COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org

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

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
MEETING AGENDA
MONDAY, May 8, 2017
10:00 AM

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, May 4, 2017 upon request. (*action required)*

APPOINTMENTS

3. **10:10 AM** **John Breen, Lewis County Assessor**
   RE: Advise and Consent to Hire a Deputy Assessor
   John Breen, Lewis County Assessor, requests advise and consent of the Lewis County Commission per West Virginia Code § 7-7-7 to hire Lindsey Gum as Deputy Assessor. This position is fill a vacancy created by retirement. (*action required*)
4. **10:15 AM** **Lewis County Community Educational Outreach Service (CEOS)**
   RE: Proclamation for Community Educational Outreach Service Week
   The Lewis County Commission is requested to execute a proclamation declaring May 21-27, 2017 as Community Educational Outreach Service Week in Lewis County. *(action required)*
5. **10:20 AM** **Nancy Justice, Lewis County Deputy County Clerk**
   RE: Request to reduce Purchasing Card Number and Maximum Limits
   The West Virginia State Auditor's Office has requested modifications to the maximum limits and number of purchasing cards issued to county employees. *(action required)*
6. **10:25 AM** **Proclamation Honoring Lewis County Firefighters Week**
   The Lewis County Commission is requested to execute a proclamation declaring the week of May 8-12, 2017 be observed to honor Lewis County Firefighters. (*action required)*
7. **10:30 AM** **Open Bids for the Telephone System at the Lewis Gilmer Enhanced 911 Phone System**
   The Lewis County Commission advertised for proposals for a telephone system for the Lewis Gilmer Enhanced 911 Center. Bids will be opened. *(action required)*

CORRESPONDENCE

8. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, May 4, 2017. *(information only)*
9. **Shenandoah Cable Television, LLC Quarterly Franchise Fee:** Franchise fee payment for January, February and March 2017 in the amount of $10,243.56 was received by Shenandoah Cable. Last quarter, the county received $9,727.26. (*information only)*
10. **Notification of Federal Payment in Lieu of Taxes (PILT) Distribution to the Lewis County Board of Education:** The United States Department of the Interior has issued Payment in Lieu of taxes in the amount of $1,454.57 to be allocated to the Lewis County Board of Education as a result of leasing of lands for flood control, navigation and allied purposes pursuant to West Virginia State Code §20-3-18. (*information only)*
11. **Sheriff's Monthly Vehicle Report:** Report of mileage for the Lewis County Sheriff's Department fleet at the end of April, 2017. *(information only)*

BUSINESS

12. **Board(s) and Committee(s) Reports:** Reports from Commissioners from any board(s) or Committee(s) meetings attended including: Lewis County Convention and Visitors Bureau; Day of Prayer Ceremony. *(information only*)
13. **Lewis County Community Educational Outreach Service Luncheon Invitation:** The Lewis County Community Educational Outreach Service invites the Lewis County Commission to their annual luncheon held at the Broad Street United Methodist Church at 12:10pm on Monday, May 22, 2017. RSVP is to be submitted to the WVU Lewis County Extension Office by May 17, 2017. (*action required)*
14. **West Virginia Department of Health and Human Service Community Work Experience Program Contracts:** The Lewis County Commission is asked to consider executing contracts with West Virginia Department of Health and Human Resources to allow workers enrolled in the Community Work Experience Program to be placed at the Lewis County Park and Lewis County Courthouse. (action required)
15. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
16. **Timesheets and Leave Requests *(action required)***

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

17. **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, May 4, 2017. *(action required)*
18. **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, May 4, 2017. (*action required*)
19. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, May 4, 2017. *(action required)*
20. **Expenses for the current period presented for consideration of payment:** Draft copies will be available for review upon request Thursday, May 4, 2017. *(action required)*

ADJOURNMENT:

21. **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.

Extension Service
West Virginia University.

VOLUNTEER HOME LEADERSHIP
WEST VIRGINIA COMMUNITY EDUCATIONAL OUTREACH SERVICE

PROCLAMATION

WHEREAS,

The West Virginia Community Educational Outreach Service (CEOS)
and Lewis County CEOS
are volunteers with a Mission to broaden SERVICE in our
COMMUNITY, continue lifelong EDUCATION to strengthen
individuals and families, and provide an OUTREACH for leadership.

WHEREAS,

In partnership with West Virginia University Extension Service,
the CEOS pledges that its purpose of Education will assist us
in meeting the needs of a changing and diverse society.

