

# 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**  
**May 23, 2016**  
**10:00 AM**

## **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, May 19, 2016 (*action required*)

## **APPOINTMENTS**

- 3. 10:15 AM Gary Morris, Vice President, Lewis County Senior Center Board of Directors**  
**RE:** Lewis County Senior Center Board of Directors requests funding for further roof repairs at the center. (*action required*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agendas:** Upshur County Commission Agendas for Thursday, May 12, 2016 and Special Meeting Agenda for May 19, 2016 (*information only*)
- 5. Sheriff's Monthly Settlement:** Sheriff's monthly settlement (reconciliation) of Lewis County financial accounts for April 2016. (*information only*)
- 6. West Virginia Regional Jail and Correctional Facility Authority Monthly Invoice:** Invoice for April 2016 : \$85,692.00 (1776 inmate days X \$48.25 per diem) (*information only*)
- 7. Lewis Gilmer E-911 Monthly Addressing Report:** Lewis Gilmer Emergency 911 addressing monthly report for April 2016 including: walk-ins, addresses issued & reissued, mileage and proof of address. (*information only*)
- 8. Jane Lew Public Service District Meeting Agenda:** Jane Lew Public Service District Regular Meeting Agenda for May 12, 2016. (*information only*)
- 9. Lewis-Gilmer Emergency 911 Advisory Board Meeting Minutes:** Minutes of the Lewis-Gilmer Emergency 911 Advisory Board Meeting of May 9, 2016. (*information only*)
- 10. West Virginia Department of Transportation, Statewide Transportation Improvement Program for Fiscal Years 2016-2021:** County by county road projects identified for federal expenditures for federal fiscal years 2016-2012. (*information only*)



11. **West Virginia State Auditor Reminder of deadlines for Submitting Budget Revisions:** Fiscal year 2015-2016 budget revisions must be submitted by June 17, 2016. Coal Severance budget revisions for 2016-2017 must be submitted by July 15, 2016. General County Budget Revision for 2016-2017 must be submitted by July 30, 2016. *(information only)*
12. **Lewis County Board of Education Summer Feeding Program:** The Lewis County Board of Education will be providing nutritional meals through the "Help Feed Lewis County Children this Summer" campaign from June 21 thru August 9. Meal Sites for children will be at Peterson Central School, Quarry Glen Apartments and Robert L Bland Middle School. Additionally, meals will be delivered to children throughout the county. Volunteers are needed. *(information only)*
13. **Harrison County Commission Invitation to Aviation Meeting:** Benedum Airport Authority will be holding a meeting Wednesday, May 25th, 2016 at 3PM at the Robert C. Byrd National Aerospace Education Facility located at 1050 Industrial Road East, Bridgeport. This meeting will include reviewing the response from various commercial carriers who have submitted bids to provide services through the airport. *(information only)*
14. **Lewis County Parks and Recreation Meeting Agenda and Minutes:** Agenda for Monday, April 25th, 2016 Lewis County Parks and Recreation Board Meeting and Meeting Minutes of March 28, 2016 meeting. *(information only)*
15. **Cequel III Communications II, LLC (SuddenLink Communications) Franchise Fees:** Franchise fees submitted for the quarter consisting of January, February and March, 2016 in the amount of \$1,419,85 *(information only)*

## BUSINESS

16. **Boards and Committee Report(s):** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Election and associated requirements; Community Corrections; Region 7 Planning & Development Council; CCAWV Spring Board Meeting. *(information only)*
17. **Louis Bennett Public Library Board Resignation:** Approval of resignation of Sharon Snyder from the Louis Bennett Public Library Board for a term expiring June 30, 2016 *(action required)*
18. **Louis Bennett Public Library Board Appointment to Vacant Position:** The Louis Bennett Library Board requests the appointment of Megan Mullins to the Louis Bennett Public Library Board replacing the vacancy held by Sharon Snyder expiring June 30, 2016. *(action required)*
19. **Lewis County Health Department Annual Contract:** Approval of Annual Contract between the Lewis County Health Department and the Lewis County Commission to provide \$10,000 in two equal payments during Fiscal Year 2016-2017. *(action required)*
20. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
21. **Fiscal Year 2015-16 Budget Revisions:** Revenue Revisions are required for Coal Severance in the amount of \$7,936.00 and General County in the amount of \$56,546.00. *(action required)*
22. **Timesheets and Leave Requests** *(action required)*

## ACTIONS, ORDERS AND PAYMENT OF EXPENDITURES:

23. **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, May 19, 2016. *(action required)*
24. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, May 19, 2016. *(action required)*

- 25. Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, May 19, 2016. *(action required)*

#### **ADJOURNMENT**

- 26. 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.*

*Gary Morris, Lawyer*

P. O. Box 329  
Weston, West Virginia 26452

May 2, 2016

Lewis County Commission  
Box 466  
Weston, WV 26452

RE: Senior Center Building Roof

Ladies and Gentlemen:

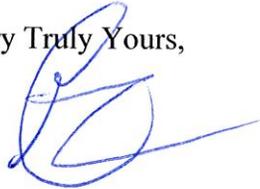
I write you, on behalf of the Lewis County Senior Center, in the capacity of the Vice President of the Board of Directors of the same, for your consideration of our request for funding for further roof repairs, which I have requested to be placed upon the agenda for May 23, 2016.

We again believe this request to be in the best interest of the Citizens of Lewis County to preserve their assets by keeping the building that they own dry and in good repair.

To address any questions or concerns you may have and you may inquire of Dina or Kim at the Senior Center (269-5738) or call me here or on my cell phone at 304-672-1376.

