

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
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, May 2, 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 28, 2016.
(*action required*)

APPOINTMENTS

3. 10:10 AM Robin Stultz, Democratic Women's Chair
RE: Proclamation for National Democratic Women's Day
(*action required*)
4. 10:20 AM Kyle Nuttall, Attorney, Oil & Gas
RE: Information on the Atlantic Pipeline
(*information only*)
5. 10:30 AM Steve Moneypenny, Lewis Gilmer 911 Addressing
RE: New Road Naming
Suggested Names 1) Redfox Drive 2) Hawkeye Drive
Directions: From US Highway 33 East at Garton Plaza go 5.1 miles
and turn right onto Georgetown Road, go 1/2 mile and turn right onto
Upland Road, go 1/2 Mile and turn left. (*action required*)

CORRESPONDENCE

6. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, April 28th, 2016. (*information only*)
7. **Shenandoah Cable Television, LLC (SHENTEL) Franchise Fee:** Franchise Fee payment for January, February and March 2016 in the amount of \$9,878.53.
(*information only*)
8. **Tri-County Child Exchange & Visitation Program:** Activity report for Tri-County Visitation for Fiscal Year 2016 (*information only*)

BUSINESS

9. **Boards and Committee(s) Reports:** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Lewis County Park Board; Lewis County Economic Development Authority; Lewis County High School Meet the Candidates; Region 7 Planning and Development Council. *(information only)*
10. **Circuit Clerk Records Management and Preservation Grant Quarterly Invoice:** The Lewis County Circuit Clerk's Office was awarded a fiscal year 2016 Records Management and Preservation grant for the purpose of digitizing records. Reimbursement in the amount of \$ 2,827.27 for part time employee work during the months of January, February and March is requested. *(action required)*
11. **Invitation to Berlin Community Educational Outreach Service Club's 95th Anniversary:** Invitation to attend the 95th Anniversary of the Berlin CEOS, Saturday June 25, 2016 from 4-6:00 PM at the Berlin United Methodist Church Park; RSVP requested. *(action required)*
12. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
13. **Timesheets and Leave Requests** *(action required)*

ACTIONS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **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 28, 2016. *(action required)*
15. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, April 28, 2016. *(action required)*
16. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, April 28, 2016. *(action required)*

ADJOURNMENT:

17. **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 28, 2016

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

- April 19, 2016 – Special Meeting
- April 21, 2016

9:30 a.m. Review and approval of WYK Associates, Inc. scope of work and fee schedule for Architectural/Engineering services for the Upshur County Public Library Roof Replacement Project

Items for Discussion / Action / Approval:

1. Approval and signature of National Sharp Contract Purchase Order with Valley Business Systems in the amount of \$4,949.00.
2. Correspondence from Tabatha Perry, submitting Jennifer Bennett's, Splashers Swim Board President, request for use of the Buckhannon-Upshur Pool for the 2016 season. Ms. Bennett has requested swim team practice for the "Splashers" from 9:00 a.m. to 11:45 a.m., Monday through Friday. The \$300 fee was waived for the 2015 season and has been requested to be waived for the 2016 season.
3. Approval of advertisement for full-time Lewis/Upshur Community Corrections Case Manager position. The position will be located in Weston, WV and the starting rate of pay is \$11 per hour with benefits. Applications must be received by 2:00 p.m. on Friday, May 6, 2016.
4. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting to amend Seth Blake's employment start date. Upon approval, Mr. Blake will begin work on or around May 2, 2016 at the hourly wage rate of \$10 an hour up until his full-time employment begins on or around May 16, 2016, at which time he will receive a weekly salary of \$525.00.
5. 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. Upshur County Mileage Reports – March 2016
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections

