

# COUNTY COMMISSION OF LEWIS COUNTY

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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**

## 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, June 1, 2017  
upon request. (*action required*)

## APPOINTMENTS

3. 10:10 AM **William Rowan, Lewis Gilmer Enhanced 911/Office of Emergency Management Director and Jim Gum, Operations Officer**  
At the May 22, 2017 Lewis County Commission meeting, the Commission awarded the contract for the new telephone system at the Lewis Gilmer Enhanced 911 Center to Frontier. The Commission will be presented the contracts to sign. (*action required*)
4. 10:30 AM **Region 7 Planning and Development Council**  
**Public Hearing – Lewis County Phase 1 Water Project**  
The Lewis County Commission is considering submitting an application to the State of West Virginia Small Cities Block Grant Program to finance a portion of the Lewis County Phase I Water Project. The Small Cities Block Grant portion is expected not to exceed \$1,500,00.00. Citizens of Lewis County, especially those of low and moderate income, residents of blighted and deteriorated areas, and all other interested persons will be given an opportunity to comment on the proposed project. This project will provide water service to: Wolfpen; Copley; Wheelers Fork; and Oil Creek.  
(*action required*)

## CORRESPONDENCE

5. **Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for May 25, 2017 and June 1, 2017. (*information only*)
6. **Lewis County Parks and Recreation Board Agenda and Meeting Minutes:** Lewis County Park and Recreation Board agenda for May 22, 2017 meeting and minutes of April 24, 2017 meeting.  
(*information only*)
7. **United States Federal Energy Regulatory Commission Revised Environment Review Schedule for the Atlantic Coast Pipeline:** Notice of the revised schedule for environmental review of the Atlantic Coast Pipeline and Supply Header Project. (*information only*)
8. **Lewis-Upshur Local Emergency Planning Committee Meeting Minutes:** Lewis – Upshur Emergency Planning Committee Minutes for Wednesday, May, 17, 2017. (*information only*)

## BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Community Education Outreach Service Award Luncheon; Lewis County Building Commission; Lewis County Park Board; Lewis County Economic Development Authority; Salon Ribbon Cutting at Sharpe Hospital; Memorial Day Parade; Vet Together Celebration. *(information only)*
10. **Retirement of Robert Morris, Lewis County Assistant Prosecuting Attorney:** Mr. Robert Morris, Lewis County Assistant Prosecuting Attorney submits a letter of retirement effective June 1, 2017. *(action required)*
11. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only).*
12. **Timesheets and Leave Requests** *(action required)*

A) Lucinda A. Whetsell	May Monthly Time Sheet
B) Michael Herron	May Monthly Time Sheet
C) Barbara Winans	Annual Leave

June 8, 2017

## ACTIONS, ESTATE SETTLEMENTS, 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 on Thursday, June 1, 2017. *(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, June 1, 2017. *(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, June 1, 2017. *(action required)*
16. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, June 1, 2017. *(action required)*

## ADJOURNMENT:

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

### LEWIS COUNTY COMMISSION MEETING MANAGEMENT

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

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

## PUBLIC HEARING

The **Lewis County Commission** is considering submitting an application to the State of West Virginia Small Cities Block Grant Program to finance a portion of the **Lewis County Phase 1 Water Project**.

The Small Cities Block Grant portion is expected not to exceed **\$1,500,000.00**. Citizens of Lewis County, especially those of low and moderate income, residents of blighted and deteriorated areas, and all other interested persons may comment on this proposal prior to **June 5, 2017** by writing to the **Lewis County Commission, 110 Center Avenue, Weston, WV 26452**, or by appearing at a public hearing to be held in the Commission Chambers of the Lewis County Courthouse on **Monday, June 5, 2017 at 10:30 A.M.**

*The Lewis County Commission is an Equal Opportunity Employer and takes steps to affirmatively further fair housing.*



**Upshur County Commission  
Agenda**

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 25, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 18, 2017

**Scheduled Appointments:**

10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff’s vehicle.

Approval and signature of Resolution allowing Terry B. Cutright, President of the Upshur County Commission, to enter into a loan agreement and to sign any and all loan documents with Citizen’s Bank of West Virginia to receive and administer loan funds for the purchase of a 2017 Police Interceptor SUV and light/decal package.