Thanking you, in advance, for your kind consideration of this matter, I am

Very Truly Yours,



Lewis County Senior Center  
171 W 2<sup>nd</sup> St.  
Weston, WV 26452

*Phone (304) 269-4652*

*email: garymorrislawyer@hotmail.com*

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 12, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 5, 2016
- 9:15 a.m. Don "Woody" Martin – Upshur County resident / project volunteer – Presentation of Phase I Environmental Site Assessment and draft Sampling and Analysis Plan  
  
Approval of EPA Region 3 Brownfields Assessment Grant Property Approval Questionnaire for Hazardous Substance Sites  
  
Discuss willingness to grant right-of-entry and access to conduct work at the Upshur County Youth Camp Tar Pit Site
- 9:30 a.m. Seth Blake, Buckhannon Upshur Recreational Facility Pool Director – Discussion regarding pool hours, staffing and general management
- 10:30 a.m. David H. Coffman, Upshur County Sheriff – Discussion regarding FY '17 budget and employee compensation  
*Item may lead to Executive Session per WV Code §6-9A-4*  
(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

### Items for Discussion / Action / Approval:

1. Approval of employment of B-U Recreational Facility staff, effective May 16, 2016.
2. Approval of employment for Upshur County Youth Camp Staff, effective on date specified in attachment.
3. Approval of full-time Tax Deputy job advertisement; applications must be received by the close of business on Monday, May 23, 2016.
4. Approval of E911 Communications Director Job Description.
5. Approval of E911 Communications Center Director in Training advertisement; applications must be received by the close of business on Friday, May 27, 2016. Applicants must currently be employed as Supervisors with the Upshur County Communications Center and meet the requirements set forth in the attached job description.

6. 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 Tabatha R. Perry, Assistant County Administrator, to George Lantz regarding an extension of the previously set deadline to bring his property located in Union Tax District into compliance with the Safe Structures and Sites Ordinance.
2. Correspondence from Janie Moore, Director of Magistrate Court Services Division of the Supreme Court of Appeals, clarifying how funds from the Worthless Check Fund are to be appropriated.
3. Correspondence from Robert L. Pennington, P.E., Deputy State Highway Engineer – Programming and Planning, enclosing the Statewide Transportation Improvement Plan (STIP) listing of proposed amendments to the approved 2016-2021 STIP.
4. Memorandum from Mary Jo Thompson, Director of the Community Development Division of the WV Development Office, regarding the Fiscal Year 2016 Land and Water Conservation Fund Notice; Invitation to Submit Applications.
5. Notice of changes associated with the Motor Fuel Tax Refund Application – WV/MFR-14
6. Upshur County Mileage Reports – April 2016
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
7. Upshur County E911 Communication Reports ---April 2016
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
8. Upshur County Family Resource Network Newsletter – May 2016
9. Agendas and/or Notice of Meetings:
  - Upshur County Parks and Recreation Board May 9, 2016
  - Buckhannon City Council – Town Hall Meeting May 12, 2016
  - Upshur County Fire Board, Inc. May 17, 2016
  - Elkins Road PSD June 7, 2016

10. Meeting Minutes:

- Upshur County Family Resource Network Director's Report April 2016
- Elkins Road PSD April 5, 2016

11. 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–UCDA Office
- 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 location
- 05/18/16 7:00 a.m. Upshur County Development Authority
- 05/23/16 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

12. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
May 26, 2016 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*\*\*ATTENTION\*\*\* The Commission meeting on Thursday, May 19, 2016 has been cancelled

Special Meeting of the Upshur County Commission  
May 19, 2016 --- 4:00 p.m.  
Upshur County Courthouse Annex

## Upshur County Commission Special Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 19, 2016  
Time of Meeting: 4:00 p.m.

1. Election Certification
2. 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

**Next Regular Meeting of the Upshur County Commission  
May 26, 2016 --- 09:00 a.m.  
Upshur County Courthouse Annex**

**Lewis County, West Virginia  
Sheriff's Monthly Settlement  
April 30, 2016**

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	3,791,368.60	289,432.16	463,720.94	671,159.68	3,873,362.02
Coal Severance	26,783.56	5,160.55	0.00	0.00	31,944.11
General School	22,741.60	10,430.65	0.00	0.00	33,172.25
Magistrate Court	1,492.08	2,647.75	0.00	2,049.58	2,090.25
Worthless Check	73,791.18	175.00	0.00	1,076.50	72,889.68
Dog and Kennel	18,568.55	315.60	0.00	16,102.60	2,781.55
Home Detention	13,303.96	1,120.83	0.00	9,167.03	5,257.76
Emergency 911 Fund	2,748,509.22	124,704.89	0.00	70,780.99	2,802,433.12
Lewis County Aquatic Fund	603,551.51	55,125.15	0.00	582,553.35	76,123.31
Citizens Education	10,110.97	9.00	0.00	9.00	10,110.97
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	2,700.54	0.00	2,700.54	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	25,288.80	0.00	25,288.80	0.00
Sheriff Special Account-state	35,347.15	2,927.87	0.00	7,755.50	30,519.52
Aquatic Excess Levy	0.00	561.63	54,547.04	55,108.67	0.00
County Building	569,159.25	28.32	0.00	0.00	569,187.57
Board of Health	388,001.67	77,716.54	0.00	38,180.35	427,537.86
Tax Lien	635,982.43	0.00	33,529.81	105,955.48	563,556.76
Delinquent Nonentered	6,519.81	0.00	0.00	0.00	6,519.81
Concealed Weapons	59,332.74	1,519.19	0.00	300.00	60,551.93
Assessor Valuaton	86,961.82	24,489.86	0.00	12,135.45	99,316.23
Voters Registration	6,477.10	261.00	0.00	0.00	6,738.10
State Current	0.00	0.88	8,260.26	8,261.14	0.00
Criminal Charges	0.00	2,516.11	0.00	2,516.11	0.00
Court Reporter	0.00	65.00	0.00	65.00	0.00
State Police	0.00	700.00	0.00	700.00	0.00
Vehicle License	0.00	24,738.00	0.00	24,738.00	0.00
State Fines	0.00	200.00	0.00	200.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	694.00	778.50	0.00	693.00	779.50
General Current Expenses	0.00	6,602.03	627,927.97	634,530.00	0.00
Weston Current	0.00	3.97	37,333.73	37,337.70	0.00
Jane Lew Current	0.00	0.68	6,434.54	6,435.22	0.00
<b>Totals</b>	<b>9,098,697.91</b>	<b>663,733.28</b>	<b>1,573,016.69</b>	<b>2,660,574.87</b>	<b>8,674,873.01</b>

