

COUNTY COMMISSION OF LEWIS COUNTY

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



COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

LEWIS COUNTY COMMISSION MEETING AGENDA 110 CENTER AVENUE, 2nd FLOOR WESTON, WV 26452 MONDAY, April 25, 2016

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 Thursday, April 21, 2016.
(*action required*)

APPOINTMENTS

3. 10:10 AM Deanna Palmer, Director, Lewis County Family Resource Network:
RE: Proclamation for Child Abuse Awareness Month
and Flag Raising (*action required*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, April 21, 2016. (*information only*)
5. **Jane Lew Public Service District Meeting Minutes:** Minutes of the Jane Lew Public Service District March 10, 2016 meeting. (*information only*)

BUSINESS

6. **Boards and Committee Report(s):** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Townsends Mountain Roots tour, Laying of the FY 16-17 Budget, Jane Lew Park Planning Meeting, Local Emergency Planning Commission, Planning Commission, Little League Opening Day, Make it Shine Day.
(*information only*)
7. **Lewis County Health Department General Liability Insurance:** The Lewis County Board of Health had previously requested they be added to the county's general liability policy. The Lewis County Commission tabled action until further information could be obtained. The County Administrator spoke with Chris Heater, GJ Garton Insurance, the county's agent. This addition will exclude professional liability and employment practices. It will cover any general liability claims in the building (ex. slip and fall). This is the same coverage the county provides for all buildings but was previously covered under separate policy by the Board of Health. The addition of this coverage under the county's policy will be at no additional cost to the county but will save the Board of Health approximately \$12,000.00 annually. (*action required*)

8. **Lewis County Economic Development Report:** Mike Herron, Executive Director of the Lewis County Economic Development Authority will report and activities.
(information only)
9. **Timesheets and Leave Requests** *(action required)*

ACTIONS, ORDERS AND PAYMENT OF EXPENDITURES:

10. **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, April 21, 2016 *(action required)*
11. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, April 21, 2016
(action required)
12. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, April 21, 2016. *(action required)*

ADJOURNMENT:

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

**LEWIS COUNTY COMMISSION
MEETING MANAGEMENT**

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

*Roberts Rules of Order is utilized as a guide only.
The Commission controls meeting management, discussion and input.*

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: April 21, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 14, 2016
- 9:30 a.m. Michael M. Taylor, Randolph County Commission President – Joint press release regarding current procedures for responding to emergencies for Randolph County residents in Ellamore.
- 10:00 a.m. Cliff Newman – Request for designation of fishing area at the Upshur County Youth Camp in Selbyville
- 11:00 a.m. Ribbon Cutting event welcoming AirTech, LLC – Upshur County Regional Airport – Hanger #B4
- 12:00 p.m. Children’s Memorial Flag Luncheon – Chapel Hill United Methodist Church
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Review and signature of correspondence to Tony O’Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Adrian PSD Phase VI Water Extension.
2. Review and signature of Pledge Authorization to release collateral currently pledged to secure deposits for the Upshur County Commission at the Federal Reserve Bank of New York.
3. Review and approval of James Vending one year contract agreement dated April 15, 2016 for the Buckhannon-Upshur Recreational Park.
4. Correspondence from Thomas J. O’Neill requesting consideration to be appointed to serve on the Upshur County Fire Board as a community representative for a three year term effective July 1, 2016. Mr. O’Neill’s term would expire June 30, 2019.
5. Correspondence from Jonathan Teets, Superintendent, requesting funding to provide electric to more campsites at Audra State Park.
6. Correspondence from Abigail Jeffries, Rock Cave PTO, Inc. President, requesting the donation of pool passes for a spring bingo fundraiser.
7. Correspondence from Gregory B. Harris, Upshur County Safe Structures and Sites Enforcement Board Permit / Ordinance Officer, requesting that the Commission order clean-up of case number 091015-01.

14. 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
April 28, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex

Minutes of Jane Lew Public Service District

Regular Meeting March 10, 2016

Present: Oscar R. Mills (Chairman); Elaine B. Flaxer (Secretary); Thomas E. Bailey; Nancy E. Gee (General Manager)

Guests: Doug Forni, P.E. (Thrasher Engineer)

Absent:

1. **Call to Order:** At the request of Chairman Mills, the meeting was presided over by Elaine Flaxer. It was called to order by Flaxer at 4:01 p.m. in the Conference Room of the Jane Lew PSD Office, 70 Park Avenue, Jane Lew WV.

2. Minutes:

MOTION: (Bailey/Mills) to approve attached Minutes of 02/11/16 regular meeting. [Carried Unanimously]

3. General Manager's February Reports (Gee)

A. WATER:

1. Water Bills (Attached)

MOTION: (Bailey/Flaxer) to ratify payment of attached listed water invoices for February 2016. [Carried Unanimously]

2. Water Treasury Report (Attached)

MOTION: (Flaxer/Mills) to approve attached Water Treasury Report for February 2016. [Carried Unanimously]

3. Water Adjustments Report (Attached)

MOTION: (Bailey/Flaxer) to approve attached Water Adjustments Report for February 2016. [Carried Unanimously]

4. Water Purchase, Sales & Loss Report (Attached) – 9% *unaccounted loss, actual*

MOTION: (Flaxer/Bailey) to approve attached Water Purchase, Sales & Loss Report for February 2016. [Carried Unanimously]

