

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416

Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



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

**LEWIS COUNTY COMMISSION
MEETING AGENDA
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
Monday, September 12, 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 on
Thursday, September 8, 2016 (*action required*)

APPOINTMENTS

3. 10:15 AM **Oath of Office for Thomas Bailey:** Thomas Bailey was reappointed as a member of the Jane Lew Public Service District at the August 15, 2016 Lewis County Commission Meeting. The oath of office will be administered. His term of office will expire June 30, 2020.
(*action required*)
4. 10:20 AM **Steve Moneypenny, Lewis-Gilmer E-911 Addressing**
New Road to be named. From US Hwy 19S go 11.2 miles and turn left. Preferred name is Graceland Road. (*action required*)
5. 10:30 AM **Sheriff Adam Gissy, Request to Hire Deputy Sheriff**
Sheriff Adam Gissy requests advise and consent per WV Code §7-7-7 to hire Jacob S. VanMeter as a Lewis County Deputy Sheriff to fill the vacancy created by the resignation of Tanner Carder. Mr. VanMeter has been approved the by the Lewis County Civil Service Commission. If approved, the oath of office will be administered. (*action required*)
6. 10:40 AM **Christine Rumbaugh, Trans Allegheny Chapter of the Daughters of the American Revolution**
Proclamation declaring the week beginning September 18, 2016 as Constitution Week.
(*action required*)
7. 10:50 AM **Larry Batten, West Virginia Small Business Development**
Discussion of programs available through the West Virginia Small Business Development to help businesses in Lewis County. (*action required*)

CORRESPONDENCE

8. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, September 1, 2016. (*information only*)
9. **SuddenLink Cable Franchise Fee Remittance:** Remittance of franchise fees for the quarter including April, May and June 2016 in the amount of \$1,412.51. (*information only*)
10. **Jane Lew Public Service District Meeting Agenda:** Regular Meeting agenda of Thursday, September 8, 2016 Jane Lew Public Service District Meeting. (*information only*)

BUSINESS

11. **Board(s) and Committee(s) Reports:** Commissioners will give a report on any board(s) or committee(s) meeting they have attended including: First Lady's Visit to Stonewall Jackson Hospital, Lewis County Housing Summit. *(information only)*
12. **Retirement of Kim Heater, Lewis Gilmer Emergency 911 Telecommunicator:** Kim Heater, Lewis Gilmer Emergency 911 Telecommunicator tendered a letter of retirement effective August 31, 2016. The Commission will be asked to accept her retirement. *(action required)*
13. **Lewis County Park Board Member Reappointment Request:** The Lewis County Park Board requests Gene Edwards and Glenn Brown Jr. be reappointed to the Lewis County Park Board. Their new terms of office, if appointed, will expire March 12, 2019. *(action required)*
14. **Referral of the Estate of Randall B. Jackson to a Special Fiduciary Commissioner:** The estate of Randall B. Jackson was filed in the Lewis County Clerk's Office. All Lewis County Fiduciary Commissioners conflicted out of the estate. County Clerk, Cynthia S. Rowan, requests the commission refer this estate to special Fiduciary Commissioner Terry Reed for determination of claims. *(action required)*
15. **Resignation of Tanner Carder, Lewis County Deputy Sheriff:** Tanner Carder resigned his position as Lewis County Deputy Sheriff effective September 1, 2016. Acceptance is requested. *(action required)*
16. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
17. **Timesheets and Leave Requests** *(action required)*
 - a) Rick Stout Annual Leave September 15, 16 and 19, 2016

ACTIONS, ORDERS , ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:

18. **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, September 8, 2016. *(action required)*
19. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, September 8, 2016. *(action required)*
20. **Approval of Estate Settlements:** County Clerk Cynthia S. Rowan presents the Estates ready for Settlement to the Lewis County Commission for approval. Draft Copies will be available for review upon request Thursday, September 8, 2016. *(action required)*
21. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, September 8, 2016 *(action required)*

ADJOURNMENT:

22. **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.*

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS TO-WIT

I, **Thomas Bailey**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia and that I will faithfully discharge the duties of serving as a member on the **Jane Lew Public Service Board** to the best of my skill and judgment, SO HELP ME GOD.