2. Agendas and/or Notice of Meetings:

- Upshur County Solid Waste Authority May 9, 2016

3. Meeting Minutes:

- Adrian PSD March 10, 2016

4. Meetings:

- 05/03/16 5:30 p.m. Elkins Road PSD
- 05/03/16 6:00 p.m. Hodgesville PSD
- 05/04/16 7:00 a.m. Upshur County Development Authority – Executive Board Meeting
- 05/05/16 7:00 p.m. Banks District VFD
- 05/05/16 7:00 p.m. Selbyville VFD
- 05/09/16 12:00 p.m. Upshur County Family Resource Network
- 05/09/16 4:30 p.m. Upshur County Solid Waste Authority
- 05/09/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/09/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis County
- 05/10/16 6:00 p.m. Buckhannon River Watershed Association
- 05/10/16 7:30 p.m. Adrian VFD
- 05/11/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 05/11/16 12:00 p.m. Upshur County Senior Center Board
- 05/11/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 05/11/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 05/11/16 7:30 p.m. Warren District VFD
- 05/12/16 1:00 p.m. Adrian PSD
- 05/12/16 3:00 p.m. Tennerton PSD
- 05/12/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 05/12/16 7:30 p.m. Buckhannon VFD
- 05/12/16 4:00 p.m. Buckhannon Upshur Airport Authority—meeting held at Airport
- 05/05/16 6:30 p.m. Upshur County Youth Camp Board – Special Meeting
- 05/15/16 6:00 p.m. Washington District VFD
- 05/16/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 05/17/16 4:00 p.m. Upshur County Public Library Board
- 05/17/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 05/17/16 6:30 p.m. Upshur County Fire Board
- 05/17/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 05/18/16 7:00 p.m. Ellamore VFD
- 05/18/16 12:00 p.m. Lewis Upshur LEPC --- ^{Lewis} Upshur location
- 05/18/16 7:00 a.m. Upshur County Development Authority
- 05/25/16 10:00 a.m. James W. Curry Advisory Board
- 05/26/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association

5. Appointments Needed or Upcoming:

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
May 5, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex

Democratic Women's Month

WHEREAS, in 1940, First Lady Eleanor Roosevelt advocated for a special day to honor the achievements of Democratic women. The designated day, to be known as "Democratic Women's Day," was May the 24th.

WHEREAS, Democratic Women of every race, class and ethnic background have made and continue to make historic contributions to the growth and strength of our nation in countless and unrecorded ways and when women succeed, America succeeds; and

WHEREAS, Democratic women continue to serve as predominate volunteers and leaders in the forefront of the progressive social change movement.

WHEREAS, Women's History Month gives us an opportunity to reflect on the progress we've made as a nation to provide equal opportunities for all and commit ourselves to continuing our work to help women and girls succeed in our country and the world;

WHEREAS, the National Federation of Democratic Women have declared May is designated as "National Democratic Women's Month" with appropriate associated programs, ceremonies and publicized activities across the United States of American during the month of May each year;

THEREFORE BE IT RESOLVED, that Women's History Month is an important opportunity to remind ourselves how hard we've fought, and how we must not become complacent in the struggle for true equality and opportunity for all women; and

BE IT FURTHER RESOLVED, the West Virginia Federation of Democratic Women (WVFDW) a member of the National Federation of Democratic Women (NFDW) , a duly recognized auxiliary of the Democratic National Committee (DNC), is an organization of Democratic Women's clubs throughout the state of West Virginia with the stated purpose to unite women of the Democratic Party, to promote the cause of the Democratic Party and to encourage full participation in every level of the Democratic Party.

Now therefore be it resolved that the Lewis County Commission, in Weston WV proclaim the month of MAY as

"Democratic Women Month"

ATTEST:

Cynthia S. Rowan, County Clerk

Agnes G. Queen, President

Patrick D. Boyle, Commissioner

Thomas V. Fealy, Commissioner



Lewis-Gilmer E-911 Addressing

1000 1st St • Weston, WV 26457
Telephone 304-269-6567

TTY

1 or 304-462-7306 • Fax 304-269-6567

April 18, 2016

Dear Commissioners,

The Lewis-Gilmer E-911 Addressing office has received a request to name a Private Road located at 535 Upland Road. This request is due to a third address being requested on that driveway with additional development planned in the future.

The Road Location is 535 Upland Road.

