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**COMMISSIONERS:**  
**PATRICK D. BOYLE**  
President  
**AGNES QUEEN**  
Commissioner  
**ROD WYMAN**  
Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2nd FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
MONDAY, MARCH 20, 2017**

**SILENT MEDITATION AND PLEDGE OF ALLEGIANCE**

1. **10:00 AM Call Meeting to Order** (*action required*)
2. **10:05 AM John Breen, Lewis County Assessor**  
**RE: Exonerations, Consolidations, Apportionments**  
Draft copies will be available for review Thursday, March 16, 2017 upon request. (*action required*)

**APPOINTMENTS**

3. **NONE**

**CORRESPONDENCE**

4. **Upshur County Commission Meeting Agenda** Upshur County Commission Agenda for March 9, 2017(*information only*)
5. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** February 2017 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1,459 days X \$48.25 per diem=\$70,0396.75 (*information only*)
6. **Lewis County Animal Control Monthly 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 February 2017.(*information only*)
7. **Lewis-Upshur Animal Control Facility Feline Monthly Report:** Lewis-Upshur Animal Control Facility report of cats for February 2017 in the Lewis-Upshur Animal Control Facility, this includes: number of cats brought in by Lewis and Upshur County Animal Control, cats quarantined, number of cats/kittens rescued and cats euthanized. (*information only*)
8. **Jane Lew Public Service District Meeting Minutes:** Minutes of Jane Lew Public Service District for the Regular Meeting of February 9, 2017(*information only*)
9. **Lewis-Gilmer E-911 Monthly Addressing Report:** Lewis-Gilmer E-911 Addressing Report for January 2017 including: telephone inquiries; walk ins; addresses issued; proof of address requests; mileage driven.(*information only*)
10. **Lewis-Gilmer E-911 Advisory Board Monthly Meeting Mintues:** Minutes of the Lewis-Gilmer E-911 Advisory Board Meeting for March 13, 2017(*information only*)

## BUSINESS

11. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Budget Workshops; Local Emergency Planning Commission; Planning Commission; Voters Hall of Fame Ceremony; County Commissioners Association of West Virginia Legislative Conference Call. *(information only)*
12. **Software Systems, Inc. Annual IBM Maintenance Contract:** Software Systems submits a renewal contract for the IBM Maintenance associated with the AS400. The cost for One (1) Year is \$3,089.38 or Three(3) Year Contract is \$8,748.08. Contract is due by May 15, 2017 *(action required)*
13. **Retirement Notice:** Acceptance of the formal notice of retirement of V. Joyce Helmick as of June 30, 2017 as Deputy Lewis County. *(action required)*
14. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only).*
15. **Timesheets and Leave Requests** *(action required)*

## ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

16. **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 on Thursday, March 16, 2017. *(action required)*
17. **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, March 16, 2017. *(action required)*
18. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, March 16, 2017. *(action required)*
19. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, March 16, 2017. *(action required)*

## ADJOURNMENT:

20. **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: March 16, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
- March 2, 2017
  - March 13, 2017 – Special Meeting
- 9:15 a.m. Bid Opening and Award - Grounds Keeper Contract for various Commission owned properties located within Upshur County
- 9:30 a.m. April Pierson-Keating, Mountain Lakes Preservation Alliance and members of the Buckhannon River Watershed Association – Presentation on the importance of clean water
- 9:45 a.m. Callie Cronin Sams, WVDEP Office of Environmental Advocate, promoting the Make it Shine Challenge scheduled for March 19<sup>th</sup> and Burl Smith, Upshur County Solid Waste Authority, presenting a Proclamation for approval and signature declaring April 2017 as Make it Shine Month
- 10:00 a.m. Dr. Joseph Reed - Approval and signature of Tobacco Prevention Coalition National Kick Butts Day Proclamation - A Campaign for Tobacco-Free Kids
- 10:15 a.m. Sheriff David H. Coffman – Requesting the employment of Douglas K. White as part-time Court Bailiff at the pay wage rate of \$11.50 per hour, effective April 16, 2017. Upon approval, he will work no more than 19 ½ hours per week or 1,039 hours annually. Sheriff Coffman is also requesting the employment of Virgil D. Miller as part-time Court Bailiff at the pay wage rate of \$11.50 per hour, effective April 16, 2017. Upon approval, he will work no more than 19 ½ hours per week or 1,039 hours annually.
- Item may lead to Executive Session per WV Code §6-9A-4*  
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 and signature of WV CDBG-Small Cities Block Grant Program Request for Approval of Evidentiary Materials for the Elkins Road PSD Phase III Water System Improvement Project and signature of Agreement for Administrative Services between the Upshur County Commission and Region VII Planning and Development Council.
2. Approval of “Request for Proposals” for the expansion and relocation of a portion of the Upshur County Courthouse surveillance system. A mandatory pre-bid conference will be held on Thursday, March 30, 2017 at 4:00 p.m. Sealed bids must be received no later than 8:15 a.m. on Thursday, April 6, 2017 and will be opened and read aloud by the Upshur County Commission during their regularly scheduled meeting on the same day at 9:30 a.m.