Balance in county depositories - At End of Month

Less: Orders Outstanding

Plus: Deposits in Transit

Cash in Office at End of Month

Disc. Adjustments (+ or -)

Balance in county Depositories and Office

\$	9,589,618.41	Bank errors	
-	(1,669,028.95)	Bank errors	
+	751,042.70		
+	3,500.00		
	0.00		
\$	<b>8,675,132.16</b>	Bank errors	
		Total	<b>0.00</b>

True Balance \$ **8,675,132.16**

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 disbursed and the amount remaining in the Treasury and County Depositories.

Adam M. Gissy  
Adam M. Gissy, Sheriff & Treasurer, Lewis County

5-9-16  
Dated and sworn to on this date.

2016 MAY -9 P 3:44  
Difference

259.15

FILED  
LEWIS COUNTY, WV

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

1325 VIRGINIA STREET, EAST  
CHARLESTON, WV 25301-3011  
(304) 558-2110  
FAX: (304) 558-2115

EARL RAY TOMBLIN  
Governor

JOSEPH C. THORNTON  
Cabinet Secretary

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

Statement Number: 41162a8e

Statement Date: 5/5/2016

Month Of Service: April, 2016

Pursuant to subsection 10, Article 20, Chapter 31 of the West Virginia Code, the West Virginia Regional Jail and Correctional Facility Authority hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of April, 2016.

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

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

Month: April

NUMBER OF INMATE DAYS: 1776

PER DIEM RATE: \$48.25

AMOUNT DUE - April, 2016 \$85,692.00

This statement amount is due and payable upon receipt.

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

<b>REGIONAL JAIL INVOICES</b>			
<b>2014-2015</b>		<b>2015-2016</b>	
July	\$ 97,368.50	July	\$ 72,761.00
August	\$ 89,262.50	August	\$ 69,962.50
Sept	\$ 71,892.50	September	\$ 63,690.00
October	\$ 73,919.00	October	\$ 65,525.50
November	\$ 74,208.50	November	\$ 77,055.25
December	\$ 78,309.75	December	\$ 86,801.75
January	\$ 65,813.00	January	\$ 94,859.50
February	\$ 59,145.50	February	\$ 86,801.75
March	\$ 67,115.75	March	\$ 78,454.50
April	\$ 65,282.25	April	\$ 85,692.00
May	\$ 73,098.75		
June	\$ 61,615.25		

# E-911 Addressing Report

APRIL 1, 2016 – APRIL 30, 2016

	Lewis	Gilmer
Telephone Calls	10	6
Walk Ins	6	0
Addresses Issued/Reissued	3	2
Mileage	45	82
Proof of Address request	5 Combined	

The addressing office has delivered the Shady Valley Drive and Delight Drive The sign posts still exist and are in good condition. Owners advised that they could and would install to expedite the process.

Updates to directions have been sent if you did not receive them please contact us to get an updated excel file.

# Jane Lew Public Service District

Regular Meeting May 12, 2016

## ~~ Public Board Meeting Agenda ~~

1. Call to Order
2. Minutes (04/14/16)
3. General Manager's April 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
4. Announcements:
5. Correspondence:

### ~~ OLD BUSINESS ~~

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

### ~~ NEW BUSINESS ~~

13. NEW: Amendments to Rules of Procedure (Flaxer)
14. NEW: 2016-2017 Budget (Gee)
15. Late-Received Agenda Items (Gee)
16. Adjournment

# Minutes of Jane Lew Public Service District

## Regular Meeting April 14, 2016

---

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

**Guests:** Doug Forni, P.E. (Thrasher Engineer); Dan Ferrell, 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 4:00 p.m. in the Conference Room of the Jane Lew PSD Office, 70 Park Avenue, Jane Lew WV. (Chairman Mills left early.)

### 2. Minutes:

**MOTION:** (Bailey/Mills) to approve attached Minutes of 03/10/16 regular meeting. [Carried Unanimously]

### 3. General Manager's March Reports (Gee)

#### A. WATER:

1. Water Bills (Attached)

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

2. Water Treasury Report (Attached)

**MOTION:** (Bailey/Mills) to approve attached Water Treasury Report for March 2016. [Carried Unanimously]

3. Water Adjustments Report (Attached)

**MOTION:** (Bailey/Mills) to approve attached Water Adjustments Report for March 2016. [Carried Unanimously]

4. Water Purchase, Sales & Loss Report (Attached) – 10% *unaccounted loss, actual*

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

5. Water Preventive Maintenance Report

a) Lines -

b) Fire hydrants [57] –

c) Flushing Hydrants [25] –

d) Valves [148]

e) Meters [659] - changed out 1 customer meter. Arranged for CI Thornburg Co. to test all 1.5" and 2" meters. Installed test ports on meters without because they must be tested in-ground. Purchased and installed 4 new 2" Omni meters to replace very old meters at 4 different businesses.