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

1. Discussion and review of loan proposals for the refinancing of the E911 Communication Center located at 181 Pallottine Drive.
2. Approval and signature of Change Order Number 1 for the Upshur County Public Library Roof Replacement Project. This Change Order credits the contingency allowance, in the amount of \$10,000, to the Owner. The new contract sum will be in the amount of \$197,225.
3. Approval and signature of Gerber Life Insurance Company Stop-Loss Proposal for proposed policy term 7/1/17 to 6/30/18, Plan Sponsor Disclosure Statement and Contract Addenda.
4. Approval and signature of Master Plan Document Amendment #2A, effective July 1, 2017, amending the Master Plan Document and Summary Plan Description for Upshur County Commission Employee Medical Benefits Plan.
5. Approval and signature of Employee Health Reimbursement Plan Amendment #3, effective July 1, 2017.
6. Approval and signature of Memorandum of Understanding between Mountain CAP of WV, Inc. a CDC and the Upshur County Recreational Park, effective June 2017 through July 2017. This memorandum sets forth the rights and responsibilities of each partner insofar as they relate to the planning and operation of the Summer Food Service Program.
7. Memorandum from Tabatha R. Perry, Assistant Administrator, requesting the seasonal employment of Tyler Perske as a lifeguard for the 2017 season at the Buckhannon-Upshur Recreational Facility. Upon approval, Mr. Perske will begin work on June 4, 2017 and will receive the hourly wage of \$9.05.

8. Memorandum from Tabatha R. Perry, Assistant Administrator, requesting the seasonal employment of Melanie Sandy-Groves as water aerobics instructor at the Buckhannon-Upshur Recreational Facility. Upon approval, Ms. Groves will be paid \$25 per session.
9. Approval of 2017 Upshur County Pool Concession Stand Employee Manual.
10. 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. Upshur County Mileage Reports – April 2017
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
2. Upshur County Sheriff's Financial Statement for Period Ending April 2017
3. Appointments Needed or Upcoming:
  - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

**Tabled Items**

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

1. US Census Bureau local updated census address project

Next Regular Meeting of the Upshur County Commission  
June 8, 2017 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*The regularly scheduled Commission Meeting scheduled to take place on June 1, 2017 has been CANCELLED\***

**\*There will be a Special Meeting held at the Upshur County Administrative Annex on Monday, June 5, 2017 at 9:30 a.m.**

# **LEWIS COUNTY PARKS AND RECREATION AGENDA**

**Monday May 22, 2017 6:00 pm at the Park**

- 1) Call to Order**
  
- 2) Reading of the Minutes**
  
- 3) Treasurer's Report**
  
- 4) Public Comment**
  
- 5) Director's Report**
  
- 6) Old and Unfinished Business**
  
- 7) New Business**
  
- 8) Adjourn**

**If you are unable to attend, please contact Gene Edwards, at 304-269-4836**

# **LEWIS COUNTY PARK BOARD MEETING**

**Minutes of the Meeting of April 24, 2017**

**Present: Gene Edwards, President, Barbara Paugh, Vice-President, Betty Hill, Treasurer, Shirley Taylor, Secretary, Josie Britton, Agnes Queen, Alyce Henry, Glenn Brown, Andrea Clem, and John Shaffer, Director, Tom Alkire, and Rod Wyman. The meeting was called to order by Gene Edwards. The minutes were read and a motion to approve was made by Alyce Henry, seconded by Josie Britton, motion passed.**

**The Treasurer's report was given by Betty Hill and a motion to approve was made by Glenn Brown, seconded by Barbara Paugh, motion passed.**

**John Shaffer reported that the Pool is six years old, the dumping buckets are broken. Chuck Everett of C&M Precision will weld for \$300.00. A group of youth age 12-18 will be at the Park to work. The fence will be sealed, picnic tables will be painted. They will be served hot dogs for lunch. Lambert's will bring a pizza oven for the Park to use.**

**A group wants to have a Gospel Sing at the Park. Motion made by Barbara Paugh, seconded by Josie Britton. Motion passed.**

**John Shaffer was approached by a lady who wanted to bring her food trailer into the Park to sell food all summer. John said no. The Park Board agreed. July 18, 2017 the Boy Scouts will be at the Park.**

**The Pool is completely booked. School is out May 25, 2017. the Pool will be open May 27, 2017. Some red tile are broken around the Pool. Dave Robinson will replace them for \$200.00. Motion to replace them for \$200.00 was made by Shirley Taylor and seconded by Josie Britton, motion passed.**

**The Chairman of the Tennis Boosters wants to use the concession when Tennis matches are held at the Park for the 2018 season. This will be taken under advisement until Tracey Weber, Attorney is consulted. Andrea Clem wishes to abstain because her daughter is on the Tennis team. Tom Alkire reported that the Tennis Courts are being cleaned after every tennis match by the Tennis players.**

**John Shaffer reported that he and Jim Stutler are due to be recertified. Tom Alkire reported that hot water has been installed in the #1 Shelter. The picnic tables have been placed around the Park. The grills are uncovered, some need replaced. The Pool has been emptied and the red algae is being scrubbed out. The grass has been mowed twice and the new mower is fantastic**

**Eddie Warren asked if the Park wanted parking blocks that were removed from Wendy's .**

**They will be placed where needed.**

**Hand dryers are needed, Alyce Henry made a motion to purchase them. That motion was seconded by Josie Britton. Motion passed.**

**Alyce Henry made a motion to replace the grills , seconded by Andrea Clem. Motion passed.**

**John Shaffer reported that he is looking for adult life guards for keeping the Pool open later in the season. The meeting was adjourned by Gene Edwards.**

**The next Meeting will be Monday, May 22, 2017 6:00pm at the Park**

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

UNITED STATES OF AMERICA  
FEDERAL ENERGY REGULATORY COMMISSION

Atlantic Coast Pipeline, LLC

Docket Nos. CP15-554-000  
CP15-554-001

Dominion Transmission, Inc.