3. Approval of "Request for Proposals" for Accessible Circuit Courtroom Seating. Sealed bids must be received by 8:00 a.m. on Thursday, April 27, 2017. Sealed bids received by this deadline will be opened, reviewed and read aloud by the Commission during the regularly scheduled Commission Meeting at 9:15 a.m. on April 27, 2017.
4. Approval and signature of a Proclamation declaring April 2017 as Fair Housing Month.
5. Review and approval of Blue Mountain Inc. service agreement for the Upshur County GIS Website as well as Miscellaneous GIS Services for a one year period commencing March 2017. Upon approval, these services will cost \$3,000 per year for the website and \$65 per hour for any given task outside of the regular GIS Website maintenance and updates.
6. Correspondence from Debra Hupp, President of the 76<sup>th</sup> WV Strawberry Festival, requesting use of the Courthouse Plaza from May 13<sup>th</sup> through May 17<sup>th</sup> and further requests that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use. Ms. Hupp is also requesting sponsorship of the King's Float, King's Scholarship, King's Expenses, ½ Law Enforcement Breakfast and Communications in the amount of \$5,000.
7. Approval of Upshur County Office of Emergency Management Volunteer, James T. Farrell.
8. Correspondence from Dr. Joseph Reed requesting for his designee, William C. Garrett, Sanitarian, to replace him on the Upshur County Safe Structures and Sites Board, effective immediately.
9. Correspondence from Paula L. McGrew, Director of Library Services at the Annie Merner Pfeiffer Library, announcing her resignation from the James W. Curry Library Advisory Board, effective immediately and recommending Sue Roth as her replacement.
10. Correspondence from Susan Roth, Cataloger at the Annie Merner Pfeiffer Library, requesting consideration to fill Ms. McGrew's position on the James W. Curry Library Advisory Board. Upon approval, Ms. Roth would fill the unexpired term that is set to expire on December 31, 2019.
11. 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 Susan M. Pierce, Deputy State Historic Preservation Officer, regarding the proposed alterations to make the Circuit Courtroom in the Courthouse ADA compliant using grant funding from the WV Courthouse Facilities Improvement Authority. No further consultation is necessary regarding the architectural resources.
2. Correspondence from Governor Jim Justice announcing a Records Management and Preservation Board grant award of \$10,000 to provide improvements for the Upshur County Circuit Clerk's Office.

