

# COUNTY COMMISSION OF LEWIS COUNTY

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Weston, WV 26452  
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**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**  
**August 14, 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, August 10, 2017 upon request. (*action required*)

## **APPOINTMENTS**

- 3. 10:15AM Chris Richards, Executive Director**  
**Lewis County Convention and Visitors Bureau RE: Reports**  
Report of activities by the Lewis County Convention and Visitors Center for the months of May, June and July, 2017, as well as, the annual report required by West Virginia State Code §7-18-13a. (*information only*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for August 3, 2017 and August 10, 2017. (*information only*)
- 5. Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle report for July 2017 including fleet mileage. (*information only*)
- 6. West Virginia Regional Jail and Correctional Facility Monthly Invoice:**  
July 2017 monthly invoice for Lewis County inmates housed in the Regional Jail:  
1,592 X \$48.25 per diem = \$76,814.00. (*information only*)
- 7. Lewis-Gilmer E-911 Addressing Report:** Lewis-Gilmer E-911 Addressing Report for July 2017 including: walk-ins; address issued; telephone calls; proof of address requests; and mileage Driven. (*information only*)
- 8. West Virginia State Auditor's Budget Revision Approval:** The West Virginia State Auditor has approved Lewis County's Fiscal Year 2018 Budget Revision #1 in the amount of \$568,632.00. (*information only*)

9. **De-obligation of Division of Justice and Community Services Justice Assistance Grant:** With all funds being received by the county, the West Virginia Division of Justice and Community Services has de-obligated and closed Grant Project Number:15-JAG-007 for Prevention Resource Officer (PRO) *(information only)*
10. **Lewis Gilmer Enhanced 911 Monthly Report:** Report of Activities by the Lewis Gilmer Enhanced 911 Center for the month of July 2017 including number of calls and disposition by agency. *(information only)*
11. **Jane Lew Public Service District Meeting Agenda:** Agenda for the August 10, 2017 Jane Lew Public Service District Meeting. *(information only)*
12. **West Virginia Division of Justice and Community Service On-Site Review of the Victims of Crime Advocacy Grant Number 15-VA-062:** The West Virginia Division of Justice and Community Services recently conducted an on-site grant review of the Victims of Crime Advocacy Grant Number 15-VA-062. The following findings/recommendations were noted: 1) No employee evaluations are conducted, 2) Create a written policy pertaining to prohibited conduct related to trafficking in persons, 3) submit County Commission Meeting Minutes on a quarterly basis or whenever Commission discussed VOCA, 4) Submit a current OCR Certification, 5) Create a written policy pertaining to the proper use of arrest and conviction records in making hiring decisions, 6) Submit copy of current audit, 7) Submit copy of employee evaluation form and monitoring schedule, 8) Make computer purchased with VOCA funds as provided by the West Virginia Division of Justice and Community Services. *(information only)*
13. **Fiscal Year 2018 Reconciliation of the Assessor Valuation Fund:** The Lewis County Sheriff's Tax Department submits the Fiscal Year 2018 Reconciliation of the Assessor's Valuation Fund. This document reconciles the Assessor Valuation Fund on actual collections as reported on the Sheriff's Settlement for Fiscal Year 2017 rather than the estimate used for budgetary purposes. *(information only)*

## BUSINESS

14. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: County Commissioner Association of West Virginia Annual Meeting; Weston Democrat Open House; 200<sup>th</sup> Anniversary Committee; Lewis County Fire Board; Weston Neighborhood Watch and National Night Out; Assessor's Meeting at Lamberts. *(information only)*
15. **Approval of Emergency Absentee Voter Ballot Commissioners:** The Lewis County Commission is asked to appoint Terri Walker and Stella Poling as Emergency Absentee Voter Ballot Commissioners for the October 7, 2017 Special Road Bond Election. *(action required)*
16. **Resignation of Linda Fox from the Lewis County Board of Health:** Linda Fox submits her resignation as a member of the Lewis County Board of Health. *(action required)*
17. **Appointment of Britainey Cooper as Member of the Lewis County Board of Health:** The Lewis County Board of Health requests Britainey Cooper be appointed as a member. She meets the magisterial district and political requirements to serve on this board. If appointed, her term of office will expire June 30, 2022. *(action required)*
18. **Proclamation Honoring Richard Bonnett:** The Lewis County Commission will consider the execution of a proclamation honoring Richard Bonnett for his years of service as a County Commissioner and member of countless boards. *(action required)*
19. **Approval of Resolution Requesting Small Cities Block Grant Funds for the Northwest Water Project:** The Commission is asked to execute a resolution requesting \$5,000.00 in Small Cities Block Grant funds for the Northwest Water Project. *(action required)*
20. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only)*.
21. **Timesheets and Leave Requests** *(action required)*
  - a) Mike Herron July Monthly Time Sheet
  - b) Barbara Winans September 15, September 21 and August 21, 2017 Annual Leave

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

- 22. 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, August 10, 2017. *(action required)*
- 23. 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, August 10, 2017. *(action required)*
- 24. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, August 10, 2017. *(action required)*
- 25. Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, August 10, 2017. *(action required)*

