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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 27, 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 23, 2017 upon request. (*action required*)

APPOINTMENTS

- 3. 10:15 Marcia Boyles, Victims Advocate**
RE: Approval and Signature on the Victims of Crime Act (VOCA) Grant for Fiscal Year 2018(*action required*)

CORRESPONDENCE

- 4. Upshur County Commission:** Copy of the Upshur County Commission Agenda for March 23, 2017(*information only*)
- 5. Lewis County Sheriff's Department:** Verification that the Lewis County Sheriff's Office is current in submitting the Incident Base Reporting Information to the West Virginia State Police(*information only*)
- 6. Lewis Upshur Local Emergency Planning Committee(LEPC):** Agenda for the March 15, 2017 Meeting and the Minutes of the February 17th, 2017 and of March 15th, 2017 of the LEPC(*information only*)
- 7. Jane Lew Public Service District:** Minutes of the Regular Meeting of February 9, 2017 for the Jane Lew Public Service District(*information only*)
- 8. West Virginia Department of Environmental Protection(DEP):** Annual Tire Collection Policy for Lewis County. Lewis-Gilmer Solid Waste Authority will set location and time for the tire collection events and Lewis County Commission will be notified(*information only*)

BUSINESS

- 9. Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or

committee(s) attended including: Lewis County Park Board Meeting & Lewis County Economic Development Authority(*information only*)

10. **Region VII Planning and Development Council:** Request for official representation from Lewis County to the Hazard Mitigation Plan Update Committee to assist in the update of the Hazard Mitigation Plan
11. **Lewis County Commission 2018 Budget:** Approval and Signature on the Fiscal Year 2018 Budget for Lewis County(*action required*)
12. **Judicial Circuit Community Corrections Day Report:** Annual request of Lewis County's cash match of 33% for this program is \$48,793.00. A portion of Home Confinement salary has been used to cover some of the operational costs, this year we are requesting an additional allotment of \$20,500 as we foresee a cut in our grant funding due to the state's current financial situation. (*action required*)
13. **Lewis County Park Board:** Approval of reappointment of Josie Britton, Betty Hill and Shirley Taylor to the Lewis County Park Board. The terms are three(3) year terms and will expire on March 12, 2020(*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 23, 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 23, 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 23, 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 23, 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 23, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 16, 2017

9:15 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41

9:30 a.m. Cheyenne Walters, Program Director for Community Corrections and Rodney Rolenson, Corporal and Home Confinement Supervisor – Request to hire two part-time case aides and requesting the approval of advertisement. Upon approval, the position would be up to 19.5 hours per week at the starting wage rate of \$9.50 per hour. Applications must be received by the close of business on March 31, 2017.

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

2:00 p.m. FY 17 Court Security Grant Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Virgil D. Miller, Community Corrections Case Aide, announcing his resignation effective April 15, 2017.

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

2. Approval and signature of the FY 2017 Victim of Crime Act (VOCA) Victim Assistance Grant Application, and Standard Conditions and Assurances, requesting the amount of \$34,662 for victim advocate services.
3. Approval and signature of Upshur County 2017 – 2018 fiscal year budget.
4. Review and approval of revised Buckhannon-Upshur Parks & Recreation Advisory Board By-Laws.
5. Approval of the Rental Contract for use at the Buckhannon-Upshur Recreational Park for the 2017 season.
6. Approval of “Request for Bids” for Assessor’s vehicle. Sealed Proposals must be received by the Assessor no later than 4:00 p.m. on Wednesday, April 19, 2017. All Proposals will be publicly opened, reviewed and read aloud by the Assessor at 9:15 a.m. on Thursday, April 20, 2017.

7. 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 Douglas L. Davis, Assistant Attorney General, to gasoline retailers in Buckhannon, WV requesting a response to the recently filed complaints regarding the high gasoline prices in Buckhannon as compared to surrounding areas.
2. Correspondence from Douglas L. Davis, Assistant Attorney General, enclosing responses received from gasoline retailers in Buckhannon, WV.
3. Correspondence from Sandra Rogers, WV DEP Rehabilitation Environmental Action Plan Manager, regarding the established guidelines for how many collection events managed by the REAP Pollution Prevention and Open Dump Program that each county may hold within a given annual year based on population of the county. There is one event allowed for Upshur County. A date, time and place for the tire collection event will be determined.
4. Upshur County Addressing and Mapping Project FOIA data request from Theresa A. Post on behalf of Schillace Law Office and response provided by Terri Jo Bennett, Coordinator.
5. Upshur County E911 Communication Reports ---February 2017
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. Upshur County Mileage Reports – February 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Newsletters and/or Event Notifications:
 - Ribbon Cutting – Movement Mortgage, 41 East Main St. – March 23rd at 1 p.m.
 - Free Diabetes Class – Thursday, March 30th from 6 p.m. to 7 p.m. at St. Joseph’s Hospital
 - Buckhannon-Upshur Chamber of Commerce Annual Dinner – April 27th from 6 p.m. to 9 p.m.
 - Upshur County OEM Nixle alert announcement
 - Cineflix USA announcement – American Pickers to Film in WV
 - James W. Curry Public Library Calendar of Events for April 2017