3. Upshur County Sheriff's Financial Statement for period ending January 2017
4. Press Release dated March 7, 2017 – Mon Power and Potomac Edison File Plan with State and Federal Regulators to Secure Generation (proposal would lower rates for companies', WV customers and yield additional economic benefits)
5. Upshur County Addressing and Mapping Project FOIA data request from Donnie R. Tenney on behalf of the Mt. Hope Water Association and response provided by Terri Jo Bennett, Coordinator.
6. Various articles submitted by April Pierson-Keating, Mountain Lakes Preservation Alliance
7. Upshur County Building Permits for February 2017
8. Upshur County Animal Control Officer's Dog Report for February 2017
9. Lewis-Upshur Animal Control Facility Cat Report for February 2017
10. Lewis-Upshur Animal Control Facility Adoption Financial Transaction for February 2017
11. Newsletters and/or Event Notifications:
  - "We Care" Flyer – March 25<sup>th</sup> at 10:30 a.m. – Holbrook on the Hill
  - Project SUCCESS event – March 30<sup>th</sup> from 6:00 p.m. to 8:00 p.m. at 47 Cleveland Avenue
  - Buckhannon-Upshur Chamber of Commerce Newsletter March 13, 2017
  - Upshur County Family Resource Network Newsletter March 2017
  - Job Fair on April 4, 2017 at the Event Center at Brushy Fork
  - Run Like a Fool 5K/1K – April 1<sup>st</sup> at 10:30 a.m. – Buckhannon River Walk
  - Family Connections Flyer – March 30<sup>th</sup> at 12:00 p.m. – Tennerton Library
  - Altice USA and TV One's Black History Month Video Contest Announcement – videos due March 31, 2017
12. Agendas and/or Notice of Meetings:
  - Elkins Road PSD March 7, 2017
  - Buckhannon-Upshur Airport Authority March 9, 2017
  - Buckhannon-Upshur Parks and Recreation Advisory Board March 13, 2017
  - Upshur County Family Resource Network March 13, 2017
  - City Council of Buckhannon March 16, 2017
  - Upshur County Fire Board, Inc. March 21, 2017
13. Meeting Minutes:
  - Upshur County Family Resource Network Director's Report January 2017
  - Upshur Citizen Corp Council February 8, 2017
14. Meetings:
  - 03/07/17 5:30 p.m. Elkins Road PSD
  - 03/07/17 4:00 p.m. Hodgesville PSD
  - 03/02/17 7:00 p.m. Banks District VFD
  - 03/02/17 7:00 p.m. Selbyville VFD
  - 03/13/17 12:00 p.m. Upshur County Family Resource Network

- 03/13/17 4:30 p.m. Upshur County Solid Waste Authority
- 03/13/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 03/06/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 03/14/17 7:30 p.m. Adrian VFD
- 03/02/17 6:00 p.m. Buckhannon-Upshur Board of Health
- 03/15/17 7:00 a.m. Upshur County Development Authority
- 03/08/17 12:00 p.m. Upshur County Senior Center Board
- 03/09/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 03/08/17 6:00 p.m. Upshur County Citizens Corp – CERT
- 03/08/17 7:30 p.m. Warren District VFD
- 03/09/17 1:00 p.m. Adrian PSD
- 03/08/17 3:00 p.m. Tennerton PSD
- 03/09/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 03/09/17 7:30 p.m. Buckhannon VFD
- 03/09/17 4:00 p.m. Buckhannon Upshur Airport Authority
- 03/16/17 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 03/19/17 6:00 p.m. Washington District VFD
- 03/20/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 03/21/17 4:00 p.m. Upshur County Public Library Board
- 03/21/17 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 03/21/17 6:30 p.m. Upshur County Fire Board
- 03/21/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/08/17 7:00 p.m. Ellamore VFD
- 03/15/17 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 03/22/17 10:00 a.m. James W. Curry Advisory Board
- 03/16/17 3:00 p.m. Upshur County Farmland Protection Board – Farm Bureau Office
- 03/27/17 6:00 p.m. Upshur County Fire Fighters Association
- 03/08/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 03/10/17 11:00 a.m. Region VI – Local Elected Officials –Doddridge County–The Fairview

15. Appointments Needed or Upcoming:

- Upshur County Safe Structures and Sites Enforcement Board (unexpired term – 6-30-2018) – Community Member

16. Budget Hearing Schedule

The Commission will hold budget hearings on the following dates. For a detailed list of meetings, please contact Carrie Wallace at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

- Monday, March 13<sup>th</sup> beginning at 9:00 a.m.
- Tuesday, March 14<sup>th</sup> beginning at 1:00 p.m.
- Wednesday, March 15<sup>th</sup> beginning at 9:00 a.m.
- Thursday, March 16<sup>th</sup> beginning at 1:00 p.m.
- Friday, March 17<sup>th</sup> beginning at 9:00 a.m.

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
 March 23, 2017 --- 9:00 a.m.  
 Upshur County Courthouse Annex



**WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY**

1325 VIRGINIA STREET, EAST  
CHARLESTON, WV 25301-3011  
(304) 558-2110  
FAX: (304) 558-2115

Jim Justice  
Governor

Jeff S. Sandy, CAMS, CFE  
Cabinet Secretary

THE HONORABLE AGNES QUEEN, PRESIDENT  
LEWIS COUNTY COMMISSION  
LEWIS COUNTY COURTHOUSE  
WESTON, WV 26452

**Statement Number: 21172a8e**

**Statement Date: 3/7/2017**

**Month Of Service: February, 2017**

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 February, 2017.