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 –

✓ Replaced broken meter at Chesapeake Hill booster station

✓ Replaced ladder hatch lock on Industrial Park tank;

✓ Reconstructed the screened tank overflow at smaller tank to conform to DOH design standards

- 7. Water Leak Detection Program – visually checked for leaks while reading meters
- 8. Cross Connections/Backflow Prevention Program– ongoing
- 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: (Bailey/Mills) to ratify payment of listed sewer invoices for March 2016. [Carried Unanimously]

- 2. Wastewater Treasury Report (Attached)

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

- 3. Wastewater Adjustments Report (Attached)

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

- 4. Wastewater Volume & Treatment Cost Report (Attached)

MOTION: (Bailey/Mills) to approve sewer Volume & Treatment Cost Report for March 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. Cleaned & degreased all.
- 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) – rebuilt 1 E-1 grinder pump.
- 7. I&I Loss & Prevention Report – 3” rainfall; est. 3 million gals I&I to Weston
- 8. New Non-Project Sewer Taps – none
- 9. Other –

**4. Announcements:**

- ✓ Flaxer to Savannah from 4/20 through 5/3 inclusive
- ✓ Vickie out of office week of 4/18 for foot surgery

**5. Correspondence:**

- a. Certified Letter (03-23-2016) from John S. Tomac of WVAW to Nancy Gee RE: Calculation of Biennial Rate Adjustment Demand Based Rate Tariff
- b. Letter (03-29-2016) to Craig Phillips from Nancy Gee Re: Cross Connection and Backflow Prevention for the Dollar General Property
- c. Letter (03-15-2016) from Seth Myers, Ph.D., ERS-II, Environmental Engineering Div., DHHR, RE: Jane Lew PSD Sanitary Survey.

## ~ OLD BUSINESS ~

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

- 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 – Region VII says we have circa \$6,000 left in contingency money. Gee has therefore requested using \$4,737 to purchase grinder pump for a residence on new sewer system that had not been designed to take into consideration a basement needing hooked from which wastewater will not flow by gravity to existing tap.
- D. Odor Issue – Odor blocks will be placed in 2 lift stations for 30-day trial period. Thrasher will “camera” part of the line to search for problem. Thrasher will also check into charcoal vents.
- E. Lift Pump # 10 Issue – Thrashers set up work session of all parties for April 26<sup>th</sup> to address issues.

<i>Assignment</i>
<ul style="list-style-type: none"> <li>✓ Thrashers to fix odor problem.</li> <li>✓ Thrasher to fix lift pump problem.</li> <li>✓ Gee to proceed with purchase of E-1 pump</li> </ul>

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) – nothing.

12. Update: **WVDOH Water & Sewer Line Relocation** (Gee) - nothing

<i>Assignment</i>
<ul style="list-style-type: none"> <li>✓ Gee to follow up with Items 6, 11 and 12.</li> </ul>

~ ~ NEW BUSINESS ~ ~

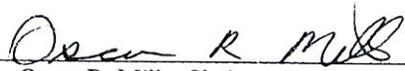
13. **Late Received Agenda Items (Gee)** – Flaxer noted that we must postpone two amendments to our Rules of Procedure until next month. Turns out that county mapping office gave us a non-existent address for new PSD office, which problem must be solved before changing in ROP. Second amendment is to eliminate the word “treat” wastewater in Mission Statement. All Board members were given copies of the exact wording of the changes.

MOTION: (Flaxer/Bailey) to postpone until May 12<sup>th</sup> meeting the amendment to ROP reflecting change of office address.  
[Carried Unanimously]

MOTION: (Flaxer/Bailey) to postpone until May 12<sup>th</sup> meeting the amendment to ROP reflecting change to Mission Statement.  
[Carried Unanimously]

*Assignment*  
✓ Gee to follow up with county mapping office

14. **Adjournment:** The meeting was adjourned by Chairman Designee Flaxer at 5:37 p.m.

  
Oscar R. Mills, Chairman

  
Elaine B. Flaxer, Secretary

**Attachments:**

- March '16 Bills Paid (Water/Wastewater)
- March '16 Treasury Reports (Water/Wastewater)
- March '16 Adjustments Reports (Water/Wastewater)
- March '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

05/09/2016

Lewis-Gilmer E-911 Advisory Board

The meeting was called to order by L. Gerwig at 14:04 in Gilmer County.

**Members Present:** B. Rowan, J. Taylor, J. Heater, R. Hyre, L. Gerwig, KJ Varner, N. Mires

Also attending: L. Slaughter, E. Squires, M. Tomey

Motion was made by R. Hyre and seconded by J. Taylor to approve the minutes from the previous meeting. Motion was approved.

### **Committee Reports**

**Executive Committee:**

No Report

**Building and Operations:**

B. Rowan reported that the CAD vendor has been purchased by another company and J. Gum was attending their user conference in Columbus. It has been said that the current contract will be honored.

Radio software will be updated next week. J. Gum is working on a RFP for the phone system.

B. Rowan reported that he presented the application for A&S Recovery to operate in Lewis County to the Lewis County Commission. He discussed the discrepancies that were shown in the application. He also pointed out that the truck registrations have been expired. The Lewis County Commission agreed that no two wrecker services shall operate out of the same office. The application has been denied by the Lewis County Commission.

**Budget and Finance:**

The income budget has been cut by \$110,000 and expenditures have been cut by \$41,000. It has been projected that there will be no raises for the next year and there could possibly be layoffs in every department.

**Public Relations:**

B. Rowan reported that the 911 Center provided some items for distribution at a Mental Health Fair last Friday, 5/6/16.

**Personnel Committee:**

The two new hires have exceeded expectations and should be in the radio room in June, according to the trainers. There is a possibility for 1 more hire farther down the road.

**EMD/Training Committee:**

J. Taylor reported that there were 2 calls that the committee QA/QI. One call was reviewed and the score was changed due to the nature of the call. He thinks that dispatch is doing a good job.

**Old Business:**

No report

**New Business:**

B. Rowan reported that a trailer and 2 tents have been loaned to the County Clerk's Office to assist with the loading/unloading of voting equipment.