**ADJOURNMENT:**

- 26. 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 sS6-9A-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  
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: August 3, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• July 27, 2017

Scheduled Appointments:

- 9:15 a.m. Robert Hinton, Upshur County Development Authority Director – Discuss US Department of Agriculture grant award to deploy fixed wireless broadband
- 9:30 a.m. April Pierson-Keating, on behalf of the Mountain Lakes Preservation Alliance and Upshur Indivisible requesting a funding appropriation from the fiscal year 2018 budget for the upcoming "Water Celebration" to be held on August 24th. Upshur Indivisible is partnering with WV Rivers, MLPA, and Buckhannon River Watershed Association on this event.
- 10:00 a.m. Introduction of John B. "JB" McCuskey, WV State Auditor

Items for Discussion / Action / Approval:

1. Approve and appoint Poll Workers, Alternates, and Emergency Ballot Commissioners for the October 7, 2017 Special Election (Road Bond). Under separate cover
2. Approval and signature of 2017 Application and Schedule for Excess Loss Insurance with Gerber Life Insurance Company, effective July 1, 2017 through June 30, 2018. Page 1-5
3. Approval and signature of Service Agreement between EBSO, Inc. and the Upshur County Commission, effective July 1, 2017. Page 6-9
4. Correspondence from the Central Outreach Center Board of Directors and Staff explaining that the non-profit ministry has outgrown their current location and requesting a one-time donation to aid in preparing a recently purchased building with warehouse racking and shelving, a forklift, additional parking, building renovations, and other necessities totaling \$275,000. Page 10
5. Discuss Jackie Heroman's request for a \$5,000 monetary contribution for the Make-A-Wish Foundation "Walk for Wishes Event" to be held on September 30<sup>th</sup>. Ms. Heroman presented information regarding this event during a regularly scheduled meeting held on July 13, 2017.
6. Correspondence form Richard Clemens, Buckhannon Upshur Airport Authority Secretary, requesting the reappointment of both Tom O'Neill and Virgil LaRosa to the BUAA for another three year term, effective July 1, 2017. Page 11
7. Approval of Lewis-Upshur Animal Control Facility Volunteer, Kimberly Karickhoff. Under separate cover

8. Correspondence from Chastity Watson, Tri-County Child Exchange and Visitation Center Site Supervisor, announcing her resignation, effective July 31, 2017. Under separate cover

9. 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 John M. Anguilli, Field Regulatory Specialist for SWN Production Company, LLC, enclosing the Maintenance Plan/Monitoring and Emergency Action Plan for the Upshur County Freshwater Impoundments. Page 12
2. Upshur County Sheriff's Settlement for Fiscal year Ending June 30, 2017 Page 13-14
3. Upshur County Building Permits – July 2017 Page 15-17
4. Correspondence from the Federal Energy Regulatory Commission enclosing the Atlantic Coast Pipeline and Supply Header Project Final Environmental Impact Statement Volume I. The final EIS is available for public viewing on the FERC's website (www.ferc.gov) using the eLibrary link. Page 18-24
5. Newsletters and/or Event Notifications:
  - Dominion Energy – Atlantic Coast Pipeline – Project Update June 2017 Page 25-28
  - Free Foot Screenings on August 15<sup>th</sup> by appointment at Dr. Jennifer Michael's office located in the Medical Plaza adjacent to St. Joseph's Hospital Page 29
  - Lunch and Learn Event on August 29<sup>th</sup> from 12:00 p.m. to 1:00 p.m. in Parkersburg, WV Page 30
6. Agendas and/or Notice of Meetings:
  - James W. Curry Library/Park Advisory Board July 26, 2017 Page 31
7. Meeting Minutes:
  - James W. Curry Library and Park Advisory Board June 28, 2017 Page 32-33
8. Meetings:
  - 08/08/17 5:30 p.m. Elkins Road PSD
  - 08/01/17 4:00 p.m. Hodgesville PSD
  - 08/03/17 7:00 p.m. Banks District VFD
  - 08/03/17 7:00 p.m. Selbyville VFD
  - 08/14/17 12:00 p.m. Upshur County Family Resource Network
  - 08/14/17 4:30 p.m. Upshur County Solid Waste Authority
  - 08/14/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
  - 09/11/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
  - 08/08/17 7:30 p.m. Adrian VFD

- 09/07/17 6:00 p.m. Buckhannon-Upshur Board of Health
- 08/16/17 7:00 a.m. Upshur County Development Authority – Executive Board
- 08/09/17 12:00 p.m. Upshur County Senior Center Board
- 08/10/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 08/09/17 6:00 p.m. Upshur County Citizens Corp – CERT
- 08/09/17 7:30 p.m. Warren District VFD
- 08/10/17 1:00 p.m. Adrian PSD
- 08/09/17 3:00 p.m. Tennerton PSD
- 08/10/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 08/10/17 7:30 p.m. Buckhannon VFD
- 08/10/17 4:00 p.m. Buckhannon Upshur Airport Authority
- 08/17/17 6:30 p.m. Upshur County Youth Camp Board
- 08/20/17 6:00 p.m. Washington District VFD
- 08/21/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/22/17 4:00 p.m. Upshur County Public Library Board
- TBD 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 08/15/17 6:30 p.m. Upshur County Fire Board
- 08/15/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 08/09/17 7:00 p.m. Ellamore VFD
- 08/16/17 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 08/23/17 10:00 a.m. James W. Curry Advisory Board
- 08/17/17 3:00 p.m. Upshur County Farmland Protection Board
- 08/28/17 6:00 p.m. Upshur County Fire Fighters Association
- 08/09/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 10/23/17 11:00 a.m. Region VI Local Elected Officials – Annual Meeting
- 08/28/17 10:00 a.m. Mountain CAP of West Virginia, CDC