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: February

NUMBER OF INMATE DAYS: 1459

PER DIEM RATE: \$48.25

AMOUNT DUE - February, 2017                      \$70,396.75

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

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH FEBRUARY YEAR 2017

NUMBER OF COMPLAINTS 69

NUMBER DOGS PICKED UP 13 Dogs

OTHER ANIMALS PICKED UP 3 Ducks 1 Coon

CATS PICKED UP 51 cats from 2 House's

TOTAL NUMBER ANIMALS PICKED UP 68

CATS DROPPED OFF AT POUND 5

NUMBER OF CATS ADOPTED 6

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED 59

NUMBER OF DOGS RECLAIMED 5

NUMBER OF DOGS EUTHANIZED 0

NUMBER DOGS ADOPTED 10

BOUNTY MONEY \$1650

MONEY FROM POUND CHECKS 0

MONEY FROM POUND CASH \$250<sup>00</sup>

TOTAL MONEY FROM POUND \$250<sup>00</sup>

Adoption Financial Transactions																	
County: <input type="text" value="Lewis"/>																	
Date Range: <input type="text" value="02/01/2017"/> - <input type="text" value="02/28/2017"/>																	
<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
6748	8378	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	02/01/2017	10:09:03
6749	8380	20.00	Cash		RANDY		None	50.00						Lewis	JAN	02/01/2017	14:21:49
6760	8387	30.00	Cash		JAN	3.00	None							Lewis	JAN	02/06/2017	13:15:32
6762	8390	20.00	Cash		JAN		None	50.00						Lewis	JAN	02/07/2017	13:20:10
6777	8401		Cash		JAN		None		10.00					Lewis	JAN	02/16/2017	14:31:28
6801	8410	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	02/22/2017	12:36:42
6812	8413	30.00	Cash		RANDY	6.00	Lewis							Lewis	JAN	02/23/2017	12:20:29
6818	8414	30.00	Cash		JAN	6.00	Lewis							Lewis	JAN	02/24/2017	10:24:02
6813	8424		Cash		JAN		None		10.00					Lewis	JAN	02/27/2017	11:48:16
6664	8438		Cash		JAN		None		20.00					Lewis	JAN	02/27/2017	13:48:25
6738	8418	20.00	Check	4205	CHRISTY	3.00	Upshur	50.00						Lewis	JAN	02/27/2017	14:53:46
<b>Totals</b>		210.00			Lewis	18.00	150.00	40.00									
					Upshur	3.00											
<b>Total Received</b>										421.00	<b>Deposits Returned</b>						
<a href="#">Main Menu</a>																	

210 Adoptions  
 + 40 Board / Rescue  


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 250 Total

\$ 150 s/n deposit

NC Agreement #  
 8376  
 8403  
 8421  
 8420  
 8422  
 8424  
 8434  
 8437  
~~8438~~

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 February 2017

Number of Cats brought in by Buckhannon City Trapper	_2_
Number of Cats brought in by Weston City Trapper	_1_
Number of Cats Brought in By John for Lewis County	_51_
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	_5_
Number of Cats Dropped Off by Upshur County Residence	_34_
Number of Cats Quarantined	_1_ (0) Upshur (1) Lewis
Number of Cats in Holding Box	_0_
Number of Cats Adopted(Upshur)	13_ ( 13)Upshur 0(Lewis
Number of Cats Returned to Owner	_ (0)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	27_(21)Upshur (6) was Lewis
No Charge	_27_
Number of Cats Euthanized	_62 (4) Upshur (59) of these were Lewis

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# Minutes of Jane Lew Public Service District

## Regular Meeting February 09, 2017

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**Present:** Elaine B. Flaxer, Chairman); Thomas E. Bailey (Secretary); Oscar R. Mills; Nancy E. Gee (General Manager).

**Guests:** Bertis McCarty, RWA Water Circuit Rider

**Absent:**

1. **Call to Order:** The meeting was called to order by Chairman Flaxer at 4:00 p.m. at the Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

2. **Minutes: (Gee)**

**MOTION:** (Bailey/Flaxer) to approve attached Minutes of 01/12/17 regular meeting. [Carried Unanimously]

**NOTE:** Erroneous date on footer of January Minutes. Gee instructed to correct by hand.

3. **General Manager's January Reports: (Gee)**

A. **WATER:**

1. **Bills (Attached)**

**MOTION:** (Bailey/Mills) to ratify payment of attached list of water invoices for January 2017. [Carried Unanimously]

2. **Treasury Report (Attached)**

**MOTION:** (Flaxer/Bailey) to approve attached Water Treasury Report for January 2017. [Carried Unanimously]

3. **Water Adjustments Report (Attached)**

**MOTION:** (Bailey/Mills) to approve attached Water Adjustments Report for January 2017. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report (Attached)** – actual unaccounted January loss of 4%.