E. Squires inquired about the status of the IRP radios. B. Rowan responded that the Commission has allowed for the installation of the antennas on the new tower and operate them out of the old building.

**Addressing Report:**

As delivered

Delight Drive residents have claimed that they have replaced the road sign several times. We have ordered another sign.

**Chairman's Time:**

No report

**Director's Report:**

No report

**Benefit of the Organization:**

No report

Motion to adjourn was made by R. Hyre and seconded by J. Taylor.

Meeting was adjourned at 14:39. Next meeting will be on June 13, 2016, at 14:00 in Lewis County.

**Rick Stout, Secretary**

**Larry Gerwig, Chairman**



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

Earl Ray Tomblin  
Governor

Paul A. Mattox, Jr., P. E.  
Secretary of Transportation/  
Commissioner of Highways

April 28, 2016

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2016-2021. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2016-2021 STIP.

All written comments are to be received no later than May 13, 2016 and should be addressed to:

Mr. Robert L. Pennington, P. E.  
Deputy State Highway Engineer –  
Programming and Planning  
West Virginia Division of Highways  
Building 5, Room A-148  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Very truly yours,

  
Robert L. Pennington, P. E.  
Deputy State Highway Engineer –  
Programming and Planning

RLP:MI

Attachment

cc: Mr. Emiliano Lopez, Federal Highway Administration – w/attachment  
Ms. Michele DeAngelis, Federal Transit Administration – w/attachment

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021  
PROGRAM AMENDMENT**

COUNTY	FFY	PROJECT	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>													
KANAWHA	2016	1	6/28/2016	RR/HWY XING	CON	WW025	CENTER ST RR XX BETTERRMENT	REPL GRADE XING SURFACE	S320 P25 00039 00	RHCH0025131D	\$12,800	\$16,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	6/28/2016	RR/HWY XING	CON	NA	CHESAPEAKE AVE RR XX BETT	RR XX SURFACE UPGRADE	S320 CHESA 1 00	RHCH2015239D	\$16,800	\$21,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	6/28/2016	STP	CON	WW025	DUNBAR WV RR XX	REPL XING SURFACE	S320 025 00841 00	STP0025125D	\$20,000	\$25,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	5/28/2016	ACST	CON	WW004	ELK RIVER RD (ACC)	RESURFACE	S320 4 00000 00	ACST0004061D	\$0	\$1,250,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	10/28/2015	ARMARK / GRAN	CON	NA999	ELK RIVER SB ID SIGNAGE (GRANT)	INST WAYFINDING SIGNS	U320 ELKRI 1 00	SB121WV002D	\$16,000	\$16,000	\$0
2016-2021 AMD 1 - DELETE PROJECT													
KANAWHA	2016	1	5/28/2016	STP	CON	WW114	ELKVIEW BR-MILE FORK	RESURFACE	S320 114 00679 00	STP0114029D	\$80,800	\$101,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	5/28/2016	STP	CON	US119	ELKVIEW-WALGROVE	RESURFACE	S320 119 03016 00	STP0119429D	\$248,800	\$311,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	5/28/2016	STP	CON	WW622	KELLYS CREEK- SISSONVILLE	RESURFACE	S320 622 01028 00	STP0622023D	\$272,800	\$341,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	5/28/2016	ACST	CON	US119	LILLY ST - MINK SHOALS (ACC)	RESURFACE	S320 119 01981 00	ACST0119436D	\$0	\$1,026,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	1	6/28/2016	NHPP	CON	US119	PENNSYLVANIA AVE	RESURFACE	S320 119 00037 00	NHPP0119435D	\$1,440,000	\$1,800,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2017	1	12/28/2016	STP	CON	WW061	TURNPIKE-56TH ST	RESURFACE	S320 61 02051 00	STP0061084D	\$782,400	\$978,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	7	5/28/2016	ACST	CON	CO009	CHURCHVILLE RD (ACC)	RESURFACE	S321 9 00000 00	ACST0009248D	\$0	\$385,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT													
KANAWHA	2016	7	5/28/2016	STP	CON	US019	FLATWOODS-WESTON RD	RESURFACE	S321 19 00160 00	STP0019448D	\$320,000	\$400,000	\$0