8. Agendas and/or Notice of Meetings:

- Upshur County Farmland Protection Board March 16, 2017
- Buckhannon-Upshur Chamber of Commerce March 20, 2017
- WesMonTy RC&D Board of Directors March 21, 2017
- Upshur County Public Library March 21, 2017
- Upshur County CVB Special Meeting March 23, 2017
- Elkins Road PSD April 4, 2017
- City Council of Buckhannon May 2017

9. Meeting Minutes:

- Adrian PSD November 10, 2016
- Adrian PSD December 15, 2016
- Adrian PSD January 12, 2017
- Adrian PSD February 9, 2017
- Upshur County Family Resource Network February 13, 2017
- Upshur County Solid Waste Authority February 13, 2017
- Upshur County Farmland Protection Board February 16, 2017

10. Meetings:

- 04/04/17 5:30 p.m. Elkins Road PSD
- 04/04/17 4:00 p.m. Hodgesville PSD
- 04/06/17 7:00 p.m. Banks District VFD
- 04/06/17 7:00 p.m. Selbyville VFD
- 04/10/17 12:00 p.m. Upshur County Family Resource Network
- 04/10/17 4:30 p.m. Upshur County Solid Waste Authority
- 04/10/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/08/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 04/11/17 7:30 p.m. Adrian VFD
- 05/04/17 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/19/17 7:00 a.m. Upshur County Development Authority – Executive Board
- 04/12/17 12:00 p.m. Upshur County Senior Center Board
- 04/13/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 04/12/17 6:00 p.m. Upshur County Citizens Corp – CERT
- 04/12/17 7:30 p.m. Warren District VFD
- 04/13/17 1:00 p.m. Adrian PSD
- 04/12/17 3:00 p.m. Tennerton PSD
- 04/13/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 04/13/17 7:30 p.m. Buckhannon VFD
- 04/13/17 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/20/17 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 04/16/17 6:00 p.m. Washington District VFD
- 04/17/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/18/17 4:00 p.m. Upshur County Public Library Board
- 04/18/17 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 04/18/17 6:30 p.m. Upshur County Fire Board
- 04/18/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/12/17 7:00 p.m. Ellamore VFD

- 04/19/17 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 04/26/17 10:00 a.m. James W. Curry Advisory Board
- 04/20/17 3:00 p.m. Upshur County Farmland Protection Board – Farm Bureau Office
- 04/24/17 6:00 p.m. Upshur County Fire Fighters Association
- 04/12/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 04/24/16 10:00 a.m. Mountain CAP of West Virginia, CDC – Annual Meeting

11. Appointments Needed or Upcoming:

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

Tabled Items

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

1. Bid Award - Grounds Keeper Contract for various Commission owned properties located within Upshur County

Next Regular Meeting of the Upshur County Commission
 March 30, 2017 --- 9:00 a.m.
 Upshur County Courthouse Annex



WEST VIRGINIA STATE POLICE
725 Jefferson Road
South Charleston, West Virginia 25309-1698
wvsp.gov

Jim Justice
Governor

Colonel Jan Cahill
Superintendent

MEMORANDUM

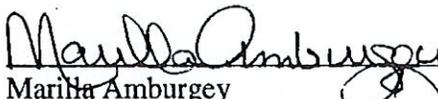
TO: Chief Deputy Randall W. Hyre

FROM: West Virginia State Police
Uniform Crime Reporting

DATE: March 20, 2017

RE: Incident Based Reporting

This will serve as verification that the LEWIS COUNTY SHERIFF'S OFFICE is current in submitting Incident Base Reporting (IBR) information to the West Virginia State Police as of the date shown above.


