# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
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**
**December 19, 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, December 15, 2016. (a*ction required)*

**APPOINTMENTS**

3. **10:15 AM** **Christina Flanigan, Lewis County Prosecuting Attorney**
   RE: Christina Flanigan, Lewis County Prosecuting Attorney requests advise and consent per West Virginia Code §7-7-7 to hire James C. Clevenger as Lewis County Assistant Prosecuting Attorney to fill the void created by the election of Kurt Hall as 26th Judicial Circuit Judge. His employment will begin January 1, 2016. *(action required)*

**CORRESPONDENCE**

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for December 15, 2016. (*information only)*
5. **Lewis-Gilmer Animal Control Monthly Call Report**: Monthly report of activities by the Lewis County Animal Control Officer including: number of complaints; number of animals picked up; number of animals dropped at the animal control facility; and bounty collected for October, 2016. (*information only*)
6. **Lewis Upshur Animal Control Facility October, 2016 Feline Report** : Report of felines brought to shelter by the public and animal control and dispositions. (*information only)*
7. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** November, 2016 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1,625 days X $48.25 per diem= $78,406.25. *(information only)*

**BUSINESS**

8. **Board(s) and Committee(s) Reports:** Report(s) by Commissioners of any board(s) or committee(s) attended including: Alum Bridge Neighborhood Watch; Lewis County Emergency 911 Advisory Council; John Hinzman Retirement Celebration; Public Hearing for United States Department of Agriculture Community Development Grant for the purchase of a Sheriff's Department Vehicle; County Commissioners Association of West Virginia Region 2 Legislative Roundtable. (*information only)*
9. **Lewis County Fire Board March, 2016 Fire Levy Special Election:** The Lewis County Fire Board requests approval from the Lewis County Commission to hold a special election for the purpose of allowing the citizens of Lewis County to cast votes in March, 2016 in regard to a Fire Levy. This levy will generate $100,000.00 per department each year for the duration of five years. (*action required*)
10. **Lewis Gilmer Solid Waste Authority Board Appointment:** The Lewis Gilmer Solid Waste Authority Board requests Rick L. Gould to be appointed to the Lewis Gilmer Solid Waste Authority to fulfill the unexpired term created by the death of Leland Kesner. *(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. T**imesheets and Leave Requests** *(action required)*

| | |
|---|---|
| a) Pat Moran | Request to transfer 4 Hrs. Annual Leave to Sick Leave |
| b) Martha Tatman | Request to transfer 5 Hrs. Annual Leave to Sick Leave |
| c) Eric Rogucki | Request to transfer 36 Hrs. Annual Leave to Sick Leave |

**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, December 15, 2016. (*action required)*
14. **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, December15, 2016. (*action required*)
15. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration**: Draft copies will be available for review upon request Thursday, December 15, 2016. (*action required)*
16. **Expenses for the current period presented for consideration of payment**: Draft copies will be available for review upon request Thursday, December 15, 2016. *(action required)*

**ADJOURNMENT:**

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

***IN HONOR OF LEWIS COUNTY'S 200T H BIRTHDAY***
***PLEASE JOIN US AT 11:45 AM***
***FOR THE OPEING OF THE TIME CAPSULE***
***AND CAKE***
***IN THE FRONT OF THE HISTORIC COURTHOUSE***

