

# COUNTY COMMISSION OF LEWIS COUNTY

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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  
NOVEMBER 7, 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, November 3, 2016. (*action required*)

## **APPOINTMENTS**

- 3. None**

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for November 3, 2016. (*information only*)
- 5. Lewis County Parks and Recreation Special Board Meeting Notice:** A Special Park Board Meeting has been requested by Gene Edwards, President of Lewis County Parks and Recreation, for Monday, November 14, 2016 at 6PM at the Lewis County Courthouse regarding the tennis courts. (*information only*)
- 6. Lewis County Animal Control Monthly Report:** Lewis County Animal Control Report for September 2016 including: number of animals picked up; dropped at facility; adopted; bounty collections; and vehicle mileage. (*information only*)
- 7. Lewis Upshur Animal Control Facility Monthly Report:** Lewis Upshur Animal Control Facility report September 2016 including: number of animals brought to the Facility; number animals adopted; number of animals rescued; and number of animals euthanized. (*information only*)
- 8. Lewis-Gilmer Emergency 911 Center Monthly Call Report:** September, 2016 Monthly Report of actions by the Lewis-Gilmer Emergency 911 Center including: call totals; number of calls per agency; and disposition of calls. (*information only*)

## BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Testing of the 850 Voting Machine; Audit Exit Interview; Housing Summit; Micrologic Installation Meeting. *(information only)*
10. **Internation Union of Painters and Technicians (Painters and Allied Trades) Apprenticeship Open House:** Invitation to the Painters and Allied Trades Apprenticeship Open House on November 14, 2016 at 10:00 AM. There will be a tour of facility and lunch. RSVP is requested. *(action required)*
11. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
12. **Timesheets and Leave Requests** *(action required)*

## ACTIONS, SETTLEMENT OF ESTATES, ORDERS AND PAYMENT OF EXPENDITURES:

13. **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, November 3, 2016 *(action required)*
14. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, November 3, 2016 *(action required)*
15. **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, November 3, 2016 *(action required)*
16. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, November 3, 2016. *(action required)*

## ADJOURNMENT:

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

### LEWIS COUNTY COMMISSION MEETING MANAGEMENT

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

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

Upshur County Commission  
Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: November 3, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• October 27, 2016