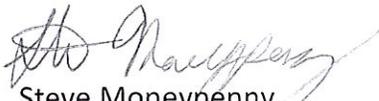
Driving Directions : From US Hwy 33 E at Garton Plaza go 5.1 miles turn Right onto Georgetown Rd, go ½ mile turn Right onto Upland Rd, go ½ mile Turn Left

The suggested below choices are

1. ~~FOXCREEK DRIVE~~
2. REDFOX DRIVE
3. ~~BEAR COVE LANE~~
4. HAWKEYE DRIVE

The choice of Bear Cove Lane is not acceptable as there are already many roads with "bear" in the name. Foxcreek Drive is very close to Fox Run Rd. Redfox Drive is acceptable and the first choice of the residents, Hawkeye Drive is also acceptable and is their second choice.

Respectfully Submitted


Steve Money Penny

Lewis-Gilmer E-911 Addressing

Approved _____



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Telephone 304-269-6567

TTY 304-269-8241 or 304-462-7306 • Fax 304-269-8203

APPLICATION FOR NEW ROAD NAME / NAME CHANGE

Community: Horneer Zip Code: 26372 Route #: _____

CURRENT ROAD NAME: None

ROAD LOCATION: 535 Upland Rd

DRIVING DIRECTIONS: From US Hwy 33 E at Garton Plz go S. 1 mi turn (R) onto Georgetown Rd go 1/2 mi turn (R) onto Upland Rd go 1/2 mi turn (L)

- ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please READ road naming criteria)
- | | |
|---------------------------|--------------------------|
| 1. <u>FOX CREEK DRIVE</u> | 3. <u>BEAR COVE LANE</u> |
| 2. <u>REDFOX DRIVE</u> | 4. <u>HAWKEYE DRIVE</u> |

Lewis~Gilmer Addressing reserves the right to refuse any names that do not meet the adopted county ordinance.

Liaison Information

Expires 30 Days from date issued.

NAME: NATHAN D. EZRO TELEPHONE: (702) 672 8659

ADDRESS: 1222 VISTA DEL RIO DR CITY: MORGANTOWN STATE: WV ZIP: 26508

Signature: [Signature] Date: 4/18/2016

Before signing please verify that this form is complete and correct to the best of your knowledge.

For Office Use Only

April 25 : 10:10

REQUEST TYPE	
<input checked="" type="radio"/> Private Road	<input type="radio"/> NEW ROAD NAME
<input type="radio"/> Public Road	<input type="radio"/> ROAD NAME CHANGE
<input type="radio"/> OTHER	
APPLICATION RECEIVED <u>4/18/2016</u>	Signature _____

Date / /20



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Telephone 304-269-6567

TTY 304-269-8241 or 304-462-7306 • Fax 304-269-8203

OWNER / RESIDENT INFORMATION PAGE

If you will need additional space for resident information please copy this page.

ROAD NAME CHOICES IN ORDER OF PREFERENCE (must match choices on page 2)	
1. WITTELAIN ^{TAKEN} <u>FOXCREEK DRIVE</u>	3. <u>BEAR COVE LAKE</u>
2. <u>REDFOX DRIVE</u>	4. <u>HAWKEYE DRIVE</u>

NAME NATHAN D. EZRO

MAILING

ADDRESS 1222 VISTA DEL RIO DR

CITY MORGANTOWN ST WV ZIP 26508

TELEPHONE (702) 672 - 8659

SIGN [Signature] DATE 4/18/16 ✓

NAME Mark Gainer

MAILING

ADDRESS 535 Upland Rd.

CITY Harmer ST WV ZIP 26372

TELEPHONE (304) 439 - 6793

SIGN [Signature] DATE 4/15/16

NAME Harold + Barbara Lovett

MAILING

ADDRESS 529 Upland Rd.

CITY Harmer ST WV ZIP 26372

TELEPHONE (304) 269 - 1942

SIGN [Signature] DATE 4/16/16

[Signature] 4/16/16

NAME _____

MAILING

ADDRESS _____

CITY _____ ST _____ ZIP _____

TELEPHONE () _____ - _____

SIGN _____ DATE _____

NAME _____

MAILING

ADDRESS _____

CITY _____ ST _____ ZIP _____

TELEPHONE () _____ - _____

SIGN _____ DATE _____

NAME _____

MAILING

ADDRESS _____

CITY _____ ST _____ ZIP _____

TELEPHONE () _____ - _____

SIGN _____ DATE _____



Shenandoah Cable Television, LLC
FRANCHISE FEE PAYMENT SUMMARY
Lewis Co, WV

April 13, 2016

Enclosed please find payment in accordance with our franchise agreement.

