

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 MONDAY, JUNE 6, 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 upon request
on Thursday, June 2, 2016 (*action required*)

APPOINTMENTS:

3. **10:10 AM Kevin Marion, AFLAC Representative**
RE: Information with Local Services Available to Policy Holders (*information only*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agendas:** Upshur County Commission Agendas for T May 26 and June 2, 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. **Lewis County Convention and Visitor's Bureau Meeting Minutes and Agenda:** Minutes of May 3, 2016 meeting and agenda for June 7, 2016 meeting. (*information only*)

BUSINESS

7. **Boards and Committee(s) Reports:** Reports from Commissioners from any board(s) or Committee(s) meetings attended. (*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*)
 - a) Request by Rebecca Lockwood for donated leave for extended medical reasons
 - b) Lucinda A Whetsell May, 2016 Monthly Time Sheet
 - c) Michael Herron May, 2016 Monthly Time Sheet

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, June 2, 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, June 2, 2016. *(action required)*
- 12. Settlement of Estates:** County Clerk Cynthia S. Rowan presents Estates for Settlement. *(action required)*
- 13. Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, June 2, 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)

- 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**

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: June 2, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- 2016 Primary Election Canvassing Minutes
 - May 19, 2016 -- Special Meeting Minutes
 - May 26, 2016
- 9:15 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
- 9:30 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Requesting the approval of the World Elder Abuse Awareness Day Proclamation designating June 15, 2016 as World Elder Abuse Awareness Day
- Reading of “Do you really see me?”
- 9:45 a.m. James W. Curry Advisory Board – Request for full-time employment of Judith L. Williams, Head Librarian
- 10:30 a.m. Steve Linger, E911 Director – Discuss the staffing and operations of the E911 Communication Center
- 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 Order Overruling Response to Estate Claim of West Virginia University Hospitals.
2. Approval of Upshur County Commission’s mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services.
3. Approval of Upshur County Courthouse Roof Repair Project Manual prepared by WYK Associates, Inc. and advertisement of project. This manual includes an Invitation for Bids for the repair of the Courthouse Roof that will be funded by the grant award made by the WV Courthouse Facilities Improvement Authority. There will be a mandatory pre-bid conference at 3:00 p.m. on Thursday, June 16, 2016. All sealed bids must be received no later than 9:00 a.m. on Thursday, June 30, 2016. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:00 a.m. on Thursday, June 30, 2016.

Upshur County Commission Special Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: June 3, 2016
Time of Meeting: 3:00 p.m.

1. Examination of Circuit Court office space

**Next Regular Meeting of the Upshur County Commission
June 9, 2016 --- 09:00 a.m.
Upshur County Courthouse Annex**

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



Lewis County Convention & Visitors Bureau Minutes

May 3, 2016 @ 5:30 p.m. at LCCVB Office

In Attendance: Dean Hardman, Chip Turner, Glenn Haan, Jim Lambert, Ron McVaney, Sharon Pickens, Steve Ludwig, Julia Spelsberg Kim Geer and Chris Richards. Guests: Barb McVaney.

Absent: Rebecca Jordan Gleason, Susan Bentley, Kathy Fealy and Pat Boyle.

Meeting:

- I. **Meeting called to order** by Dean. A quorum was present.
- II. **Minutes:** April minutes were approved as written. (Julia/Chip)
- III. **Financial Report:** Reports were Written given to members for review. (Chip/Jim)
- IV. **Executive Directors Report:** report was approved. (Julia/Sharon)

Old Business:

- I. The board heard an update on the fishing show proposal. The project is in a holding pattern until we can get some rooms secured for the crew. The show has secured all of their permits from the state film office and are will to work around our areas schedules with the rooms, but without a set commitment from our partners for those rooms, Chris has not signed any agreement to date.
- II. The board was presented the proposed 2016-2017 Budget for the CVB. The break down was present to the board and questions were answered about were some of the advertising projects moneys we have been recently discussing would come in the budget and those were answered. After the presentation The motion was made to accept the budget as written and passed. (Chip/Ron)

New Business:

- I. The Board was asked to partner with the Jubilee again this year for their advertising in the amount of 7000.00. The board reviewed the numbers from last year attendance and discussed the issues with only tv and radio advertising and the lack of ROI for these venues. the discussion was held about the decline in fair and festival attendance especially craft shows and how we need to do something different to reach their audience since it appears tv and radio is not very affective by last year's attendance/ The motion was made to table this request until Chris had a chance to talk to not only the Jubilee but the Jane Lew Arts and Crafts Festival as well and see if they were willing to do joint advertising for the both events and other happening in the area and promoting for the entire weekend. (Chip/Jim)
- II. The Board was then asked to do a partnership with the Spiker Bull Ride. Their request included a breakdown of last year's advertising expenses and what they would like to spend this year as well. The request was for \$3390.00 from the CVB and \$362.56 from the Spiker Farm. In discussion the question was asked of Steve about what MLCVB use to do and he stated he would have to check but was sure they never invested more than \$1500.00. The motion was then made that the partnership be granted in the amount of \$1500.00 and passed. (Julia/Ron)
- III. The Board was asked to consider the passport program again for our area with each venue offering something and a stamp to be purchased for each venue and then a small token to be given for the visit at each site or at the end of the passport list. The board agreed and asked for research to be done on the subject for the next meeting.

Meeting adjourned at approximately 6:54 p.m.

The next meeting will be on June 5, 2016 at 5:30 at the LCCVB Office.

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Lewis County CVB/Stonewallcountry
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*Lewis County Convention and
Visitors Bureau/Stonewall country*

*Visit where heroes were raised,
legends were born, and memories are made.*



June 7, 2016 Agenda

1. Call to Order- establish quorum
2. Minutes
3. Financial Report
4. Executive Directors Report
5. Old Business:
 - a. Fishing University show proposal update.
 - b. Jubilee Partnership update.
6. New Business:
 - a. Passport research report.
 - b. Chris's comment spot.
7. Adjournment.

The next CVB Board of Directors meeting will be on Tuesday
July 5, 2016 @ 5:30 p.m. at the Lewis County CVB Office.

Lewis County Convention and Visitors Bureau

A Certified West Virginia CVB

499 US Highway 33 East Weston, WV 26452

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