1: 00 p.m. Supervisor Special Meeting

2:00 p.m. Policy Board Special Meeting

**Items for Discussion / Action / Approval:**

1. Approval and Signature of 2016 EEOP Utilization Report
2. Approval of Recommendation for Removal of Mary Martha Straight as Executrix in the Estate of Robert James Stansbury, deceased. Upon approval of the Recommendations, Mary Martha Straight will be removed as Executrix in the Estate of Robert James Stansbury, deceased; Ms. Straight will be ordered to turn over any and all documentation regarding the Estate within 10 days of her removal and the Sheriff of Upshur County will be appointed as Executor of the Estate.
3. Approval of Transitional Reinsurance Fee selection and Addendum to Administrative Service Agreement with EBSO. The fee for EBSO to handle the enrollment notification and payment process is \$500 and \$27 per participant. The purpose of the fee is to fund some of the mandated changes by requiring group health plans to pay this fee/tax over three years – 2014 through 2016.
4. Review and approval of quote submitted by Tate Communications for a new telephone system at 91 West Main Street that will allow connection to the system located in the Courthouse. This quote, in the amount of \$5,208.16, consists of configuring 8 lines and 4 digital telephones, two new 24 button telephones, 5 year equipment warranty, NEC Software Assurance and Tate Telecom Service Plan. This proposal does not include additional cabling that may be needed. The standard price for additional cabling is \$212 per drop.
5. Approval and signature of letter of support to be submitted with the City of Buckhannon Water Department's grant application for source water protection.
6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, 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 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. Upshur County was not listed on this amendment.
2. Correspondence from Michael Keleman, Suddenlink Director of Government Relations, regarding changes to certain equipment fees, programming surcharges and package pricing for residential and commercial customers as of December 1, 2016.
3. Correspondence from April Pierson-Keating with Mountain Lakes Preservation Alliance enclosing “New England says no to natural gas, yes to renewables” article written by Rod Kuckro, E&E reporter dated October 27, 2016.
4. Correspondence from April Pierson-Keating with Mountain Lakes Preservation Alliance regarding “Sunoco Pipeline Spills 55,000 gallons of Gasoline Near Pennsylvania River” headline and “Natural gas explosion rocks Westmoreland County and U.S. gas markets” headline.
5. Upshur County Building Permits – October 2016
6. Newsletters and/or Event Notifications:
  - Upshur Buckhannon Health Department – October & November 2016
  - Buckhannon Choral Society Flyer – Broadway Baby Showing at 3:00 p.m. on Sunday, November 6<sup>th</sup> at Chapel Hill United Methodist Church
  - Upshur County Family Resource Network Newsletter – November 2016
7. Agendas and/or Notice of Meetings:
  - James W. Curry Library/Park Advisory Board October 26, 2016
  - Elkins Road PSD November 1, 2016
  - City Council of Buckhannon November 3, 2016
8. Meeting Minutes:
  - James W. Curry Library and Park Advisory Board September 28, 2016
  - Upshur County Family Resource Network Director’s Report October 2016
9. Meetings:
  - 12/06/16 5:30 p.m. Elkins Road PSD
  - 11/01/16 6:00 p.m. Hodgesville PSD
  - 11/03/16 7:00 p.m. Banks District VFD
  - 11/03/16 7:00 p.m. Selbyville VFD
  - 11/14/16 12:00 p.m. Upshur County Family Resource Network
  - 11/14/16 4:30 p.m. Upshur County Solid Waste Authority
  - 11/14/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
  - 12/12/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
  - 11/08/16 6:00 p.m. Buckhannon River Watershed Association
  - 11/08/16 7:30 p.m. Adrian VFD
  - 11/10/16 6:00 p.m. Buckhannon-Upshur Board of Health

- 11/16/16 7:00 a.m. Upshur County Development Authority
- 11/09/16 12:00 p.m. Upshur County Senior Center Board
- 11/10/16 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 11/09/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 11/09/16 7:30 p.m. Warren District VFD
- 11/10/16 1:00 p.m. Adrian PSD
- 11/10/16 3:00 p.m. Tennerton PSD
- 11/10/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board - cancelled
- 11/10/16 7:30 p.m. Buckhannon VFD
- 11/17/16 9:00 a.m. Buckhannon Upshur Airport Authority–Stonewall Jackson Resort
- 11/17/16 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 11/20/16 6:00 p.m. Washington District VFD
- 11/21/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 11/29/16 4:00 p.m. Upshur County Public Library Board
- 11/15/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 11/15/16 6:30 p.m. Upshur County Fire Board
- 11/15/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/09/16 7:00 p.m. Ellamore VFD
- 11/16/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 03/22/17 10:00 a.m. James W. Curry Advisory Board
- 01/19/17 4:00 p.m. Upshur County Farmland Protection Board
- 11/28/16 6:00 p.m. Upshur County Fire Fighters Association

10. Appointments Needed or Upcoming:

- Buckhannon River Watershed Association ( ex-officio ) - Must be County employee

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
November 10, 2016 --- 9:00 a.m.  
Upshur County Courthouse Annex