**MOTION:** (Flaxer/Bailey) to approve attached Water Purchase & Sales Report for January 2017. [Carried Unanimously]

5. **Water Preventive Maintenance Report**

- a) **Lines** -
- b) **Fire hydrants** [57] –
- c) **Flushing Hydrants** [25] –
- d) **Valves** [148] – cleaned mud out of valve at Truck Stop
- e) **Meters** [659] – 3 touch read meters changed out
- f) **Booster Stations** [3]
- g) **Tanks** [2] –
- h) **Office Heating -Cooling Systems** -
- i) **Vehicles-1.5**] new tires & sticker on truck
- j) **Generators [2 portable]** – exercised
- k) **Critical Inventory** --

6. **Water System Repairs Report (fixing breakdowns)** – office furnace igniter went out; Boone Brown repaired.

7. **Water Leak Detection Report** – visual check when reading meters

8. **Cross-Connections/Backflow Report** - ongoing

9. **New Non-Project Water Taps** - none

10. **Other** – Truck Stop planning to relocate water lines to put in a new building.

Assignments

- ✓ Weather permitting, to continue installing replacement touch-read water meters. 253 left to do.

**B. WASTEWATER:**

1. Wastewater Bills (Attached)

**MOTION:** (Bailey/Mills) to ratify payment of list of Sewer invoices for January 2017. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

**MOTION:** (Mills/Flaxer) to approve Sewer Treasury Report for January 2017. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

**MOTION:** (Bailey/Mills) to approve Sewer Adjustments Report for January 2017. [Carried Unanimously]

4. Wastewater Volume & Cost Report (Attached) -

**MOTION:** (Flaxer/Bailey) to approve Sewer Volume & Cost Report for January 2017. [Carried Unanimously]

NOTE: See Item 7 below.

5. Wastewater Preventive Maintenance Report (attached)

a) Lines -

b) Manholes [594] - began pulling manhole lids to check for I&I. Found 6, all in McWhorter, that need replaced.

c) Grinder Pumps [46]

d) Lift Stations [16 total] – checked and amped weekly

e) Bar Screen [1] - cleaned weekly

f) Vehicles – [1.5] -

g) Generators [5 total] – exercised weekly

h) Classroom Heating & Cooling

i) Critical Inventory

6. Wastewater Repairs Report (attached) – replaced water pump on truck. Replaced grinder pump at Mountain State Waste with rebuilt grinder pump

7. I&I Loss & Prevention Report – no report this month. Per Boone Brown, sewer master meter is not measuring accurately; needs to be recalibrated, or possibly replaced.

8. New Non-Project Sewer Taps – none

9. Other – met with DEP for inspection before canceling completed project permits.

Assignments

- ✓ Gee to research industry standards for frequency of calibration of sewer master meters.

**4. Announcements:**

**5. Correspondence:**

- a. Letter (01-17-17) to Joe & Diana Veltri from Nancy Gee Re: Water problems in their yard they think were caused from the new sewer line construction and who is responsible for fixing the problem
- b. Letter (01-19-17) from DHHR Bureau for Public Health to JLPSD Re: 2017 Monitoring Schedule
- c. Letter (1-26-17) to Elaine Flaxer & Nancy Gee, from John Hendley, DEP Environmental Inspector Supervisor, RE: Inspection report submitted to the US EPA and the WV DEP., Division of Water & Waste facility (Enclosure)

~ OLD BUSINESS ~

6. Update: **Phase II Sewer Upgrade [09-1043-PSD-42T-PC-PW-CN] (Gee)**

- A. New Customer Hookups - none
- B. Lift Pump Issues – Lift 5 still shearing its bolts. ABS service tech came to gather more info before ordering another replacement pump
- C. Odor Issue – no complaints
- D. Final Cleanup – nothing heard back from Veltris
- E. Other -

Assignment

- ✓ *Gee to continue working toward resolution with Joe and Diana Veltri, if necessary.*

7. Update: **Pending Non-Project Extensions and Road Bores (Gee)**

8. Update: **Board Review of PSD Policies and Job Descriptions (Flaxer)** – no work done

- A. Private Fire Protection Policy
- B. Professional Incentives Policy
- C. Revise Water Job Description to be consistent with a water PURCHASE entity
- D. Other

9. Update: **Personnel Matters (Gee)** – nothing new

- A. Office Staff
- B. Water Staff
- C. Sewer Staff

10. Update: **Civil Action No. 16-C-74 John H. Brooks v Jane Lew PSD, Oscar R. Mills, et alia (Gee)** – Oscar Mills recused himself and left the building. No news regarding the suit.

