205 Minuteman Drive  
Weston, WV 26452  
Phone: 304-269-8315  
Fax: 304-269-8319

The team will include a student from Lewis County High School and a student from Robert L. Bland Middle School that will be selected at the beginning of the school year and remain on the board during the entire grant period.

**LEWIS COUNTY ORGANIZATIONAL CHART**





## 2010 Prevention Resource Officer Classroom Facilitation Guide

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<b>G.R.E.A.T (Gang Resistance Education &amp; Training)</b>	<b>3</b>
<b>Golden Rule Solution to Racism</b>	<b>4</b>
<b>Inside Out</b>	<b>5</b>
<b>Welcome to the Party</b>	<b>6</b>
<b>4-Wheeler Safety</b>	<b>7</b>
<b>DUI</b>	<b>8</b>
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DISPATCH 304-269-8241  
FAX 304-269-8203

WESTON STATE POLICE 304-269-0500  
FAX 304-269-0431

WESTON CITY POLICE 304-269-3207  
FAX 304-269-6128

PROSECUTING ATTORNEY 304-269-8240  
FAX 304-269-8250

CENTRAL REGIONAL JAIL 304-765-7904  
FAX 304-765-2309

MAGISTRATE FAX 304-269-8253  
TAX OFFICE FAX 304-269-8698

TERRY MATTHEWS FAX 304-269-0420  
(ACCIDENT REPORTS)



December 31, 2015

Agnes Queen, Commission President  
County of Lewis  
PO Box 466  
Weston WV, 26452

In the past year, Suddenlink has continued making significant investments, adding TV channels requested by our customers and increasing Internet download speeds, among other improvements.

As we make these investments, we strive to keep prices as low as possible, but the underlying cost of our services continues to rise. These rising costs are led by TV programming, the increases to which are largely driven by three factors:

- **Sports programming** and the multi-billion dollar deals signed between leagues, conferences, and TV channel owners
- Dramatic increases to the **fees TV station owners are allowed to charge**, by federal law, for signals they transmit for free over the air
- **Contract renewals**, wherein media companies (both those with and without sports programming) seek to reset channel fees well above the rate of inflation; make access to popular channels contingent on payment for less popular channels; and frequently require their channels to be distributed as part of widely subscribed bundles, which further increases the cost to consumers.

These and other factors make certain adjustments to service prices necessary. When reviewing the list of adjustments, please recall that we have **bundled packages of two or more services that can help many customers off-set these adjustments and potentially save money**. Nearly two out of three Suddenlink customers have already taken advantage of such offers, and we will continue to communicate those options to our customers.

With those points in mind, here is a summary of what will and will not be adjusted.

- There will be *no change* to the standard rates for telephone service, limited basic TV service, expanded or full basic TV service, incremental digital tiers of TV service, and video equipment.
- In the February 2016 billing cycle, there will be a ...
  - \$1.00 per month increase to the standard rate for HBO
  - \$2.90 per month increase to the broadcast station surcharge, which covers the escalating fees charged by broadcast TV station owners. (Recall that federal law permits TV station owners to charge companies like ours for the signals they

broadcast freely over the air. As we have always done, we will not collect more from this surcharge than we pay to broadcast TV station owners.)

- To cover a portion of the skyrocketing cost of dedicated sports channels and general entertainment channels with sports programming, some customers with expanded or full basic TV service will see a \$2.15 per month increase to the sports programming surcharge in the February 2016 billing cycle, while others will see this increase later in 2016, depending on when they ordered the noted TV service.
  - Recall that the owners of major sports channels require us to package those channels in a large, diverse bundle of channels to which a sizable majority of customers subscribe.
  - Requirements like these prevent us from placing the most-expensive sports channels on a separate level of service that customers could select and pay for *at their discretion*.
  - We share our customers' frustration with this situation and are working with others to seek greater flexibility in how we're allowed to package and sell TV channels, to help control costs and offer more economical choices.
- To cover the rising cost of network expenses, some customers who have Internet service outside of a current promotional offer will see a \$3.50 per month increase in the January 2016 billing cycle, while others will see this increase later in 2016, depending on when they ordered the service.
- Taxes, fees, and surcharges will be adjusted accordingly.

Thank you for your time and please don't hesitate to contact me at the number below, should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Kelemen". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Michael Kelemen  
Director of Government Relations  
304-760-2071

The Meeting was called to order by R. Hyre at 14:00 in Lewis County.