# **LEWIS COUNTY PARK BOARD OF DIRECTORS**

**GENE EDWARDS REQUESTS A SPECIAL PARK BOARD MEETING**

**Monday November 14, 2016 6:00 pm at the Courthouse**

**Regarding the Tennis Courts**

**Respectfully, submitted by Shirley Taylor, Secretary**

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH September YEAR 2016

NUMBER OF COMPLAINTS 55

NUMBER DOGS PICKED UP 24

OTHER ANIMALS PICKED UP 0

CATS PICKED UP 2 cats

TOTAL NUMBER ANIMALS PICKED UP 26

CATS DROPPED OFF AT POUND 22

NUMBER OF CATS ADOPTED 1

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED 9

NUMBER OF DOGS RECLAIMED 6

NUMBER OF DOGS EUTHANIZED 0

NUMBER DOGS ADOPTED 15

BOUNTY MONEY \$ 12<sup>00</sup>

MONEY FROM POUND CHECKS \$ 60<sup>00</sup>

MONEY FROM POUND CASH \$ 280<sup>00</sup>

TOTAL MONEY FROM POUND \$ 340<sup>00</sup>

End- 89240  
Brg- 87941

1,299 Total Miles

Adoption Financial Transactions																	
County: <input type="text" value="Lewis"/>																	
Date Range: <input type="text" value="09/01/2016"/> <input type="text" value="09/30/2016"/>																	
<input type="button" value="Display"/>																	
Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time
6449	8084	30.00	Check	241	JAN		None							Lewis	JAN	09/01/2016	11:22:50
6454	8085	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	09/02/2016	11:11:15
6453	8086	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	09/02/2016	11:12:46
6374	8095		Cash		JAN		None		10.00					Lewis	JAN	09/02/2016	13:22:20
6342	8096	20.00	Cash		CHRISTY	3.00	Lewis	50.00						Lewis	JAN	09/05/2016	08:13:34
6459	8100	10.00	Cash		RANDY		Lewis	50.00						Lewis	JAN	09/09/2016	12:13:26
6464	8111	30.00	Cash		RANDY		None							Lewis	JAN	09/13/2016	12:07:18
6470	8113	20.00	Check	1146	JAN	3.00	Upshur	50.00						Lewis	JAN	09/13/2016	14:10:42
6468	8114	30.00	Check	6068	JAN		None							Lewis	JAN	09/13/2016	15:14:47
6347	8116	20.00	Cash		JAN		None	50.00						Lewis	JAN	09/13/2016	15:31:47
6395	8039						Lewis			50.00	Cr/Db Card		PC INVOICE 128631	Lewis	JAN	09/14/2016	14:10:35
6340	7994						None			50.00	Cr/Db Card		PC INVOICE 126657	Lewis	JAN	09/14/2016	14:16:15
6339	8067						None			50.00	Cr/Db Card		PC INVOICE 62648	Lewis	JAN	09/15/2016	14:39:46
6471	8126		Cash		JAN		None		10.00					Lewis	JAN	09/17/2016	11:37:50
6473	8128	20.00	Cash		RANDY	6.00	None	50.00						Lewis	JAN	09/19/2016	11:58:43
6392	8031						None			50.00	Check	1274	COURT HOUSE	Lewis	JAN	09/21/2016	12:14:05
6183	7915						Lewis			50.00	Check	1272	COURT HOUSE	Lewis	JAN	09/21/2016	12:19:12
6486	8147	20.00	Check	1145	JAN		None	50.00						Lewis	JAN	09/27/2016	12:36:57
6497	8149	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	09/28/2016	10:00:08
6416	8150	30.00	Cash		JAN	3.00	Upshur							Lewis	JAN	09/28/2016	10:51:57
Totals		320.00			Lewis	12.00	300.00	20.00	250.00								
					Upshur	6.00											
Total Received								658.00	250.00	Deposits Returned							
<a href="#">Main Menu</a>																	

Adoption 320.00  
 Board/Rescue 20.00  


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 340.00

Spay/Neuter deposit 300  
 Spay/Neuter deposit returned 250-

nk  
 # 8089  
 8105  
 8112  
 8130  
 8131

8132  
 8136

Dog Report October 17, 2016

The Following is an account of Dogs housed at Lewis-Upshur Animal Control

For the month Sept 2016

Number of Dogs Adopted\_(9)