Assignments

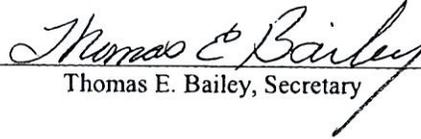
~ NEW BUSINESS ~

11. **Late Received Agenda Items (Gee)** – Flaxer reported receipt of phone call from Ed Watson of Canaan Valley Institute. Watson stated that he and a representative of US Fish & Wildlife will be in town on Monday to gather data preliminary to beginning a project to remove the Hacker’s Creek impoundment behind our old PSD office. He plans to meet with General Manager Gee on Monday regarding her understanding of ownership of the dam, location of pipes within the park, etc.

12. **Adjournment:** The meeting was adjourned by Chairman Flaxer at 4:49 p.m.



Elaine B. Flaxer, Chairman



Thomas E. Bailey, Secretary

**Attachments:**

- January '17 Bills Paid (Water/Wastewater)
- January '17 Treasury Reports (Water/Wastewater)
- January '17 Adjustments Reports (Water/Wastewater)
- January '17 Water Purchase/Sales Report
- January '17 Wastewater Volume/Treatment Cost Report
- All correspondence listed on page 2

**E-Copies of Unapproved Minutes Sent to:**

- James V. Kelsh, Attorney
- Dan Ferrell, Phase II Sewer Project Engineer, Thrasher Engineering
- Doug Forni, Thrasher Engineering
- Shane Whitehair, Region VII
- PSD Office
- Board Members

*Assignments*

## E-911 Addressing Report

January 1, 2017 – January 31, 2014

	Lewis	Gilmer
Telephone Calls	14	5
Walk Ins	1	0
Addresses Issued/Reissued	1	2
Mileage	25	76
Proof Of Address request	11 Combined	

Warm weather has increased activity in February with more construction and general activity is more spread out (addressing questions, DMV requests etc)

## **Lewis-Gilmer E-911 Advisory Board**

**Date: March 13, 2017**

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

**Members Present:** L. Gerwig, J. Gum, B. Rowan, C. Money Penny, J. Spray, K. Varner

**Also attending:** Steve Money Penny

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

### **Committee Reports**

**Executive Committee:** No Report today, Lewis County Budget meeting this afternoon.

**Building and Operations:** Tower Crew is cutting right of way and preparing to lay conduit. We have the fiber and the communication line. This past month progress has been made on phone system bids but it is not yet ready.

Radio switch for the SORN system has been repaired but not reinstalled.

#### **Budget and Finance:**

B. Rowan referred to the historic line item contribution line item to the 911 center beginning in 1991 at 125,000, In 2005 we were cut to 85,000 then in 2007 to 55,000 and in 2016 we were cut to 25,000.

Coal Severance has been an estimated \$30,000 some years it was higher or lower.

$30,000 \times 8 = 240,000$

$60,000 \times 2 = 120,000$

Since 2007 we have been cut a total of \$360,000

Alarm monitoring fees have been \$200 per year since the beginning of our existence.

Joe Spray made a Motion to pursue a raise the wire line fees to cover our loss of income. K Varner Seconded. All were in favor.

**Public Relations:** Nothing to Report

**Personnel Committee:** An administrative position was removed from the 911 center. From the prior hiring process 14 applied 7 applications were complete, 5 passed the pre-employment testing and were interviewed, 2 were left with a passing score post interview and were hired. We are re-advertising for the remaining open positions.

1 new employee started March 1<sup>st</sup> the other will start on March 16<sup>th</sup>.