Marilla Amburgey
UCR/CI/1033 & 1122 Program
Supervisor/SPOC/Coordinator

Lewis/Upshur LEPC

Meeting Agenda-Lewis EMS Building

March 15, 2017

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
4. Financial Report
5. Chairman's comments:
 - a. Introduction of guest
6. Grant updates:
 - a. Discussion of all grants
7. Committee reports:
 - a. Membership
 - b. By Laws
 - c. Public Education/ information
 - d. Annual exercise planning team (HSEEP)
 - e. Hazard Assessment & Planning
8. Tier II Reports:
9. Off Site Emergency Response Plans:
10. Old Business:
11. New Business:
12. Membership comments
13. Public comments
14. Adjournment

LEWIS UPSHUR LOCAL EMERGENCY PLANNING COMMITTEE**FEBRUARY 2017 FINANCIAL REPORT****SERC/Commission Funds****Beginning balance \$17,465.64****Check 1027 B Shreve****LEPC Mtg meal - \$ 87.95****Check 1028 J H Consulting****RVA Update - \$ 6,000.00****SERC/Commission Funds****Ending balance \$11,377.69****UPSHUR COUNTY CITIZEN CORP****\$ 1,781.84****Total All Funds****\$13,159.53**

Request for Proposal

Lewis/Upshur Local Emergency Planning Committee (LEPC)

The Lewis/Upshur LEPC is advertising for bid for a revision or rewrite of the Hazard Material Response Plan. Plan is required to identify hazardous material emergency response within Lewis and Upshur Counties. Revision will include updates to all emergency response agencies, resources, equipment, and training. Also a list of private contractors and or response teams.

Project timeline: this project shall be completed by September 15, 2017 with delivery to the LEPC Chairperson of two paper and two electronic copies. Progress reports shall be submitted to LEPC Chairperson with agreed upon dates.

Project proposal submission shall include an outline of what will be accomplished to complete the project with a lump sum not to exceed the cost.

Payment will be made in full upon successful completion of the project and delivery of specified documents.

Proposals shall be post marked no later than April 7, 2017 and sent to the Lewis/Upshur LEPC, Attn: Chairperson, 201 Orchard ST Weston, WV 26452

Questions may directed to James Gum Chairperson at 304-269-8241

**Lewis-Upshur LEPC Meeting Minutes
March 15, 2017**

The Meeting was called to order by J. Gum at 12:12 in Lewis County.

The Pledge of Allegiance and Moment of Silence was led by Jim Gum .

Members Present: See attached sign-in sheet.

Motion was made by Bill Rowan and seconded by Jim Farry to approve the minutes from the previous meeting. Motion was approved.

Motion was made by Brian Shreves and seconded by Kevin Campbell to approve the financial report as presented. Motion was approved.

**Chairman's Comments: No new guests today.
There will be an executive session to discuss changes in secretary since it is outside of the committee meeting**

Grant Updates:

We are currently working on the two counties hazardous materials grants, RFP is complete and would like to have in next week's paper and in by April 7th and asked for changes and suggested.

Committee Reports:

Membership: 2 more applications were received. It will be compared to our list and submitted for approval for next meeting.

Bylaws: Nothing to report. Dirk

Public Education/Information: Nothing to report. Kevin

Annual Exercise Planning Team (HSEEP): We have received and replied to the after action report but was past their deadline, It was also sent to Charleston for the states exercise file so that we will receive credit.

No word on this year's exercise yet, Suggestions were requested for this year.

Hazard Assessment & Planning: None

Tier II Reports: Some have been received by paper, Jim Farry has been forwarding the electronically received reports to Jim Gum and he has been compiling them. Check for report from Lee Phillips enterprises. Regarding Railroad cars as the transport of the chemicals may also be concerned (located at old coastal lumber).

Off Site Emergency Response Plans: Nothing to report

Old Business:
April 19TH AT NOON For annual Meeting to confirm reservations and check on catering.

New Business:
None

Membership Comments:
Health department has asked about NIMS 200 and 300. Class in Elkins on the first 3 Tuesdays and from 9-5 at the FD 300 &400. A 300 in Moorefield.

K. Campbell -Tomorrow at Upshur county commission there will be a presentation on source water safety from the watershed administration. Buckhannon will request and early warning system to monitor water quality.

4 teams in Upshur County will be doing critical care training Chapel Hill the 28th

Flu shots are up from the last 2 years.

J.Spray - Weston took delivery of new rescue truck and it will be in service soon.