Signature of affiant:

**Subscribed and sworn to before me, in said County and State, this
September 12, 2016.**

President, Lewis County Commission

Attest: _____
Cynthia Rowan
Lewis County Clerk

Term will expire June 30, 2020



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Telephone 304-269-6567

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

September 1, 2016

Dear Commissioners,

The Lewis-Gilmer E-911 Addressing office has received a request to name a Private Road located at 11217 US HWY 19 S. This request is due to a driveway with planned future development of another residence for Mr. Garton his previous house being sold, and the possibility of a third being placed on the same driveway.

The Road Location is 11161 US Hwy 19 S Walkersville, WV 26447.

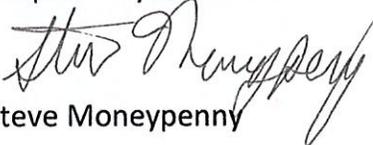
Driving Directions: From US Hwy 19 South at city limits, go 11.2 miles, turn Left.

The suggested below choices are

1. GRACELAND RD
- 2.
- 3.
- 4.

There are currently no roads that match, or sound like Graceland in our road name database. It was the only choice given.

Respectfully Submitted


Steve Money Penny

Lewis-Gilmer E-911 Addressing

Approved _____



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Telephone 304-269-6567

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

APPLICATION FOR NEW ROAD NAME / NAME CHANGE

Community: Roanoke Zip Code: 26447 Route #: MA

CURRENT ROAD NAME: None

ROAD LOCATION: 11217 US Hwy 19 S

DRIVING DIRECTIONS: Take US Hwy 19 South 11.2 miles turn (L)

ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please READ road naming criteria)

- | | |
|------------------------|----------|
| 1. <u>GRACELAND RD</u> | 3. _____ |
| 2. _____ | 4. _____ |

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

Liaison Information

Expires 30 Days from date issued.

NAME: GREG GARTON TELEPHONE: 304-452-9469

ADDRESS: P.O. Box 1234 CITY: WESTON STATE: WV ZIP: 26452

Signature: [Signature] Date: / / 20

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

For Office Use Only

REQUEST TYPE	
<input checked="" type="checkbox"/> Private Road	<input type="checkbox"/> NEW ROAD NAME
<input type="checkbox"/> Public Road	<input type="checkbox"/> ROAD NAME CHANGE
<input type="checkbox"/> OTHER _____	
APPLICATION RECEIVED <u> </u> / <u> </u> / 20 <u> </u>	Signature _____

Date 2/16/2016



GRACELAND RD

US HWY 19 S

MUDLUCK RD

YETI RIDGE RD

Tanner Carder
1646 Churchville Rd. Camden, WV 26338
9/1/16

Lewis County Sheriff's Office
117 Court Avenue, Weston, WV 26452
304-269-8251

Dear Sheriff Adam Gissy,

I would like to resign from my position as Deputy Sheriff with the Lewis County Sheriff's Office on today, September 1st, 2016.

I would like to take the time to thank you and the rest of the office for the great opportunity that was given to me. I enjoyed working with everyone in the office and would hope the best to everyone. I learned a great deal in the weeks that I was with the department and couldn't ask more from anyone. If there are any questions regarding cases or anything else, feel free to contact me.

Sincerely,
Tanner Carder

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS TO-WIT

I, **Jacob VanMeter**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia and that I will faithfully discharge the duties of serving as a **Deputy** for the **Lewis County Sheriff's Department** to the best of my skill and judgment, SO HELP ME GOD.

Signature of affiant:

**Subscribed and sworn to before me, in said County and State, this
September 12, 2016.**

President, Lewis County Commission

Attest: _____
Cynthia Rowan
Lewis County Clerk

\$1412.⁵¹



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25080.402000.360530

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

07/20/2016

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

For the Quarter Ending June 2016

Revenue	Apr	May	Jun
Basic	808.44	753.23	798.61
Exp. Basic	991.46	971.47	994.56
Digital	71.74	62.74	62.74
Equip. Rental	202.81	187.52	229.60
Other	14.00	16.00	16.00
Total	2,088.45	1,990.96	2,101.51

Total	6,180.92
Rate	.03
Payable	185.41

Amount Due: \$185.41

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
Director Corp. Accounting



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

07/20/2016

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

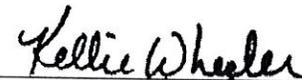
For the Quarter Ending June 2016

<u>Revenue</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Basic	2,356.77	2,356.73	2,380.05
Exp. Basic	2,818.34	2,763.50	2,759.96
Digital	384.41	365.50	349.98
Equip. Rental	733.18	741.41	758.83
Other	68.00	42.00	46.00
Bad Debt	0.00	0.00	72.02
Total	6,360.70	6,269.14	6,366.84