5. Water Preventive Maintenance Report

a) Lines -

b) Fire hydrants [57] –

c) Flushing Hydrants [25] –

d) Valves [148]

e) Meters [659] - installed remote cable extensions on 3 meters for better access for reading

f) Booster Stations [3]

g) Tanks [2] –

h) Office Heating Cooling Systems

i) Vehicles-[1.5]

j) Generators [2 portable] – exercised weekly

k) Critical Inventory –

6. Water Repairs Report – fixed leak by old Ashland station (Main & Broad Run Rd.); fixed leak on Park Ave.

7. Water Leak Detection Program – visually checked for leaks while reading meters

8. Cross Connections/Backflow Prevention Program– mailed letters to 11 customers past due on their testing.

9. New Non-Project Water Taps – none

10. Other –

Assignments

- ✓ Install new touch-read meters when weather warms up

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Flaxer/Mills) to ratify payment of listed sewer invoices for February 2016. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Mills/Bailey) to approve sewer Treasury Report for February 2016. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Bailey/Mills) to approve sewer Adjustments Report for February 2016. [Carried Unanimously]

4. Wastewater Volume & Treatment Cost Report (Attached)

MOTION: (Bailey/Mills) to approve sewer Volume & Treatment Cost Report for February 2016. [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) Manholes [594]
- c) Grinder Pumps [46]
- d) Lift Stations [16 total] – checked & amped weekly
- e) Bar Screen [1] – cleaned weekly
- f) Vehicles – [1.5] -
- g) Generators [5 total] – exercised weekly
- h) Classroom Heating & Cooling –
- i) Critical Inventory

6. Wastewater Repairs Report (attached) – none

7. I&I Loss & Prevention Report – 4.5 rainfall inches due in part to big snow.

8. New Non-Project Sewer Taps – none

9. Other –

4. **Announcements:** Tom Bailey's birthday this week. Happy 60th to Tom!

5. **Correspondence:**

- a. Letter (2/22/16) from Nancy Gee to Scott LeRosa, P.E for E.L. Robinson Engineering, Re: water line relocation to new Jane Lew Industrial Park
- b. Letter (02/15/2016) from Joseph Corbin Jr., Corbin's Electrical Inc., to Great American Insurance Co. Re: claim against the Bid Bond for the Sanitary Sewer Collection System.
- c. Letters (03/01/2016) from Nancy Gee to 11 Water Customers, Re: Cross Connection and Backflow Prevention Requirements.

~ ~ OLD BUSINESS ~ ~

6. Update: **Phase II Sewer Upgrade /09-1043-PSD-42T-PC-PW-CN/ (Gee & Forni)**

- A. New Customer Hookups – no change
- B. Final Cleanup – contractor's part is completed, although one customer is still insisting that we cut down two dead trees. At this point there is no evidence/proof that the trees are dead due to the project, or even dead. Pending.
- C. Final Closeout – pending action by PSD & Region VII
- D. Odor Issue – air quality problem (agreed to be totally Thrasher's responsibility) still not fixed. Smoke testing now done; PSD to get copy of results. Possible flappers to be installed on 5 customers' service lines; if still not fixed, possible carbon filter on manhole.
- E. Lift Pump # 10 Issue – still not fixed

Assignment

- ✓ *Forni to fix odor problem.*
- ✓ *Tri-State & Thrasher to fix lift pump problem.*
- ✓ *Gee to look into module for billing program (see February Minutes)*

7. Update: **Pending Non-Project Extensions and Road Bores (Gee)** – none.

8. Update: **Board Review of PSD Policies and Job Descriptions (Flaxer)** – nothing

- A. Private Fire Protection Policy
- B. Professional Incentives Policy
- C. Revise Water Job Descriptions to be consistent with a water PURCHASE entity
- D. Other

9. Update: **Personnel Matters (Gee)** – nothing new

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

10. Update: **Lease of Sewer Ground (Gee)** - no progress.

11. Update: **Working Capital Mandate (Gee)** – Gee asked Gergana of Tetrick & Bartlett to provide us with written statement as to our ability to be in compliance with mandate by deadline. Was told it would be in with audit findings.

12. Update: **WVDOH Water & Sewer Line Relocation (Gee)** Gee mailed Kelsh letter to E.L. Robinson Engineering (2/22/16); heard nothing back yet.

Assignment

- ✓ *Gee to follow up with Item 12.*

~ NEW BUSINESS ~

13. **Late Received Agenda Items (Gee)** – Flaxer noted that we must amend our Rules of Procedure next month to update new location of PSD Office.

Assignment

- ✓ *Flaxer to follow up with Item 13.*

14. **Adjournment:** The meeting was adjourned by Chairman Designee Flaxer at 4:56 p.m.



Oscar R. Mills, Chairman



Elaine B. Flaxer, Secretary

Attachments:

- ▲ February '16 Bills Paid (Water/Wastewater)
- February '16 Treasury Reports (Water/Wastewater)
- February '16 Adjustments Reports (Water/Wastewater)
- February '16 Purchase & Sales / Volume & Cost Reports (Water/Wastewater)
- All Correspondence listed on Page 2.

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, Attorney
- Dan Ferrell, Phase II Sewer Project Engineer, Thrasher Engineering
- Doug Forni, Thrasher Engineering
- Shane Whitehair, Region VII
- PSD Office
- Board Members