Number of Dogs Adopted N/C \_ (0)\_

Number of Dogs Returned to owner \_(3)\_

Number Returned to owner N/C \_\_ (0)

Number of Dogs Quarantined 3\_(1)Upshur(2 ) Lewis

Number of Dogs Brought In \_\_ (12)\_

Number of Dogs in Drop Box \_(13)\_

Number of Dogs Euthanized \_4\_(2) for Upshur(2) for Lewis

Euthanized by Owner request (2)

Number of Dogs Rescued \_(22)\_\_\_

Number of Dogs Rescued N/C \_\_ (16)

Number of Dogs Brought in by Lewis County Animal Control \_(24)\_

Number of Other animals brought in by Lewis County Animal Control\_\_(2)

Number of Dogs released to shelter by Lewis County Resident\_(4)

Number of Dogs brought in by Lewis County Police \_\_\_\_ (0)\_

Number of Dogs from Upshur County Animal Control \_\_ (11)\_

To: Upshur County Commission  
From: Janella Cochran Supervisor of Animal Services  
Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During  
The Month of September 2016

Number of Cats brought in by Buckhannon City Trapper	__1__
Number of Cats brought in by Weston City Trapper	___0__
Number of Cats Brought in By John for Lewis County	__2__
Number of Cats Brought in By Dustin for Upshur County	___6___
Number of Cats Brought in By Law Enforcement	___0___
Number of Cats Brought in By Lewis County Residence	__22__
Number of Cats Dropped Off by Upshur County Residence	__31__
Number of Cats in Holding Box	__29__
Number of Cats Adopted(Upshur)	__11 (10) Upshur (1)Lewis
Number of Cats Returned to Owner	__0 (0)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	__17_(17)Upshur (0) was Lewis
No Charge	__17__
Number of Cats Euthanized	48_ (32) Upshur (9) of these were Lewis
Number of Cats Picked up by Lab	___0___

Previous Year Report September 2015\_\_\_

Adopted: 11 Upshur 10 Lewis: 10

Brought in by City:3 Brought in Upshur Residence: 41 Brought in Lewis Residence: 13 Drop of Box: 15  
Brought in by Upshur Animal Control:0 Brought in by Lewis County Animal Control:1

Euthanized:45 Upshur:44 Lewis:1

Rescued:3

Pick up by Lab: 0

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**Subject:** IUPAT West Virginia National Apprenticeship Week

**From:** Brian Stanley <[bstanley@iupatdc53.org](mailto:bstanley@iupatdc53.org)>

**Date:** Mon, Oct 31, 2016 3:35 pm

**To:** [bstanley@iupatdc53.org](mailto:bstanley@iupatdc53.org)

## IUPAT APRENTICESHIP OPEN HOUSE

THE PAINTERS AND ALLIED TRADES DISTRICT COUNCIL 53 INVITES YOU TO OUR OPEN HOUSE IN RECGONITION OF NATIONAL APPRENTICESHIP WEEK. THE IUPAT AND THE FINISHING TRADES INSTITUTE OF WEST VIRGINIA IS SPONSORING THE OPEN HOUSE.

FTI APPRENTICESHIP OPEN HOUSE

NOVEMBER 14<sup>TH</sup> 2016

WESTON, WV

10AM-12:30 PM

LUNCH PROVIDED

COME AND JOIN US FOR A TOUR OF OUR FABULOUS FACILITY AND SEE HOW WE ARE TRAINING WORKERS FOR THE FUTURE.

Schedule:

10AM-Welcome and Presentation

10:30-11:45 Tour of facility

11:45-12:30-Lunch

We hope you join us for this exciting event. You will have the opportunity to learn what we do and meet a class of apprentices. There will be a short presentation on our economic investment and how we are changing lives.

Please RSVP to Brian Stanley

Phone 304-546-1909

[email-bstanley@iupatdc53.org](mailto:bstanley@iupatdc53.org)