Total	18,996.68
Rate	.03
Payable	569.89

Amount Due: \$569.89

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
Director Corp. Accounting



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

07/20/2016

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

For the Quarter Ending June 2016

<u>Revenue</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Basic	2,923.27	2,924.58	2,880.28
Exp. Basic	3,286.90	3,292.44	3,222.38
Digital	287.11	285.91	275.71
Equip. Rental	897.33	900.67	835.89
Other	47.00	82.00	52.60
Bad Debt	0.00	(30.78)	(255.56)
Total	7,441.61	7,454.82	7,011.30

Total	21,907.73
Rate	.03
<u>Payable</u>	<u>657.21</u>

Amount Due: \$657.21

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
Director Corp. Accounting

Jane Lew Public Service District

Regular Meeting September 8, 2016

~~ Public Board Meeting Agenda ~~

1. Call to Order
2. Minutes (08/11/16)
3. General Manager's August 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: DOH Water & Sewer Line Relocation (Gee)

~~ NEW BUSINESS ~~

11. Late-Received Agenda Items (Gee)
12. Adjournment

6116 US Highway 33 E
Glennville, WV 26351
August 31, 2016

Lewis County Commission
110 Center Ave.
Weston, WV 24652

Dear President Queen,

At this time I would like to tender my retirement effective immediately on August 31, 2016 @ 4 pm

I would like to be paid for all my unused vacation in one lump sum.

Respectfully

A handwritten signature in cursive script that reads "Kim Heater".

Kim Heater

AUGUST

TIME SHEET

MONTH August

2016

EMPLOYEE: KIMBERLY HEATER

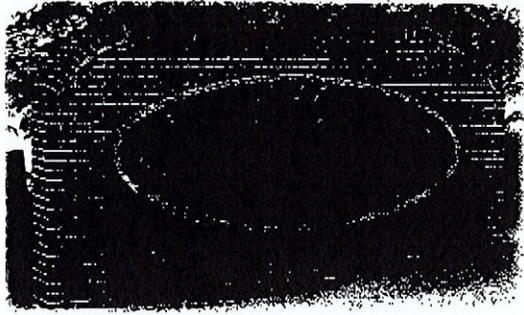
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	HRS WORKED
	1 W	2 X	3 X	4 W	5 W	6 X	8
	12	-	-	12	12	-	24
7 X	8 X	9 W	10 W	11 W	12 X	13 W	8
-	-	12	12	12	-	12	40
14 W	15 W	16 X	17 X	18 W	19 W	20 W	20
12	12	-	-	12	12	12	40
21 W	22 X	23 W	24 W	25 X	26 W	27 W	12
12	-	12	8	-	12	8	40
28 W	29 W	30 X	31 X				
12	12	-	-				24
HRS AT REG RATE							
48 HRS AT OT RATE							0
LEGEND: H=HOLIDAY V= VACATION DAY S=SICK X=DAY OFF J=JURY W=WORKED O=TRAINING				OVERTIME HOURS		48	
				REGULAR HOURS		168	
				TOTAL HOURS		216	

ANNUAL LEAVE	
FORWARD:	168
EARNED:	16
USED:	0
BALANCE:	184

SICK LEAVE	
FORWARD:	1054
EARNED:	8
USED:	0
BALANCE:	1062

EMPLOYER: _____

EMPLOYEE: *Kimberly Heater*



Lewis County Park

P.O. Box 885 • 257 Smith Run Road • Weston, West Virginia 26452

Phone (304) 269-6599

September 2, 2016

Lewis County Commission
110 Center Ave
Weston, WV 26452

Please reappoint the following to Lewis County Park and Recreation Board:

Glenn Brown, Jr.	expired March 12, 2016
Gene Edwards	expired March 12, 2016

Please appoint Andrea Clem to replace board member T Chad Kelley whose term expired March 12, 2016, for a term of 3 years starting March 12, 2016.

Respectfully submitted,

Betty L Hill, Treasurer

Lewis County Commission
Commission Employee Vacation/Sick Leave Request Form

I, Ricky E Stout, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

THU SEPT 15 2016

FRI SEPT 16 2016

MON SEPT 19 2016

Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

Ricky E Stout 9.6.16
Employee Signature Date

Supervisor Signature Date

Commission Approval Date