WHEREAS,

For their significant service and contribution
to the well being of family and community,

BE IT KNOWN, that the LEWIS COUNTY COMMISSION

Hereby proclaims May 21-27, 2017 as

COMMUNITY EDUCATIONAL OUTREACH SERVICE (CEOS) WEEK

IN WITNESS WHEREOF, given under our hand and seal.

Date: May 8, 2017

_____
Patrick D. Boyle, Commission President

_____
Agnes G. Queen, Commissioner

_____
Rod Wyman, Commissioner

Attest:

_____
Clerk of the Lewis County Commission

PROCLAMATION

Honoring Lewis County Firefighters

WHEREAS, Lewis County Firefighters in Weston, Walkersville, Jane Lew, Pricetown, Midway and Jackson's Mill have faithfully served the citizens in many capacities; and

WHEREAS, their dedication to each and every community of our county assures the safety of our residents through their diligence; and

WHEREAS, we recognize that our brave firefighters have performed services that are critical to the well-being of our citizens and we are grateful for their service and sacrifice.

NOW, THEREFORE BE IT PROCLAIMED by the Lewis County Commission to recognize this week , May 8th through May 12th as Lewis County Firefighter's Week in order to honor our outstanding firefighters for their bravery and service.

PROCLAIMED this day, May 8th, 2017 by the Lewis County Commission.

_____
Patrick D. Boyle, President

_____
Agnes G. Queen, Commissioner

_____
Rod Wyman, Commissioner

Attested:_____
Cynthia S. Rowan
Lewis County Clerk

Shenandoah Cable Television, LLC
FRANCHISE FEE PAYMENT SUMMARY
Lewis Co, WV

April 21, 2017

Enclosed please find payment in accordance with our franchise agreement.

Payment Frequency:	Quarterly
Month(s) Covered:	Jan - Mar
Year(s) Covered:	2017
Percent of Revenue:	3%
Applicable Revenue:	$341,451.89
Fee (%):	3%
Fee Due to Franchisor:	$10,243.56

I certify that this information is true and correct to the best of my knowledge.

Sunnie Barr

Sunnie Barr, Sr Income Tax Accountant
540-941-4220 ext (3043)

State of West Virginia
John B. McCuskey
State Auditor and
Commissioner of Delinquent
and Nonentered Lands

Office of the State Auditor
County Collections Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-118
Charleston, West Virginia 25305

Toll Free: (888) 509-6568
Telephone: (304) 558-2262
Fax: (304) 558-4156
www.wvsao.gov

April 5, 2017

Monika Weldon
Treasurer of the
Lewis County Board of Education
239 Court Avenue
Weston, WV 26452

Dear Treasurer Weldon:

In the near future, you will receive a check in the amount of $1,454.57 from the Office of the State Auditor, representing the funds allocated the Board of Education of Lewis County, as a result of the leasing of lands for flood control, navigation and allied purposes from the United States Department of Interior, pursuant to West Virginia Code Chapter 20, Article 3, Section 18.

As a pass-through entity, the Office of the State Auditor is responsible for monitoring the subrecipient's activity in order to provide reasonable assurance that the subrecipient is administering the Federal Award in compliance with Federal Regulations. As part of that responsibility, I'm making you aware of the following information:

Please be aware of the following information:

CFDA Title Number: 15.433
Award Name: Flood Control Act Lands
Name of Federal Agency: United States Department of the Interior

The Office of the State Auditor will request a copy of the Annual Audit Report for the Lewis County Commission in order to review your A-133 Audit. If any problems are discovered with the audit, you will be promptly notified in order that corrective action is taken.

If you have any questions concerning this distribution amount or procedures, please contact this office at (304) 558-2262, extension 2183.