AMENDMENT #

Print Date: 4/29/2016

Page 9 of 23

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021  
PROGRAM AMENDMENT**

COUNTY	FFY	PROJECT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
LEWIS	2016	7		8/28/2016	NHPP	ENG	1079	I-79 EXIT 99 SB OFF RAMP	RELOCATE SB OFF RAMP	U321 79 09900 00	NHPP0793253D	\$315,000	\$350,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
LEWIS	2017	7		12/28/2016	NHPP	ROW	1079	I-79 EXIT 99 SB OFF RAMP	RELOCATE SB OFF RAMP	U321 79 09900 00	NHPP0793254D	\$9,000	\$10,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
LEWIS	2016	7		5/28/2016	ACST	CON	US019	WALKERSVILLE-WESTON RD (ACC)	RESURFACE	S321 19 01477 00	ACST0019453	\$0	\$355,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
LINCOLN	2016	2		5/28/2016	ACST	CON	WV010	ROY BRANCH-BRANCHLAND (ACC)	RESURFACE	S322 10 02224 00	ACST0010287D	\$0	\$200,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
LINCOLN	2016	2		5/28/2016	ACST	CON	WV010	SAND CREEK - HARTS (ACC)	RESURF	S322 10 00463 00	ACST0010270D	\$0	\$154,631	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
LOGAN	2016	2		5/28/2016	ACST	CON	CO003	CHAPMANVILLE-STRIKER (ACC)	RESURFACE	S323 3 00000 00	ACST0003267D	\$0	\$350,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
LOGAN	2016	2		5/28/2016	NRT	ENG	NA999	HATFIELD CEMETERY TRAIL	CONSTRUCT TRAIL	U323 HATFI 3 00	NRT2014175D	\$280,000	\$350,000	\$240,000
2016-2021 AMD 1 - 300% cost increase (-\$2M), MOVE PROJECT TO FFY 2016, CHANGE PHASE														
LOGAN	2016	2		5/28/2016	ACST	CON	WV017	MINE COMPLEX-MONDO (ACC)	RESURFACE	S323 017 01490 00	ACST0017116D	\$0	\$589,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
MARION	2016	4		5/28/2016	ACST	CON	WV218	FAIRVIEW RD (ACC)	RESURFACE	S325 218 00674 00	ACST0218017D	\$0	\$550,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
MARION	2016	4		5/28/2016	ACST	CON	WV218	FARMINGTON RD (ACC)	RESURF	S325 218 00480 00	ACST0218018D	\$0	\$700,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
MARION	2016	4		5/28/2016	ACST	CON	WV310	GRAFTON RD (ACC)	RESURFACE	S325 310 00531 00	ACST0310037D	\$0	\$750,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
MASON	2016	1		5/28/2016	NHPP	CON	WV002	EIGHTEEN MILE CRK-ASHTON	RESURFACE	S327 2 00317 00	NHPP0002565D	\$77,600	\$97,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														
MASON	2016	1		5/28/2016	ACST	CON	WV002	GREER PD - THOMAS RIDGE (ACC)	RESURFACE	S327 02 02704 00	ACNH0002563D	\$0	\$1,250,000	\$0
2016-2021 AMD 1 - ADD NEW PROJECT														

AMENDMENT #

Print Date: 4/29/2016

Page 10 of 23



**State of West Virginia**  
**Glen B. Gainer III**  
**State Auditor**

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 627-2417  
[www.wvsao.gov](http://www.wvsao.gov)

To: All County Commissions  
All County Clerks  
All City Clerks/Recorders

From: Ora L. Ash,  
Deputy State Auditor

Date: May 13, 2016

Re: Reminder of deadlines for submitting budget revisions.

June 17: Final Budget Revision for current fiscal year

The State Auditor must be in receipt of the final budget revision for the current fiscal year by June 21. This deadline date should better assure sufficient time to review, approve and return the request to the county before fiscal year end.

July 15: Coal Severance Fund budget revision  
(W. Va. Code § 11-13a-6)

The projected fund balance for July 1 should be revised to actual by July 15. If the entity finds the fund balance was revised in error for whatever reason, the fund balance may be corrected with another revision after this date.

July 30: General Fund budget revision

The projected fund balance for July 1 should be revised by July 30. If the entity finds that the fund balance was revised in error for whatever reason, the fund balance may be corrected with another revision after this date.

**All budget documents must be submitted to:**

**Local Government Services, 200 West Main St., Clarksburg, WV 26301.**

**Or emailed to: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)**

**Or faxed to: 304-627-2417**

**Subject:** Help Feed Lewis County Children This Summer!  
**From:** Lewis County FRN (lewiscountyfrn@gmail.com)  
**To:** lccommission@yahoo.com;  
**Date:** Friday, May 13, 2016 10:27 AM

Lewis County Summer Food Program Volunteers Needed!

[View this email in your browser](#)

## **Hunger Doesn't Take a Summer Vacation!**

This summer from **June 21 - August 9** the Lewis Co. Board of Education will be providing **nutritional meals to any child 18 years of age and younger** through the federally funded Summer Food Service Program at various locations **throughout Lewis County**. Nutritious meals are important for children to learn, play, and remain active during the summer months!

>> Community Volunteers Needed <<

## **Help Feed Lewis County Children!**

Volunteers to deliver meals are needed! Meal delivery takes 2-3 hours with the option to volunteer as many or as few days as desired. **MAKE A DIFFERENCE** in the lives of local children by signing up to volunteer for one day, one day per week, or every day!

**Volunteers like YOU are needed to make this effort successful!**

Background check is required. Volunteer mileage reimbursement available. Contact the FRN for more information: 304-269-4000 or [lewiscountyfrn@gmail.com](mailto:lewiscountyfrn@gmail.com)

### **MEAL SITES**

Peterson Central Elementary  
Quarry Glen Apartments  
Robert L. Bland Middle School

Jane Lew Main St. Apartments  
Jane Lew Virginia St. Apartments  
Rana Estates Trailor Court  
Ireland Community Center  
Old Alum Bridge School  
Mid Way Vol. Fire Department  
Lewis County High School

**CONTACT THE FRN TO SIGN UP OR FOR MORE INFORMATION**  
Phone: 304-269-4000 | Email: lewiscountyfrn@gmail.com

*Copyright © 2016 Lewis County Family Resource Network, All rights reserved.*  
FRN Newsletter for Lewis Countians.

This email was sent to lcommission@yahoo.com  
*why did I get this?* [unsubscribe from this list](#) [update subscription preferences](#)  
Lewis County Family Resource Network · 126 East 2nd Street · Weston, WV 26452 · USA

Email Marketing Powered  
by MailChimp



HARRISON COUNTY COURT HOUSE

# Harrison County Commission

301 WEST MAIN STREET  
CLARKSBURG, WEST VIRGINIA 26301  
304-624-8500  
FAX 304-624-8673

COMMISSIONERS  
FRANK T. ANGOTTI, JR.  
BERNIE FAZZINI  
RONALD R. WATSON

May 17, 2016

## Meeting Location Change

Barbour County Commissioners; Lewis County Commissioners; Preston County Commissioners; Randolph County Commissioners; Taylor County Commissioners; Upshur County Commissioners.

---

On behalf of the Benedum Airport Authority I would like to invite you to attend our upcoming meeting on Wednesday, May 25<sup>th</sup>, at 3:00pm. The meeting will be held ~~in the airport terminal holding area located on the ground floor.~~ at the **Robert C. Byrd National Aerospace Education facility located at 1050 Industrial Road East, Bridgeport, WV 26330**. Give me a call if you need directions (304) 669-0094.