Docket No. CP15-555-000

NOTICE OF REVISED SCHEDULE FOR ENVIRONMENTAL REVIEW OF  
THE ATLANTIC COAST PIPELINE AND SUPPLY HEADER PROJECT

(May 12, 2017)

This notice identifies the Federal Energy Regulatory Commission staff's revised schedule for the completion of the environmental impact statement (EIS) for Atlantic Coast Pipeline, LLC's (Atlantic) Atlantic Coast Pipeline and Dominion Transmission, Inc.'s (DTI) Supply Header Project. The first notice of schedule, issued on August 12, 2016, identified a final EIS date of June 30, 2017. However, in response to comments on the draft EIS (which had a comment closing date of April 6, 2017), staff sent an environmental information request to Atlantic and DTI in April 2017, and only recently received the information necessary for us to complete our environmental review. As a result, staff has revised the schedule for issuance of the final EIS.

**Schedule for Environmental Review**

Issuance of Notice of Availability of the final EIS  
90-day Federal Authorization Decision Deadline

July 21, 2017  
October 19, 2017

If a schedule change becomes necessary, an additional notice will be provided so that the relevant agencies are kept informed of the project's progress.

**Additional Information**

In order to receive notification of the issuance of the final EIS and to keep track of all formal issuances and submittals in specific dockets, the Commission offers a free service called eSubscription (<http://www.ferc.gov/docs-filing/esubscription.asp>).

Kimberly D. Bose,  
Secretary.

Date: 5/17/2017

## Lewis-Upshur LEPC Meeting Minutes

The Meeting was called to order by J. Gum at 12:05 in Lewis County.

The Pledge of Allegiance and Moment of Silence was led by J. Spray.

**Members Present:** See attached sign-in sheet.

Members representing the Atlantic Coast Pipeline gave a presentation to inform the LEPC and community of the future pipeline project in Lewis and Upshur County.

Motion was made by J. FARRY and seconded by D. CUTRIGHT to approve the minutes from the previous meeting. Motion was approved.

Motion was made by D. WHITTAKER and seconded by B. Duranti to approve the financial report as presented. Motion was approved.

### **Chairman's Comments:**

**Grant Updates:** Bid opening by hazmat plan. The committee decided to go with JH consulting, who has started the project.

Second grant was awarded for risk and vulnerability of the pipeline.

\* J. Farry moved that an RFP be created for the grant B. Shreve seconded, the motion passed unanimously.

### **Committee Reports:**

**Membership:** New membership forms are being gathered and processed.

**Bylaws:** Nothing to report.

**Public Education/Information:** Nothing to report.

**Annual Exercise Planning Team (HSEEP):** B Shreve is waiting to hear about the airport table top exercise.

**Hazard Assessment & Planning:** Nothing

**Tier II Reports:** J. Farry has received notifications of certified mail; however, Tier II reports are to be filed electronically.

**Off Site Emergency Response Plans:** none

**Old Business:** None

**New Business:** None

**Membership Comments:** David Ferguson of the united dialysis center is a guest. They will also be opening a center in Buckhannon as well which will allow Lewis County to operate at normal capacity. Lewis County has been over capacity for approximately over 5 years.

**Public Comment:**

**The next meeting will be the 21<sup>st</sup> in Upshur County.**

May 26, 2017

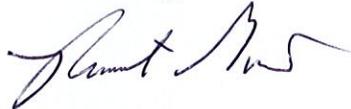
Lewis County Commission  
110 Center Ave.  
Weston, WV 26452

Dear Commissioners:

Please be advised of my intent to retire as Assistant Prosecuting Attorney for Lewis County, West Virginia, effective June 1, 2017.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Morris", written in a cursive style.

Robert Morris

Lewis County Commission  
Commission Employee Vacation/Sick Leave Request Form

I, Barbara Winans, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

Thur. June 8, 2017  
\_\_\_\_\_  
\_\_\_\_\_  
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Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

Barbara Winans 5/30/17  
Employee Signature Date

Jeff Skot 5-30-17  
Supervisor Signature Date

6/5/18  
Commission Approval Date