Sincerely,

G. Russell Rollyson Jr.
Senior Deputy State Auditor

cc: The Honorable Adam Gissy
Sheriff, Lewis County

Joseph Mace
Superintendent, Lewis County Board of Education

The Honorable Agnes G. Queen
President, Lewis County Commission

APRIL 2017 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 21,470

151 Hyre Temp / 14 EXPLORER 39,280

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 55,795

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 65,880

154 Moran 1643 / 11 TAHOE 61,742

155 Lopez 1910 / 13 POLICE INTERCEPTOR 52,480

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 35,582

157 Clark 2824 / 11 TAHOE 86,139

158 Hendershot 2829 / 11 TAHOE 74,278

159 Carey 2726 / 11 TAHOE 146,233

160 Hummel 2966 / 12 CAPRICE 76,469

162 VanMeter 1232 / 07 CROWN VIC 93,703

170 Cayton 3184 / 09 RAM TRK 119,417

171 Kirkpatrick 2727 / 10 TAHOE 98,671

Spare 2511 / 07 CROWN VIC 115,522

174 Bush 1233 / 10 DODGE NITRO 33,685

1500 Deputy Reserves 1696 / 03 DURANGO 122,670

2868 / 10 TAHOE 116,628

Spare 2001 JEEP NO CHANGE

2007 Chevy Sub. 76,361

1995 JEEP CHEROKEE NO CHANGE

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You

please join us for
Lewis County CEOS
SALAD LUNCHEON
Monday 22 May
12:10 pm
Broad Street United Methodist Church
210 Broad Street
Weston, WV
RSVP to WVU Lewis County Extension Office
304-269-4660 by May 17

CWEP Contract No. CWEP- 18-21-03
FEIN No.: 55-6000338
Workers Comp. No.: 10001131-07

COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) CONTRACT
BETWEEN
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
AND

LEWIS COUNTY COMMISSION

Addendum/Renewal

The CWEP Contract between the West Virginia Department of Health and Human Resources, Division of Family Assistance and/or LEWIS County Office, referred to as the "Department" and LEWIS COUNTY COMMISSION referred to as "Contractor"" is hereby revised effective as of JULY 1, 2017 to continue through June 30, 2018.

The revisions are as follows: (Indicate revisions and/or renewal of Contract in the space provided.)

RENEWAL CONTRACT

Please indicate your acceptance by signing in the space provided below.

Department of Health and Human Resources LEWIS County Office	Contractor
By: _____	By: _____
Signature	Signature
Community Service Manager	President
Title	Title
_____	5/8/2017
Date	Date

This addendum shall be incorporated as part of the original Contract. All other aspects of the original Contract shall remain in effect.

DFA-CWEP-3A
(New 12/03, Replaced WT-CWEP-3A)

CWEP Contract No. CWEP- 18-21-02
FEIN No.: 55-60003388
Workers Comp. No.: 10001131-07

COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) CONTRACT
BETWEEN
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
AND

LEWIS COUNTY PARK

Addendum/Renewal

The CWEP Contract between the West Virginia Department of Health and Human Resources, Division of Family Assistance and/or LEWIS County Office, referred to as the "Department" and Lewis County Park referred to as "Contractor"" is hereby revised effective as of July 1, 2017 to continue through June 30, 2018.

The revisions are as follows: (Indicate revisions and/or renewal of Contract in the space provided.)

RENEWAL CONTRACT

Please indicate your acceptance by signing in the space provided below.

Department of Health and Human Resources LEWIS County Office	Contractor
By: _____	By: _____
Signature	Signature
Community Service Manager	President
Title	Title
_____	05-08-2017
Date	Date

This addendum shall be incorporated as part of the original Contract. All other aspects of the original Contract shall remain in effect.

DFA-CWEP-3A
(New 12/03, Replaced WT-CWEP-3A)

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Jim Justice
Governor

Bureau for Children and Families
Region III
Lewis/Upshur District
P.O. Box 460
34 Auction Lane
Buckhannon, West Virginia 26201
Telephone: (304) 473-4230 Fax: (304) 473-4207

Bill J. Crouch
Cabinet Secretary

MEMORANDUM

To Whom It May Concern,

It is that time of year for the DHHR to renew all CWEP & JOIN Contracts.

Attached to this memo you will find the following forms for CWEP sites:
*DFA-CWEP-3A Renewal Form, DFA-JD-1 Job Experience Description (*need these updated),* CWEP contract *(please review & keep for your records)*
*Forms for JOIN sites:
*DFA-JOIN-3A Renewal Form, DFA-JD-1 Job Experience Description (*need these updated),* JOIN contract *(please review & keep for your records)*

Only these forms need returned:
*Renewal Forms (DFA-CWEP-3A &/or DFA-JOIN-3A) &
*Job Experience Description Form (DFA-JD-1)

If your company wishes to remain as an active CWEP &/or JOIN site, complete the required forms listed above & returned them to: **Lewis Co DHHR, Attn: Devona Butler, PO BOX 1268, Weston WV 26452.** *(A copy of completed forms will be mailed back to you)*

If your business no longer wishes to continue to be a placement site for our WV Works recipients, please return forms with a note attached saying not interested.

If you have any questions please feel free to contact the one of the following DHHR Family Support Service Workers: Barbara Zickefoose, Supervisor, or Devona Butler.

**Please try to return all completed forms by 6/30/2017.

Thank You for Your Continued Support