

COUNTY COMMISSION OF LEWIS COUNTY

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Weston, WV 26452
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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
TUESDAY, MAY 31, 2016
1:00 PM**

Memorial Day - May 30, 2016 County Offices are Closed

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
on Thursday, May 26, 2016 (*action required*)

APPOINTMENTS:

- 3. NONE**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, May 26, 2016 (*information only*)
- 5. Invitation to the Dedication of Polk Creek Community Park:** Invitation to the Dedication of the Polk Creek Community Park and Get-Together of Polk Creek School Students and Staff sponsored by City of Weston's Parks and Recreation Board, Weston Fairs and Festivals Committee, and Stonewall Jackson Memorial Hospital (*information only*)
- 6. Invitation to Stonewall State Park Foundation Hike:** Invitation to the Stonewall State Park Foundation 6(six) Mile Hike to Celebrate 2016 National Trails Day on Saturday, June 4 from 8 AM to 12 PM(*information only*)

BUSINESS

- 7. Boards and Committee(s) Reports:** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Fire Levy recount; Park Board; (*information only*)
- 8. Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. (*information only*)
- 9. Timesheets and Leave Requests** (*action required*)

ACTIONS, ORDERS AND ESTATE SETTLEMENTS 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, May 26, 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, May 26, 2016 *(action required)*
- 12. Estate Settlements:** The Lewis County Clerk will present any estates requiring action by the County Commission. Draft copies will be available for review upon request Thursday, May 26, 2016 *(action required)*
- 13. Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, May 26, 2016. *(action required)*

ADJOURNMENT:

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

**LEWIS COUNTY COMMISSION
MEETING MANAGEMENT**

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

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

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: May 26, 2016

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

Approval of Minutes:

- May 12, 2016

9:10 a.m. State Election Certification

9:30 a.m. Steve Butler – Upshur County Farmland Protection Board Chairman and Administrator of the WV Farm Bureau – Presentation of Upshur County Farmland Protection Board Program Handbook for approval

9:45 a.m. David Beckner – Waste Stream Manager for Ryan Environmental, LLC – Requesting the County to assist Upshur County Youth Soccer in locating an area to construct new soccer fields for the youth in Buckhannon

10:00 a.m. James Farry – Citizens Corp Council Member -- Discuss County budget and related spending / authorization procedures with respect to CERT

Approval of Agreement between the Upshur County Commission and CERT Basic Training course Instructors for the Expenditure of certain CERT funds under the fiduciary care of the Office of Emergency Management.

10:15 a.m. Discuss E911 Communication Center mobile device policy

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Discuss correspondence from John Haymond, President of the Tennerton Lions Club, regarding the Buckhannon Upshur Recreational Park and informing the Commission that the Tennerton Lions Club is willing and able to provide the helping hands for park renovations.
2. Approval and signature of WV Board of Pharmacy Application for Permit Renewal to Handle Controlled Substances for period July 1, 2016 to June 30, 2017.
3. Approval and Signature of Purchase Agreement for Chemicals and Service.
4. Approval and Signature of correspondence to Paul Chapman regarding property located in Banks Tax District – Tax Map 7S –Parcel Number 2.1. This letter informs the property owner that the Commission will take corrective action to the property if compliance is not made before June 30, 2016.

5. Approval and signature of Oath and Certificates for the personal property books and real land books.
6. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$175 payable to Skateland for rink rental on July 19th. This is for the grand finale event for the "On your mark, get set...READ" and "Get in the Game" summer reading programs.
7. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$179.40 payable to Mark Coffindaffer of West Virginia Tai Chi for speaker/instructor fee and mileage as part of the "Get in the Game" summer reading program.
8. Approval of advertisement regarding Upshur County Pool opening.
9. Approval of employment of B-U Recreational Facility staff, effective May 29, 2016.
10. Approval of employment of Courtney Miller and Mckenzie Bosley as seasonal coaches for the "Splashers" swim team. Upon approval, their employment will be effective immediately and their cost of pay will be reimbursed to the County in full by "Splashers". Upon approval, Ms. Miller will be paid \$2,000 for the season and Ms. Bosley will be paid \$1,300 for the season.
11. Correspondence from Melanie Edmond, Community Corrections Case Manager, Parenting and BIPP facilitator, announcing her resignation, effective May 20, 2016.
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
12. Review and approval of request for employment of Janet McCourt as a full-time case manager for the 26th Judicial Circuit Community Corrections Day Report Center Lewis County office, effective June 6, 2016. Upon approval, her pay rate will be \$11.00 per hour.
13. Review and approval of request for employment of Samantha Riberio Matos as a full-time case manager for the 26th Judicial Circuit Community Corrections Day Report Center Lewis County office, effective June 6, 2016. Upon approval, her pay rate will be \$11.00 per hour.
14. Approval of correspondence from Beth A. Burkhart, Tri-County Child Exchange & Visitation Program Coordinator accepting the resignation of Christal Gibson, Monitor, effective April 20, 2016.
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
15. Correspondence from Beth A. Burkhart, Tri-County Exchange & Visitation Program Coordinator, requesting the employment of Bethany Jayne Burkhart as Site Supervisor, effective immediately. Upon approval, Ms. Burkhart's rate of pay will be \$9.50 per hour.