**Members Present:** J. Gum, J. Heater, R. Hyre, B. Rowan, and J. Spray  
Also attending was: L. Carpenter, Lesley Slaughter, Steve Money Penny, KJ Varner

L. Carpenter moved and KJ Varner seconded to approve the minutes of the previous meeting. The motion carried.

### **Committee Reports**

#### **Executive Committee:**

- B. Rowan reported that Gilmer County was writing a letter to GSC in reference to the phones being transferred to the 911 Center. No other information is available at this time.

#### **Building and Operations:**

- J. Gum stated that the radio upgrade bids are due on this Friday. Only 1 vendor attended the mandatory meeting.
- The teletype has been upgraded from phone to web browser. An additional teletype has been added to position 1 so there are now 2 working stations.
- The current phone system has to be replaced. An RFP will be going out for that project in the future.
- L. Carpenter inquired about reverse 911 being possible. B. Rowan has been in contact with a representative from Evanbridge. A demonstration will be scheduled with a contact from the County Commission.

#### **Budget and Finance:**

- B. Rowan reported that there is a budget meeting on this date. Still operating in the black, in good shape. The line item "911 Misc" is comprised by rogue phone services (Magic Jack, etc)...those phone lines have decreased therefore showing a shortage in the current budget.

**Public Relations:**

- No report

**Personnel Committee:**

- W. Rowan reported that the center will be hiring 4 new telecommunicators. Since the last meeting 1 full-time employee has resigned. Estimated start date for the new employees will be March 1<sup>st</sup>. New hires will start earning benefits and accruing time from their hire date, however, the Lewis County Commission has approved the protocol that no new hire will be permitted to use annual time until they have passed their probation period.

**EMD/Training Committee:**

- R. Stalnaker presented the EMD monthly totals for Nov. and Dec. to all present.
- She also reported that the EMD cards are being revised. There will be an additional 6 cards added to the current list. Eventually would like to add cards for fire and law.
- EMD Manager Class will be held at the LCEMS on March 2, 2016 from 9-5. M. Tatman, J. Taylor and J. Spray will be attending. The class is hosted by Lewis-Gilmer E911 Center and open to anyone in the field.

**Old Business:**

- No report

**New Business:**

- Blue Mountain Engineering has contacted B. Rowan regarding aerial photography in Gilmer County and has been in contact with the Assessor. They are using 4” resolution (vs. the 12” resolution that has been used in the past). Price quotes are \$18,000 for Gilmer Co. and \$21,000 for Lewis Co.

**Addressing Report:**

- As delivered
- S. Moneypenny expressed kudos to whomever got Alice Road and Horn Creek road signs changed.

**Chairman's Time:**

- No report

**Director's Report:**

- No report

**Benefit of the Organization:**

- J. Heater inquired about the Gilmer County Protocol for stand- alone dispatching. J. Gum advised that the supplied letter was sufficient.
- J. Spray inquired about the hiring process and the status of applicants (i.e. if there was a standing list for those who meet all criteria). W. Rowan explained that applications are held for 2 years from time they were received.
- L. Carpenter inquired about the Unified Judicial Application (UJA) System regarding searching warrants. It will now be the responsibility of the officer to check on the validity of the warrant.

**Motion to adjourn was made by L. Carpenter, seconded by KJ Varner.**

**Meeting was adjourned at: 14:48. Next meeting will be on Monday, February 08, 2016 at 14:00 in Gilmer County.**

**Rick Stout, Secretary**

**Larry Gerwig, Chairman**

U.S. Department of Homeland Security  
Region III  
One Independence Mall, 6th Floor  
615 Chestnut Street  
Philadelphia, PA 19106-4404



**FEMA**

FEB 26 2015

Jimmy J. Gianato  
Governor's Authorized Representative  
West Virginia Department of Homeland Security  
and Emergency Management  
1900 Kanawha Blvd., East  
Building 1, Room EB-80  
Charleston, West Virginia 25305-0360

**Re: FEMA-DR-4132-WV-005**  
**Project Approval**  
**Hazard Mitigation Grant Program (HMGP)**

Dear Mr. Gianato:

I am pleased to inform you that the application **Lewis County Generator Project**, submitted under **FEMA-DR-4132-WV-005**, has been approved. This project proposes to install an emergency generator at the Lewis County Judicial Annex, located at 117 Court Ave, Weston, West Virginia 26452.