Payment Frequency:	Quarterly
Month(s) Covered:	Jan-March
Year(s) Covered:	2016
Percent of Revenue:	3%
Applicable Revenue:	\$329,284.30
Fee (%):	3%
Fee Due to Franchisor:	\$9,878.53

I certify that this information is true and correct to the best of my knowledge.



Paula Tennant, Sr Tax Accountant
540-984-5014

TRI-COUNTY CHILD EXCHANGE & VISITATION PROGRAM

P.O. Box 724
105 Court Ave.
Weston, WV 26452
Phone (304) 269-8247
tricitychildwv@hotmail.com
Contact: Beth A. Burkhart, Program Coordinator

April 15, 2016

Lewis County Commission
Attention: Cindy Whetsell

Ref: FY 2016
July 01, 2015 to June 30, 2016 Funding

Honorable Lewis County Commissioners,

Please find attached an invoice for the allocated funding for the Tri-County County Child Exchange & Visitation Program. Additionally, I have included a 2015 Program Overview for your information. As you can clearly see, your support of the Tri-County Program has a positive impact on the community. It is sad that our world has come to a point that this program is required in order to save lives and keep our general public safe. However, the numbers show that the Tri-County Child Exchange & Visitation Program is effective. This has also been established repeatedly over the last 13 ½ years since opening in 2002.

The Lewis and Upshur County Commissions continuous generous support has been crucial to the longevity of our program. Your insightful awareness to community safety needs, domestic family issues, and the drug abuse epidemic that plague our families continue to be battles you fight and win with the Tri-County Child Exchange & Visitation Program.

Thank you again for your support.

Sincerely,



Beth A. Burkhart
Program Coordinator

TRI-COUNTY CHILD EXCHANGE & VISITATION PROGRAM

P.O. Box 724

Weston, WV 26452

Phone (304) 269-8247

Fax (304) 269-8247

tricitychildwv@hotmail.com

Contact: Beth Burkhart, Program Coordinator

Program Overview for 2015

Total Staff Expenses January – December 2015 - \$ 39,390.67

Total Staff Hours January – December 2015 - 3,825.75

**Does not include volunteered/donated hours

1 Program Coordinator – Beth Burkhart

1 Site Supervisors - Judith Piercy (All sites)
- Two additional be hired (All sites)

4 Monitors – Upshur/Braxton/Lewis

Susie Thayer

Barbara Smarr

Christal Gibson

Neysa Brown

Total Number of Visitations: - 595

(Braxton services provided primarily at Lewis/Upshur sites due to split travel of client and site unavailability)

Braxton	0
Lewis	315
Upshur	280

Total Number of Exchanges: - 793

(Braxton services provided primarily at Lewis/Upshur sites due to split travel of client and site unavailability)

Braxton	0
Lewis	472
Upshur	321

Total Number of Families: - 195

Braxton / Lewis / Upshur

Total Number of Children: - 142

Braxton / Lewis / Upshur

Total Phone Calls - 3,565

INVOICE
County Records Management and Preservation Grant Program

To: Division of Culture and History
Archives and History
1900 Kanawha Blvd. East, Bldg 9
Charleston, WV 25305-0300

Invoice No: RMPB1516

Grant No.: Lewis County 2015-16

Amount Requested: \$ 2,827.27

Purpose: Records Management and Preservation Board **FY 16** Grants

Make check payable to:

County Commission: LEWIS COUNTY COMMISSION

Mailing Address: 110 CENTER AVENUE, WESTON, WV 26452

F.E.I.N.: 556000338

I certify the attached invoice for which reimbursable payment has been requested has been audited against and conforms to the terms and conditions of the referenced grant Agreement.

Signature: _____

(Blue Ink)

Title: PRESIDENT

Date: MAY 2, 2016

Director, Archives and History

Date

A Celebration

For Berlin CEOS Club
95th Anniversary

Date Saturday June 25, 2016

Time 4pm - 6pm

Place Berlin United Methodist
Church Park

Given by Berlin CEOS members

R.S.V.P. Judy Smith 269-3865
Mary Marple 269-2918