**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.*

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH Oct YEAR 2016

NUMBER OF COMPLAINTS 71

NUMBER DOGS PICKED UP 26

OTHER ANIMALS PICKED UP 1 Possum

CATS PICKED UP 10

TOTAL NUMBER ANIMALS PICKED UP 37

CATS DROPPED OFF AT POUND 10

NUMBER OF CATS ADOPTED 1

NUMBER CATS RECLAIMED 1

NUMBER OF CATS EUTHANIZED 10

NUMBER OF DOGS RECLAIMED 5

NUMBER OF DOGS EUTHANIZED 4

NUMBER DOGS ADOPTED 19

BOUNTY MONEY $13.00

MONEY FROM POUND CHECKS 0

MONEY FROM POUND CASH $285.00

TOTAL MONEY FROM POUND

# Adoption Financial Transactions

County: Lewis
Date Range: 10/01/2016 10/31/2016
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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6539 | 8168 | 30.00 | Cash | | RANDY | | None | | | | | | | Lewis | JAN | 10/07/2016 | 11:30:37 |
| 6540 | 8166 | 30.00 | Cash | | JAN | | None | | | | | | | Lewis | JAN | 10/07/2016 | 11:33:14 |
| 6507 | 8163 | 30.00 | Cash | | RANDY | | None | | | | | | | Lewis | JAN | 10/07/2016 | 11:38:01 |
| 6524 | 8171 | 30.00 | Cash | | JAN | 3.00 | Lewis | | | | | | | Lewis | JAN | 10/08/2016 | 08:25:32 |
| 6546 | 8170 | 10.00 | Other | | JAN | | None | | | | | | | Lewis | JAN | 10/08/2016 | 08:28:04 |
| 6505 | 8172 | 20.00 | Cash | | JAN | | None | 50.00 | | | | | | Lewis | JAN | 10/08/2016 | 10:21:15 |
| 6508 | 8174 | 20.00 | Cash | | JAN | 3.00 | Upshur | 50.00 | | | | | | Lewis | JAN | 10/10/2016 | 11:43:47 |
| 6552 | 8186 | 15.00 | Cash | | JAN | | None | | | | | | | Lewis | JAN | 10/12/2016 | 12:18:00 |
| 6365 | 8030 | | | | | | Lewis | | | 50.00 | Cr/Db Card | | PC INVOICE 239925 | Lewis | JAN | 10/12/2016 | 14:11:48 |
| 6545 | 8187 | 20.00 | Cash | | JAN | | None | 50.00 | | | | | | Lewis | JAN | 10/14/2016 | 10:18:00 |
| 6530 | 8195 | | Cash | | JAN | | None | | 10.00 | | | | | Lewis | JAN | 10/14/2016 | 12:10:38 |
| 6506 | 8199 | 20.00 | Cash | | JAN | | None | 50.00 | | | | | | Lewis | JAN | 10/17/2016 | 10:46:31 |
| 6519 | 8201 | 20.00 | Cash | | JAN | 3.00 | None | 50.00 | | | | | | Lewis | JAN | 10/17/2016 | 12:31:07 |
| 6559 | 8206 | 30.00 | Cash | | JAN | 3.00 | Lewis | | | | | | | Lewis | JAN | 10/21/2016 | 08:46:13 |
| 6470 | 8113 | | | | | | Upshur | | | 50.00 | Check | 1277 | COURT HOUSE | Lewis | JAN | 10/25/2016 | 12:28:22 |
| 6459 | 8100 | | | | | | Lewis | | | 50.00 | Cr/Db Card | | PC INVOICE 240683 | Lewis | JAN | 10/26/2016 | 11:02:47 |
| 6427 | 8075 | | | | | | Upshur | | | 50.00 | Check | 1278 | COURT HOUSE | Lewis | JAN | 10/26/2016 | 13:00:55 |
| 6473 | 8128 | | | | | | None | | | 50.00 | Cr/Db Card | | PC INVOICE 250796 | Lewis | JAN | 10/27/2016 | 11:07:26 |
| | Totals | 275.00 | | | Lewis | 6.00 | 250.00 | 10.00 | 250.00 | | | | | | | | |
| | | | | | Upshur | 3.00 | | | | | | | | | | | |
| | | | | | | | Total Received | | 544.00 | 250.00 | Deposits Returned | | | | | | |

Main Menu

s/n deposit 250-

$275.00 Adoptions
+ 10.00 Board
285.00 Total

s/n deposit returned 250-

NC# 5213
8209
8208
8194
8193
1892

8182
8178
8177
8176

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 October 2016

Number of Cats brought in by Buckhannon City Trapper ___6_

Number of Cats brought in by Weston City Trapper _____2__

Number of Cats Brought in By John for Lewis County __10__?

Number of Cats Brought in By Dustin for Upshur County ___0_____

Number of Cats Brought in By Law Enforcement ___0____

Number of Cats Brought in By Lewis County Residence __10_

Number of Cats Dropped Off by Upshur County Residence __51

Number of Cats in Holding Box __22

Number of Cats Adopted(Upshur) _ 8_ (7) Upshur (1)Lewis

Number of Cats Returned to Owner _ 4_ (3)_Upshur (1) Lewis

Number of Cats/Kittens Rescued _12 _(12)Upshur (0) was Lewis

No Charge _12____

Number of Cats Euthanized 52_ (42) Upshur (10) of these were Lewis

Number of Cats Picked up by Lab ___0_____

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: 111162a8e**
**Statement Date: 12/8/2016**
**Month Of Service: November, 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 November, 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: November

NUMBER OF INMATE DAYS: 1625

PER DIEM RATE: $48.25

AMOUNT DUE - November, 2016 $78,406.25

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

| REGIONAL JAIL INVOICES | | | | |
|---|---|---|---|---|
| | | | | |
| **2014-2015** | | **2015-2016** | | |
| | | | | |
| 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 | May | $ 86,560.50 | |
| June | $ 61,615.25 | June | $ 78,559.25 | |
| | | | | |
| **REGIONAL JAIL COSTS 2016-2017** | | | | |
| July | $ 83,424.25 | | | |
| August | $ 89,455.50 | | | |
| September | $ 85,402.50 | | | |
| October | $ 81,156.50 | | | |
| November | $ 78,406.25 | | | |
| | | | | |
| | | | | |

**Lewis-Gilmer E-911 Advisory Board**
**Date 12/12/16**

The Meeting was called to order by L. Gerwig at 14:01in Lewis County.