The total cost is \$54,910, with a federal share of \$41,183 and a non-federal share of \$13,727; the federal share amount should be in the SMARTLINK system. Enclosed is a copy of the signed obligation report for your files.

In implementing this project, the West Virginia Department of Homeland Security and Emergency Management (WVDHSEM), as the grantee, shall ensure that Lewis County, the sub-grantee, complies with the FEMA-State Agreement for DR-4132 and all applicable laws, assurances and guidance.

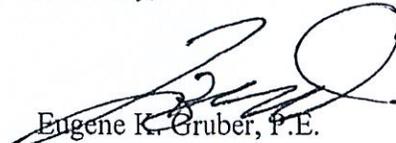
The Period of Performance (POP) for this project is three years, ending February 28, 2018. Please provide our office with a quarterly progress report thirty days after the end of each federal fiscal year quarter.

FEMA-DR-4132-WV-005

Page 2

If you have any questions concerning this project, please contact John Schmierer, Project Officer, at (215) 931-5547.

Sincerely,



Eugene K. Gruber, P.E.  
Director, Mitigation Division

Enclosure

cc: Albert M. Lisko, Jr., Director, Mitigation and Recovery  
Brian Penix, State Hazard Mitigation Officer  
Janice Barlow, Director, Grants Division

FEDERAL EMERGENCY MANAGEMENT AGENCY  
HAZARD MITIGATION GRANTS PROGRAM  
Obligation Report w/ Signatures

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
4132	5-R	0	5	1	5	WV	Statewide

Subgrantee: Lewis (County)  
Subgrantee FIPS Code: 041-99041

Project Title : Lewis County Judicial Annex 911 Center / police station generator

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$41,183	\$41,183	\$0	\$0

Project Amount	Grantee Admin Est	Subgrantee Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$41,183	\$0	\$0	\$41,183	02/24/2015	Accept	2015

Comments

Date: 02/24/2015 User Id: JSCHMIER

Comment: MA requests obligation of funds

Date: 02/24/2015 User Id: RREIN

Comment: HMO approves obligation

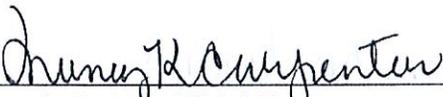
Authorization

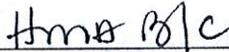
Preparer Name: JOHN SCHMIERER

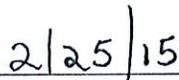
Preparation Date: 02/24/2015

HMO Authorization Name: RICHARD REIN

HMO Authorization Date: 02/24/2015

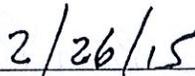
  
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Authorizing Official Signature

  
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Authorizing Official Title

  
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Authorization Date

  
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Authorizing Official Title

  
\_\_\_\_\_  
Authorization Date



## QUOTE #15107

August 31, 2015

Brandi Hines  
Account Sales representative  
EMCOR Services, Scalise Industries  
503 Morgantown Avenue, Suite 220  
Fairmont, WV 26554

Master Service Mid Atlantic (DBA Mountaineer Generator Service) offers the below turnkey generator installation.

1. 1 each Kohler model 45 REZG or Cummins 50KW GGPC with lvl 2 sound attenuated housing depending on availability.
2. 1 each Cummins OTEC 225 NEMA 1 200A 240 volt 3 pole Automatic Transfer Switch (ATS) installed inside building.
3. 6" thick concrete pad for generator.
4. Extend gas line from inside building to generator. Install fuel shutoff valve for generator.
5. Install 200 Amp three phase breaker in existing Cutler Hammer Panel for normal feed to ATS.
6. Install 200 Amp feed from ATS to Police Department panel in same room.
7. Install NFPA 110 remote annunciator in electric room (Indicates generator status).
8. Install all control wire, battery charger, block heater circuits.
9. Startup Training and testing by Mountaineer Generator Service.
10. 1 hour Load bank test at completion to verify gas source has enough capacity.
11. Includes delivery and crane service.
12. 100% turnkey.

**Service Disabled Veteran Owned Small Business**

**phone:** 304-636-8170 • **fax:** 304-636-8206 • **e-mail:** Info@MasterServiceCorp.com • **web:** MasterServiceCorp.com



13. Includes 1 day for two electricians to transfer over circuits to new generator panel.

Master Service Mid Atlantic (DBA Mountaineer Generator Service) offers to install the above generator system for the amount of: **\$36,400.00**

Terms: NET 30 days after completion.