Chairman Gerwig, notified us that Jack Heater is no longer employed with Gilmer County and Eric Squires is currently filling his position,

K. Varner WVSP no longer covers Calhoun County through Gilmer, Clay County is now covering Calhoun.

**EMD/Training Committee:** J. Spray reported that last Thursday the EMD meeting happened with no scores below the acceptable level in either county. 16 were reviewed in Lewis, 9 in Gilmer County for quality assurance.

J.Gum believes that the newer reworded cards flow much smoother and have helped in the better QA.

**Old Business:** Nothing to report.

**New Business:** There is a Wrecker Bill in front of the WV legislature that would divide each county into 4 area and each may have a separate rotation. Another bill is the WVSP asking for 15 cents off of the WV wireless fee, with the purpose of paying for a new crime lab.

Bill Regarding the removal of DMV hearings for DUI convictions.

Drug Seizure money no longer keep the money it would go to the state.

**Addressing Report:**

Report was given by Steve Money Penny

**Chairman's Time: Nothing to add.**

**Director's Report:** Next Months meeting will be April 10<sup>th</sup> will be in Lewis County

**Benefit of the Organization:**

The Gilmer county Lloyds tower has fallen. Steve Peters is working to move his radio station to the other tower from Gilmer County.

**Rick Stout, Secretary**

**Larry Gerwig, Chairman**

Adjourned at 3:09



23 South University Avenue, Morgantown, WV 26508

Phone (304) 292-2568 FAX (304) 292-9836

February 22, 2017

Lewis County Commission  
Cindy Whetsell, County Administrator  
110 Center Avenue  
Weston, WV 26452

Dear Ms. Whetsell,

Software Systems, Inc. monitors the hardware and software maintenance contracts that you have with IBM on your AS/400, also called an IBM System i. These are separate from the contracts you have with us for your applications. Your 8202-E4C serial number 000076CDT, which was installed in May 2013 has a hardware and software contract that is due to expire on **May 15, 2017**. The cost for a 1 year renewal is \$3,089.38. The cost for a 3 year renewal is \$8,748.08 – a savings of more than \$520.06.

Your hardware came with an initial warranty, and may have had extended maintenance as part of the original purchase. The hardware contract on your AS/400 ensures that IBM will replace any failing component. It is essential that you keep this contract up to date. The charges to have IBM perform a repair if you are not covered by a current contract, are computed on an hourly basis (plus parts), and are extremely high.

The software contract noted here is for the operating system and all the IBM licensed programs. Maintaining a current software contract provides you with support for software defects, updates for problems IBM has identified elsewhere, and also allows you to upgrade to new releases of the operating system without additional charges from IBM. In addition, when it's time to upgrade to a new AS/400, a current software contract ensures that you are entitled to "upgrade" pricing on the operating system for the new AS/400. In many cases, this translates to a zero cost for the operating system on the new AS/400. If you do not have a current software maintenance contract, you will be charged full price for the new operating system on a new AS/400. Also, once a software maintenance contract has expired, IBM will impose a "currency" charge to have the contract reinstated. This charge generally exceeds what the associated monthly amount would have been to keep the original contract in place.

Your attention to this matter is important. Please, sign, date, and return if you wish to renew your IBM Maintenance Contract. It takes some time to prepare the contract renewal and obtain the necessary signatures, so you should act on this as quickly as possible.

Software Systems wants to make every effort to maintain a productive work environment for Lewis County. The typical life cycle for an IBM AS/400 is 3-7 years. At this time, Lewis County's system has been installed for 4 years. If the system has had failures or users are experiencing slow response times or system downtime, please contact Software Systems to evaluate replacing the system.

If you have any questions or need more information, please let us know.

Sincerely,

Rose Perroots

Software Systems, Inc.  
(304)-292-2568

Please renew my IBM Maintenance Contract for:

One Year  \$3,089.38 on 8202-E4C S/N: 000076CDT

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Authorized Signature

---

Date

Three Years  \$8,748.08 on 8202-E4C S/N: 000076CDT

---

Authorized Signature

---

Date



Lewis County Assessor  
County Court House  
P.O. Box 706  
Weston, West Virginia 26452  
(304) 269-8205



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John L. Breen  
Assessor

To: Lewis County Commission/John L. Breen  
From: V. Joyce Helmick  
Subject: Retirement  
Date: March 1, 2017

Please accept this as formal notice of my retirement on June 30<sup>th</sup> 2017. I will therefore be leaving my position of 32 years as Deputy Assessor in the Lewis County Assessor's Office as of this date.

Sincerely,

*V. Joyce Helmick*