This meeting should be of particular interest to each of you since we will be reviewing the response from various airlines who have submitted bids to be **"your"** commercial carrier for the next two years. Our Authority firmly believes that this is your airport too and would encourage you, as leaders for your county, to take a more active role in the business of the airport.

Hope you can make the meeting. Let me know if you need additional information.

Sincerely,

Ron Watson, President

Xc: Benedum Airport Authority  
Commissioners Fazzini & Minard



# **LEWIS COUNTY PARKS AND RECREATION AGENDA**

**Monday April 25, 2016 at 6:pm at the Park**

- 1) Call to Order**
  
- 2) Reading of the Minutes**
  
- 3) Treasurer's Report**
  
- 4) Public Comment**
  
- 5) Director's Report**
  
- 6) Old and Unfinished Business**
  
- 7) New Business**
  
- 8) Adjourn**

**If you are unable to attend, please contact Gene Edwards, at 304-269-4836**

# **LEWIS COUNTY PARK BOARD OF DIRECTORS**

**Minutes of the Meeting March 28, 2016**

**Present: Gene Edwards, President, Betty Hill, Treasurer, Shirley Taylor, Secretary, Agness Queen, Josie Britton, Alyce Henry, John Shaffer, Director, and Tom Alkire.**

**According to the Bylaws, "Article I, Section 3 a Quorum of members was not present and therefore no business good be conducted"**

**The Next Meeting will be held on Monday April 25, 2016 at 6:00 at the Park.**

**Discussions at the meeting of March 28, 2016: The minutes were read. Betty Hill reported that the tractor repairs were less than expected, and the sound board has been installed.**

**John Shaffer stat that on April 9, 2016, the Boy Scouts will be at the Park for clean up.**

**A ditch will be dug around the Pool for drain pipe, rock will be used to remove the wet area around the Pool. #2 Shelter will be drained the same way with larger pipes, more work needed on the stage to keep water out.**

**There was discussion on placing a gazebo in the Pool area at the cost of \$3,000.00 Need to replace the walk way lights, two at a time. Joe Frazier will do the work.**

**Providing jeans and uniforms for the workers was discussed. 5 sets for Tom Alkire and 3 sets for the 20 hour workers.**

**Tom Alkire reported that there is a need for the split rail fence to be replaced.**

**John Shaffer stated that Tom Alkire was doing a great job.**

**Gene Edwards mentioned that the school has not been giving money to help with the upkeep of the tennis courts as they did before.**

**Respectively submitted by Shirley Taylor, Secretary.**



0000007803  
25080.402000.360530

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

04/21/2016

---

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

**For the Quarter Ending March 2016**

<u>Revenue</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
Basic	751.52	733.40	754.19
Exp. Basic	1,013.66	991.89	987.36
Digital	89.74	75.64	71.74
Equip. Rental	234.79	212.87	214.02
Other	18.00	18.00	22.00
<u>Bad Debt</u>	<u>0.00</u>	<u>0.00</u>	<u>(260.13)</u>
<b>Total</b>	<b>2,107.71</b>	<b>2,031.80</b>	<b>1,789.18</b>

Total	5,928.69
Rate	.03
<u>Payable</u>	<u>177.85</u>

**Amount Due: \$177.85**

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

---

Kellie Wheeler, CPA  
Sr. Accounting Manager

44 Kimberly Lane  
Jane Lew, WV 26378  
May 6, 2016

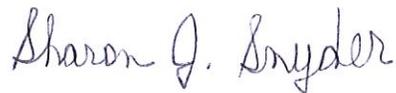
Lewis County Commission  
Lewis County Courthouse  
Weston, WV 26452

Lewis County Commission:

Effective June 30, 2016, I am resigning from my position as a member of the Louis Bennett Public Library Board of Trustees. My current term expires at this time. I have served on the board for several years, and I now feel it is appropriate for someone else to take my position.

Thank you for the opportunity to serve on the board. The library is vital to our community, and I have truly enjoyed my involvement with it.

Sincerely,

A handwritten signature in cursive script that reads "Sharon J. Snyder".

Sharon J. Snyder

cc: Karen Enderle

Louis Bennett Public Library  
148 Court Avenue  
Weston, WV 26452

May 11, 2016

Ms. Agnes Queen, President  
Lewis County Commission  
110 Center Ave  
P.O. Box 466  
Weston, WV 26452

Dear Ms. Queen:

The Louis Bennett Public Library Board of Trustees met on April 25, 2016 and the Board discussed a new library trustee appointment. Mrs. Sharon Snyder's term on the Board expires on June 30, 2016 and she has decided not to renew her appointment. The Board voted on May 10, 2016 to recommend the appointment of Mrs. Megan Mullins of 11097 US HWY 33 W, Alum Bridge, WV 26321 and her home phone is 304-269-5545. Megan is a avid library patron and she will be a wonderful addition to the Library Board because of her interest in the library. Thank you very much for your attention to this matter.

Sincerely,



Karen H. Enderle  
Library Director

**CONTRACT**

**THIS CONTRACT AND AGREEMENT**, made this the \_\_\_\_ day of \_\_\_\_\_, 2014, entered into between the Lewis County HD, hereinafter referred to as the party of the first part, and the Lewis Co Commission, hereinafter referred to as the party of the second part.

**WITNESSETH:** That pursuant to Senate Bill 542, enacted by the Legislature of the State of West Virginia, at its regular session for the year 2000, amending Article 2, Chapter 16, of the Code of West Virginia, the parties hereto agree and contract with each other as follows:

1. The party of the first part agrees to render and provide local health services and the use of public health facilities as provided in said Chapter 16 of the said Code.
  