B. Duranti - Citizens corps council and cert are working on getting an account and have submitted a budget to the county, talking about hosting a CPR class and CERT training

D. Burnside - Public safety expo is in Charleston in May, it will include training opportunities Classes on programming Interoperable radios, and other communications.

The Interoperable conference in September is coming together and seeking suggestions for content.

A. Coberly - Red Cross had the First run of pre deployments under their guidance. Next phase on deployments will be where they have things pre-positioned. And may be kept at the airport or National Guard armory in Upshur County.

B Shreve - BU airport authority wants to do a table top and full scale exercise. This may also be a good regional exercise to test our interoperability as well it would be good for Lewis & Upshur to lead a regional exercise.

Public Comment: None

David Whittaker made a motion to adjourn 2nd by James Taylor meeting was adjourned at 12:49

Executive committee Meeting: Executive met to appoint secretary, Steve

Moneypenny was nominated and elected. Dirk made motion Brian seconded and it passed unanimously.

Minutes of Jane Lew Public Service District

Regular Meeting February 09, 2017

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

- ✓ Goe 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.

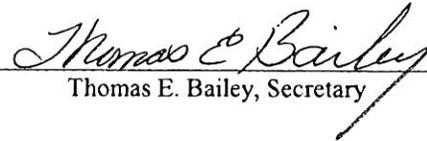
Assignments

~ 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



west virginia department of environmental protection

Division of Land Restoration
Rehabilitation Environmental Action Plan
601 57th Street, SE
Charleston, WV 25304

Jim Justice, Governor
Austin Caperton, Cabinet Secretary
www.dep.wv.gov

March 9, 2017

Lewis County Commission
PO Box 466
Weston, WV 26452

Dear Lewis County Commission and Lewis/Gilmer Solid Waste Authority:

The West Virginia Department of Environmental Protection Rehabilitation Environmental Action Plan (REAP) has set specific policy on Annual Tire Collection Events for your county. Established policy sets guidelines for how many collection events managed by the REAP Pollution Prevention and Open Dump Program (PPOD) that each county may hold within a given annual year based on population of the county. Please refer to the enclosed spreadsheet to determine the number of events allowed for your county.

The REAP PPOD Program is required to hold at least one event per county per year. Please note that the allowed number of events per county is an annual maximum. Your county may not wish to hold as many events as listed on the spreadsheet.

This letter is being sent to both the Lewis County Commission and the Lewis/Gilmer County Solid Waste Authority to establish a contact person in your county that will work with the district REAP PPOD Project Manager to schedule date, time and place for the tire collection events.

The PPOD Project Manager for Lewis County is Kelly Cook. Contact information is Kelly.A.Cook@wv.gov (email), cell phone 304-940-0256 or Office Phone 304-368-2000 extension 3727.

If you have any further questions, please contact your district PPOD Project Manager.

Sincerely

Sandra Rogers
REAP Manager

enclosure

cc: Lewis/Gilmer County Solid Waste Authority

2017 TIRE EVENTS PER COUNTY

Legend

<u>Event</u>	<u>Population</u>
1	< 35,000
up to 2	< 70,000
up to 3	< 105,000
up to 4	< 140,000
up to 5 (max)	>140,000

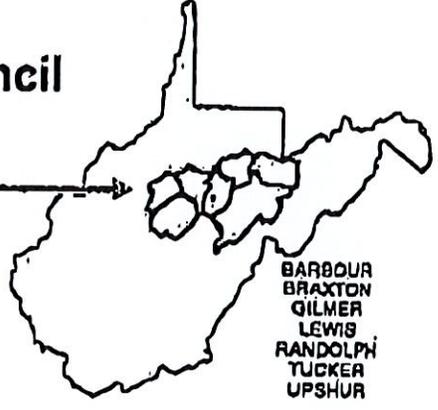
* Population based on US Census July, 2015

* Some counties have ongoing collection

Counties	Population	2017 Proposed Events
Barbour	16,589	1
Berkeley	104,169	3
Boone	24,629	1
Braxton	14,523	1
Brooke	24,069	ongoing
Cabell	96,319	3
Calhoun	7,627	1
Clay	9,386	1
Doddridge	8,202	1
Fayette	46,039	2
Gilmer	8,693	1
Grant	11,937	1
Greenbrier	35,480	2
Hampshire	23,964	1
Hancock	30,676	ongoing
Hardy	14,025	1
Harrison	69,099	2
Jackson	29,211	1
Jefferson	53,498	2
Kanawha	193,063	5
Lewis	16,372	1
Lincoln	21,720	1
Logan	36,743	2
Marion	56,418	ongoing
Marshall	33,107	1
Mason	27,324	1
McDowell	22,113	1
Mercer	62,264	2
Mineral	28,212	1
Mingo	26,839	1

Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201
PHONE: (304) 472-8564 • FAX (304) 472-8590



March 7, 2017

Bill Rowan, EMA Director
Lewis County OEM
201 Orchard Street
Weston, WV 26452
lcoem@lewispem.com

Re: Hazard Mitigation Plan Update Committee

Dear Mr. Rowan:

The effective period of Region VII Planning and Development Council's Regional Hazard Mitigation Plan will end in August of this year. Formally adopted in 2012, Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act requires the plan to be updated every five years if covered communities are to remain eligible to receive funding under FEMA's Hazard Mitigation and Pre-Disaster Mitigation grant programs.

To ensure the continued region-wide scope and application of our plan, I am respectfully seeking official representation from Lewis County to assist in the update process. The person(s) selected should be familiar with Lewis County risks/vulnerabilities and able to help develop mitigation strategies and projects for inclusion in the revised plan.

We will be scheduling meetings for this process; our intention is to keep the number of meetings to a minimum because we realize everyone is busy. Our update is being coordinated by JH Consulting, LLC of Buckhannon; JHC staff will facilitate all planning meetings.

Thank you, in advance, for your help with this important initiative. Once chosen, please have your representative contact me via email at swhitehair@regionvii.com by March 13, 2017 so they may be added to the updated committee roster. As always, feel free to contact me with any questions.

Sincerely,

Shane Whitehair
Executive Director

26th Judicial Circuit Community Corrections
Day Report Center



Upshur County
31 North Spring Street
Buckhannon, West Virginia 26201
Phone: (304) 472-9548
or (304) 472-0780
Fax: (304) 472-8735

Lewis County
111 Court Avenue
Weston, West Virginia 26452
Phone: (304) 269-8674
or (304) 269-9162
Fax: (304) 269-8693

March 13, 2017

Lewis County Commission
111 Court Avenue
Weston, WV 26452

Dear Commissioners:

It is time again to set the budget and write the grant for the Community Corrections Program. We have experienced continued great success in Lewis County evidenced by the number of referrals and the cooperative nature of the judiciary. In regards to the Community Corrections Program, Lewis County remains consistently strong and is continually expanding.

Attached is the proposed operational budget. The grant requires we show each county has a match obligation of 33%. Lewis County's total cash match is \$48,793.00. In recent years, we have always used a portion of Erin Godwin's Home Confinement salary to cover this cost and will continue to this year. This year, we are asking that the Commission consider allotting \$20,500.00 in addition to her salary.

This year is going to be a crucial year for us as we are continually expanding and foresee a cut in our grant funding due to the state's current financial situation.

I greatly appreciate your consideration in this matter. If the commission is willing to allot money, we ask that we receive it by October 31, 2017.

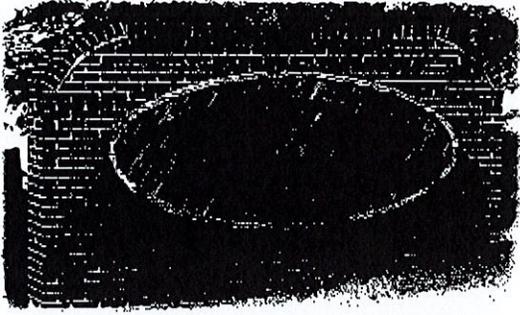
If you have any further questions, please feel free to contact me.

Sincerely,


Cheyenne Walters

Program Director

26th Judicial Circuit Community Corrections



Lewis County Park

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

Phone (304) 269-6599

March 22, 2017

Lewis County Commission
110 Center Ave
Weston, WV 26452

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

Josie Britton	expired March 12, 2017
Betty Hill	expired March 12, 2017
Shirley Taylor	expired March 12, 2017

Respectfully submitted,

Betty L Hill, Treasurer

To: Lewis County Commission

From: Lewis County Fire Board

Dear Commission,

The Lewis County Fire Board would like to recommend Louella Clem as the replacement fire board member for Frank Lydon. Louella said she would gladly serve on the Fire Board.

Thank You,

Lewis County Fire Board