Thanks and please let me know if we can provide any other information or if you have any questions.

*Patrick Smith*  
**Patrick Smith P.E. President**  
**Master Service and Mountaineer Generator Service**  
Service Disabled Veteran Owned Small Business

# Tri-County Electric

A **VeriLine** COMPANY

103 Corporate drive Morgantown WV 26501  
Phone: 304-296-3090 Fax: 304-296-7937

January 8, 2016

**Re: Install Generator for Sheriff Dept. in Lewis County.**

Dear Rick:

We are pleased to provide a quotation for the following scope of work.

- Provide and install 45KW generator with sound enclosure.
- Provide, install, and connect battery charger, annunciator, and block heater.
- Provide and install 200 amp ATS.
- Provide new 200 amp feed to ATS from new 600 amp panel.
- Provide and install new 200 amp panel.
- Connect existing additional 12 circuits located beside, to new 200 amp Panel fed from Generator.
- Connect one circuit from panel upstairs to new 200 amp panel fed from generator.
- Connect to existing gas service.
- Design by customer with no Electrical Engineered Drawings.
- Will require Power outage Estimated at 12 hours and quoted for Saturday at 1-1/2 labor.
- B&O Tax

**Total: \$54,200.00**

**Adder for 50KW Generator limited Availability \$1800.00**

Sincerely,

**Joe's Contracting LLC**  
444 Broad Run Church Road  
Jane Lew, WV 26378  
304-884-7091

WV026693

J07084

**Lewis County Commission**  
Center St.  
Weston, WV 26452

**Quote for Standby Generator for Annex (Sheriff's Department)**

- (1) Kohler 45 KW Automatic Standby Generator ( 3 Phase)
- (1) Kohler Automatic Transfer Switch 200 Amp 240 volt 3 pole
- Install 200 Amp 3 phase breaker in panel for line feed to transfer switch
- Install 200 amp 3 phase load feed from ATS to panel for sheriff department
- Carburetor heater, battery and battery charger
- 6" thick Cement pad for generator
- Gas supply to generator from within the building
- Startup provided by a certified Kohler technician
- 100% turnkey

Total cost for Material and Labor ----- \$ 43,500

# Lewis County Commission

## RIDE-ALONG REQUEST

I would like to request a ride-along with the Lewis County Sheriff's Office. I have read and signed the "release and waiver" form.

Reason: Need experience working with the dog catcher for college credits.

Name: Katelyn Squires Phone: 304-997-3383

Address: 1209 Smith Run Rd Weston WV, 26452

Signature Katelyn Squires Date 1/11/16

Request:  Approved  Denied

Lewis County Commission; \_\_\_\_\_  
Signature Date

Request:  Approved  Denied

Authorized to ride on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date begin time end time

and ride with \_\_\_\_\_  
Deputy Name

Lewis County Sheriff or Designee; John J. Igel 1-12-16  
Signature Date

**\*This form MUST be signed by the LC Commission AND the L C Sheriff to be valid\***

Lewis County Fire Board

PO BOX 168

Weston, WV 26452

January 6, 2016

Lewis County Commission,

The Lewis County Fire Board would like to seek your approval of re-appointing Jesse Shackleford for another term on the Fire Board.

Thank you,

A handwritten signature in blue ink that reads "Crystal D. Bragg". The signature is written in a cursive, flowing style.

Crystal D Bragg, Fire Fee Clerk

Lewis County Fire Board

PO BOX 168

Weston, WV 26452

January 6, 2016

Lewis County Commission,

The Lewis County Fire Board would like to seek your approval of re-appointing Frank Lydon for another term on the Fire Board.

Thank you,

A handwritten signature in blue ink that reads "Crystal D. Bragg". The signature is written in a cursive style.

Crystal D Bragg, Fire Fee Clerk

**Ruble, Ginny M**

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**From:** Pat Vankirk <patvankirk@ymail.com>  
**Sent:** Friday, December 04, 2015 10:52 AM  
**To:** Ruble, Ginny M  
**Subject:** Resignation

To the health department board of directors:

I regret that I have to resign from the board of directors due to medical problems. I am in Ohio with my daughter planning to have knee replacements, first will be December 28th and next one will be a month later. This will be a long recovery. I will no longer have a WV address. My Ohio Address is 895 Brittany Dr. Delaware Ohio 43015. I have enjoyed my brief time with the Board.

Thank You  
Patricia Vankirk

RSVP Ginny Please let me know if you get this.