2. The party of the second part agrees to pay unto the party of the first part for rendering said services the sum of 10000.00, payable as follows:  
Two equal payments:  
Aug. 2016, Feb 2017

It is mutually agreed and distinctly understood between the parties hereto that this contract is limited in duration to not more than one fiscal year from the date hereof, but it may be renewed by agreement of the parties.

**IN WITNESS WHEREOF**, this contract is signed, sealed, acknowledged and delivered by the \_\_\_\_\_, and by its authority duly given.

\_\_\_\_\_  
Board of Health Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature for Contributing Agency

Date: \_\_\_\_\_

**(Title 64, Series 73, 64-73-8. Financial Management.**

**8.5: "Contracts, memoranda, or other forms of agreement between the board and other parties shall be in writing."**

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2015/2016  
 Fund: 2  
 Rev. No. 2  
 Pg. of No. 1 of 1

Lewis County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue STREET OR PO BOX COUNTY  
 Name: Debra A. Hull Government Type  
 Phone: 304-269-8215  
 Fax: 304-269-8202 Weston, WV 26452  
 CITY ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Coal Severance Tax	30,000	7,926		37,926
365	Interest Earned	10	10		20
	#N/A				
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			7,936		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
712	Communication Center	30,013	7,936		37,949
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			7,936		

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

## Budget Resolution

At a regular session of the County Commission, held **May 23, 2016**, the following order was made and entered:

**SUBJECT:** The revision of the Levy Estimate Budget of the **Coal Severance FUND, FY 2015/2016**, for the County of **LEWIS**. The following resolution was offered:

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on budget revision number **02 (two)**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote

thereon was as follows:

(circle one)

\_\_\_\_\_ yes no  
Agnes G. Queen

\_\_\_\_\_ yes no  
Patrick D. Boyle

\_\_\_\_\_ yes no  
Thomas V. Fealy

**WHEREUPON**, Agnes G. Queen, President, declared said resolution duly adopted, and it is therefore **ADJUDGED AND ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to affix his signature on the attached "*Request for Revision to Approved Budget*" to be sent to the State Auditor for approval.

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2015/2016  
 Fund: 1  
 Rev. No. 5  
 Pg. of No. 1 of 1

Lewis County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue  
 Name: Debra A. Hull STREET OR PO BOX COUNTY  
 Phone: 304-269-8215 Government Type  
 Fax: 304-269-8202 Weston WV 26452  
 CITY ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
304	Property Transfer Tax	78,654	3,496		82,150
333	Prosecuting Attorney's Earnings	1,537	450		1,987
380	Contributions/Transfer from Other Entities		1,500		1,500
382	Refunds/Reimbursements (External Sources)	108,435	50,050		158,485
390	Emergency 911 Reimbursement	4,260	1,050		5,310
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** 56,546

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
413	Elections-County Clerk	85,250	1,550		86,800
424	Courthouse	1,837,806	49,550		1,887,356
699	Contingencies	973,634	3,446		977,080
710	Civil Defense	1,375	1,500		2,875
801	Mental Health	1,000	500		1,500
	#N/A				

**NET INCREASE/(DECREASE) Expenditures** 56,546

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div. Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

# Budget Resolution

At a regular session of the County Commission, held **May 23, 2016**, the following order was made and entered:

**SUBJECT:** The revision of the Levy Estimate Budget of the **GENERAL COUNTY FUND, FY 2015/2016**, for the County of **LEWIS**. The following resolution was offered:

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on budget revision number **5 (five)**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote thereon was as follows:

(circle one)

_____	yes	no
Agnes G. Queen		
_____	yes	no
Patrick D. Boyle		
_____	yes	no
Thomas V. Fealy		

**WHEREUPON**, Agnes G. Queen, President, declared said resolution duly adopted, and it is therefore **ADJUDGED AND ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to affix his signature on the attached "*Request for Revision to Approved Budget*" to be sent to the State Auditor for approval.



# Budget Revision Query

Tuesday, May 17, 2016  
9:29:11 AM

Acct#	Type	Dept	Account Name	Description	Amount
304-002.0	1	304	Prop Tax Books	Extra Revenue	\$1,748.00
	1			Acct. # Subtotal	\$1,748.00
304-003.0	1	304	Prop Tax Comp	Extra Revenue	\$1,748.00
	1			Acct. # Subtotal	\$1,748.00
				Subtotal	\$3,496.00
333-000.0	1	333	PA Fees	Extra Revenue	\$450.00
	1			Acct. # Subtotal	\$450.00
				Subtotal	\$450.00
380-000.0	1	380	Contributions	LU Lepc/Cert Commodity Flow Study	\$1,500.00
	1			Acct. # Subtotal	\$1,500.00
				Subtotal	\$1,500.00
382-002.0	1	382	Reimbursement	CoClk Election Fund	\$1,550.00
382-002.0	1	382	Reimbursements	Park Unemployment/Wcomp	\$6,000.00
	2			Acct. # Subtotal	\$7,550.00

Acct#	Type	Dept	Account Name	Description	Amount
424-226.6	2	424	Crthse Unemploy	Park Unemployment/W/comp	\$6,000.00
	1			Acct. # Subtotal	\$6,000.00
				Subtotal	\$49,550.00
699-000.0	2	699	Contingencies	Extra Revenue	\$3,446.00
	1			Acct. # Subtotal	\$3,446.00
				Subtotal	\$3,446.00
710-568.2	2	710	Cert Donations	LU Lepc/Cert Commodity Flow Study	\$1,500.00
	1			Acct. # Subtotal	\$1,500.00
				Subtotal	\$1,500.00
801-223.0	2	801	Mental Health	Extra Expense	\$500.00
	1			Acct. # Subtotal	\$500.00
				Subtotal	\$500.00
				Type Subtotal	\$56,546.00