**Members Present**: L. Gerwig, J. Gum, B. Rowan, J. Taylor, C. Moneypenny, J. Heater

**Also attending**: L. Slaughter, S. Moneypenny

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

## Committee Reports

**Executive Committee:**
No Report

**Building and Operations:**
J. Gum reported that the process of moving everything to the new building and tower is still underway. At this time, the SIRN radios for Lewis and Courthouse Security radios are the only thing not moved. Temporary wiring is what is in the building right now, until the new tower is complete.

J. Gum also reported that the E-911 Center is now monitoring 20 cameras from the Lewis County Judicial Annex.

J. Gum advised they are working with Jordan from TALA to get the tower road repaired from sink holes. There is no slip or run-off below, appears that the road just dropped.

J. Gum reported that a quote from Frontier has been received for the new phone system. The RFP process will begin now that the needs are known.

B. Rowan reported that as of today, there is a signed right-of-way agreement for the work to be completed at the tower site.

**Budget and Finance:**
B. Rowan reported that the first quarter of the year has been reported and we are running under budget thus far.

**Public Relations:**
J. Gum delivered coloring books and crayons to agencies in Gilmer County.

**Personnel Committee:**
B. Rowan reported that a resignation has been submitted and accepted from M. Shakespeare. He will remain on the schedule until the end of December.

The job posting will be in the Lewis, Gilmer, and Harrison county papers on Wednesday, 12/14 and 12/21. Applications must be returned or postmarked by December 28th.

J. Heater noted that fees need to be raised in Lewis and Gilmer Counties to help retain employees.

B. Rowan noted that the original dispatch agreements need to be reviewed and amended. There is a misunderstanding of what the 911 Center is responsible for as far as the City of Weston's telephone calls. L. Gerwig questioned if the City of Glenville paid a separate fee for 911 services. B. Rowan stated that it was his understanding that the City of Glenville paid Gilmer County Commission and that was included in the monthly fees.

**EMD/Training Committee:**
J. Taylor reported that there was only 1 call that fell below the QA standard (80%). The dispatcher did not complete the pre-arrival questions/instructions as required.

**Old Business:**
No report

**New Business:**
J. Heater questioned the radio agreement from E. Squires. J. Gum responded that he just needs to prepare a letter for all parties to sign. He will email the serial numbers to E. Squires.

L. Gerwig reported that he has received a letter from the Department of Public Safety requesting the IRP frequencies to be added to scanners. He has not responded at this time.

**Addressing Report:**
As presented by S. Moneypenny.

**Chairman's Time:**
No report

**Director's Report:**
B. Rowan noted that he believes that the year has been a good one. Attendance at the meetings has been appreciated. He wished all in attendance a Merry Christmas.

The employment application has been amended to include a page that the applicant must sign agreeing to the drug and alcohol testing policy. J. Heater questioned the legalization of recreational marijuana and the testing procedures would be affected.

**Benefit of the Organization:**
C. Moneypenny was welcomed to the Board.

J. Taylor moved to adjourn and J. Gum seconded the motion. Motion was approved. Next meeting will be Monday, January 9th in Lewis County.

**Rick Stout, Secretary** **Larry Gerwig, Chairman**

# E-911 Addressing Report

NOVEMBER 1, 2016 – NOVEMBER 30, 2016

| | Lewis | Gilmer |
|---|---|---|
| Telephone Calls | 13 | 6 |
| Walk Ins | 7 | 2 |
| Addresses Issued/Reissued | 5 | 3 |
| Mileage | 30 | 50 |
| Proof of Address request | 16 Combined | |

Please notify the addressing office when Hydrants in southern Lewis County are active. they are active so the information can be provided to dispatch and fire departments.

If your agency does not have a recent driving direction list please get one from my office (can be supplied via Email, or put onto a flash drive/CD Etc.)

LEWIS / GILMER SOLID WASTE AUTHORITY
PO Box 523
Weston, WV 26452

12/8/2016

Lewis County Commission
110 Center Avenue
Weston, WV 26452

The board is requesting a replacement appointment for the late Leland Kesner. Mr. Rick L. Gould, PO Box 1, Horner, WV 26372, has agreed to be appointed to the board.
During the most recent board meeting, Mr. Gould's name was presented to the board members present and they agreed that he would be acceptable.

The L/G SWA will need a letter of appointment for Mr. Gould.

Thank you for your assistance.

Respectfully,
Betsy N. Peeples
Secretary to the board

cc: Rick L. Gould
PO Box 1
Horner, WV 26372