16. Correspondence from Cecilia Stewart, E911 Communication Center Supervisor, announcing her resignation, effective May 16, 2016.
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
17. Correspondence from Arlene F. Harper, Tax Deputy, announcing her resignation, effective May 20, 2016.
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
18. Correspondence from Mark D. Holstine, P.E. Executive Director of the WV Solid Waste Management Board regarding Joyce Harris-Thacker's term expiration. Approval of Joyce Harris-Thacker's reappointment to the WV Solid Waste Management Board effective July 1, 2016 for a four year term ending on June 30, 2020. The Upshur County Solid Waste Authority voted for Joyce Harris-Thacker's reappointment during their May 9, 2016 meeting.
19. Correspondence from Stephanie Brown, Member Services Manager with WV Counties Risk Pool, enclosing the WVCORP Self-Insurance Renewal Package.
- Review and Signature of WV Association of Counties Group Self Insurance Risk Pool Coversheet to Member Agreement.
 - Review and Signature of Uninsured Motorists Coverage Offer.
 - Review and Signature of Underinsured Motorists Coverage Offer.
20. Correspondence from Melodie Stemple, Secretary/Treasurer of Create Buckhannon, requesting permission to install a "Little Free Library" at the County Health Department. The materials needed to install the library will be provided and the library will be sponsored to keep books supplied for this location.
21. Correspondence from Edwin Beer requesting to be reappointed to the Upshur County Safe Structures and Sites Ordinance Enforcement Agency/Board for another two year term. Upon approval, his term will expire on June 30, 2018.
22. Correspondence from James Farrell requesting to be reappointed to the Upshur County Safe Structures and Sites Ordinance Enforcement Agency/Board for another two year term. Upon approval, his term will expire on June 30, 2018.
23. 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. Memorandum from Joshua B. Woofter, Justice Programs Monitor with the Division of Justice & Community Services, advising that a member of the Division of Justice and Community Services staff will be conducting an on-site visit on June 6, 2016 at 1:00 p.m. This is in regards to Grant 14-VAW-021.
2. Memorandum from Joshua B. Woofter, Justice Programs Monitor with the Division of Justice & Community Services, advising that a member of the Division of Justice and Community Services staff will be conducting an on-site visit on June 6, 2016 at 2:30 p.m. This is in regards to Grant # 15-VA-033.
3. Reminder of deadlines for submitting budget revisions from Ora L. Ash, Deputy State Auditor
4. Correspondence from Charles K. McKinney, Assistant Chief Inspector, Chief Inspector Division of the Office of the State Auditor enclosing a copy of the Report on Applying Agreed-Upon Procedures of the Upshur County Magistrate Court for the period ending December 31, 2015. Report is available for public review in the Upshur County Commission Office.
5. United States of America Federal Energy Regulatory Commission – Supplemental Notice of Intent to Prepare an Environmental Impact Statement and Proposed Land and Resource Plan Amendment(s) for the Proposed Atlantic Coast Pipeline, Request for Comments on Environmental Issues Related to New Route and Facility Modifications, and Notice of Public Scoping Meetings (May 3, 2016)
6. Adoption Financial Transaction – April 2016
7. Dog Report – April 2016
8. Cat Report – April 2016
9. Agendas and/or Notice of Meetings:
 - Upshur County Safe Structures and Sites Enforcement Board May 12, 2016
 - Buckhannon-Upshur Airport Authority May 12, 2016
 - Upshur County Public Library May 17, 2016
 - Buckhannon City Council May 26, 2016
 - City of Buckhannon – Public Meeting May 31, 2016
10. Meeting Minutes:
 - Upshur County Solid Waste Authority May 9, 2016
 - Upshur County Solid Waste Authority – Director’s Report April 12-May 9, 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
- 05/25/16 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)

1. 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

Next Regular Meeting of the Upshur County Commission

June 2, 2016 --- 9:00 a.m.

Upshur County Courthouse Annex

*****ATTENTION***** The Commission meeting on Thursday, June 23, 2016 has been cancelled

You Are Invited
to the Dedication of
Polk Creek Community Park

and a

Get-Together of Polk Creek School
Students and Staff

at the Park on

Tues., June 14 at 6 p.m.

sponsored by

The City of Weston's Parks and Recreation Board,
Weston Fairs and Festivals Committee, and
Stonewall Jackson Memorial Hospital.

Call 304-269-8167 for more information.

*This will also be a special thank you to Hunter Bennett,
Mike Ross and Ike Morris for their help in the development of the park.*

SJMH





CELEBRATE 2016 NATIONAL TRAILS DAY

ACCEPT THE RUSH RUN CHALLENGE!

STONEWALL STATE PARK FOUNDATION

Saturday, June 4th from 8:00 AM to 12:00 PM

What: Only open for this special event, this 6 mile hike begins at the Stonewall Jackson Dam and leads to the lakeside cottages at Stonewall Resort. Join us for this annual community hike in celebration of National Trails Day – with events happening all over America! There will be a *\$20 registration fee that will include an event t-shirt and a donation to the Stonewall State Park Foundation for future trail maintenance.* All participants should meet at the entrance to the cottages at Stonewall Resort by 8AM.

Who: This hike is non-competitive and open to people of all ages. Set your own pace and enjoy the excitement and beauty of Stonewall Jackson Lake!

How: [Click here to register!](#) Questions? Call Samantha Norris, Community Outreach Director at Stonewall Resort 304-269-8820 or email snorris@stonewallresort.com

*To ensure desired t-shirt size, please register prior to **May 30, 2016.***

There will be late registration at 7:30 AM the day of the event.

All participants should meet at the tent located prior to the entrance of the cottages at Stonewall Resort.

Those registering the day of the event will receive a t-shirt while supplies last.