9. Appointments Needed or Upcoming:

- Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
- Upshur County Fire Board ( Community Representative – 3<sup>rd</sup> District) – June 30, 2017

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

August 10, 2017 --- 9:00 a.m.

Upshur County Courthouse Annex

\*\*\*The Regularly Scheduled Commission Meeting on August 24th has been CANCELLED\*\*\*

Upshur County Commission  
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: August 10, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• August 3, 2017

**Scheduled Appointments:**

- 9:15 a.m. Dr. Joseph Reed – Reading and signature of the Green Bean Weekend 2017 Proclamation declaring August 10-12, 2017 as the Second Annual Green Bean and Volunteerism Weekend; Announcement of the upcoming Green Bean Stroll to be held at the River Walk on Saturday, August 12<sup>th</sup> at 9:00 am.
- 9:30 a.m. Corporal Charles “C.J.” Day III – Certificate of Recognition in honor of being named West Virginia Prevention Resource Officer (PRO) of the Year
- 9:45 a.m. Bernard Keating, on behalf of the Mountain Lakes Preservation Alliance and Upshur Indivisible, requesting a funding appropriation from the fiscal year 2018 budget for the upcoming "Water Celebration" to be held on August 24th. Upshur Indivisible is partnering with WV Rivers, MLPA, and Buckhannon River Watershed Association on this event.

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

1. Discuss settlement options proposed by Appalachian Midstream Services, LLC for taxes owed for years 2014, 2015 and 2016 as a result of a Relief from Erroneous Assessment filed by the Upshur County Assessor and approved by the Upshur County Commission during their regularly scheduled meeting on July 27, 2017.
2. Review of loan proposals for the possible refinancing of the HVAC system located within the Courthouse.
3. Correspondence from Software Systems, Inc. regarding changes in maintenance contract amounts. Review and approval of 2017-2018 maintenance levels. This maintenance includes program updates, telephone support and time spent performing data conversions and other on-site tasks depending upon which level is requested for each system.
4. Correspondence from Craig Presar, WVU Extension Agent, on behalf of the Upshur County Community Education Outreach Service (CEOS) requesting use of the Courthouse Plaza to hold their annual mini fair on Friday, September 8, 2017 from 8:00 am to 3:00 pm. A copy of the Certificate of Liability Insurance will be provided to Carrie Wallace, County Administrator, prior to the event.
5. Approval of “Requests for Bids” and Minimum Vehicle Specifications for a Police Vehicle – Sedan. Sealed Proposals must be received no later than 3:00 pm on August 30, 2017 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 10:30 am on Thursday, August 31, 2017

6. Approval of "Request for Proposals" for the replacement of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment. A mandatory pre-bid conference will be held on Thursday, August 31, 2017 at 1:00 pm. Sealed bids must be received no later than 4:30 pm on September 20, 2017 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, September 21, 2017.
7. Request from Upshur County Clerk, Carol J. Smith, for the Sheriff of Upshur County to serve as Administrator of the Estate of Thomas Ray Shipley, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
8. Request from Upshur County Clerk, Carol J. Smith, for the Sheriff of Upshur County to serve as Administrator of the Estate of Rodney Wayne Landis, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
9. Correspondence from Quayla A. Bennett, Deputy County Clerk, announcing her resignation from her full time position, effective August 4, 2017.  
*Item may lead to Executive Session per WV Code §6-9a-4*
10. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the change of employment status for Quayla A. Bennett from full-time to part-time, working an average of less than 12 hours per week, effective immediately to help with upcoming scheduled vacations and training of her replacement.
11. Approval of the advertisement/job posting for a full-time Deputy County Clerk. Applications will be accepted by the Clerk through the close of business on September 8, 2017.
12. Approval of the advertisement/job posting for a part-time Executive Director for the Tri-County Visitation and Exchange Center. Applications will be accepted by the Board until the position is filled.
13. 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 Jason Westfall, Upshur County Youth Baseball President, expressing appreciation for the utilization of the Wellness Complex property located off of Brushy Fork Road and regretfully announcing the termination of their lease of the property due to its location within the flood zone.
2. Correspondence from Nesco, Inc. providing notice of blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection commencing August 23, 2017 and continuing through August 24, 2018 from sunrise to sunset.

3. Correspondence from Governor Jim Justice announcing the Community Corrections program grant award for FY 18 in the amount of \$180,000.00. These funds will be utilized for the continued operation of a community corrections program in Upshur and Lewis Counties.

4. Newsletters and/or Event Notifications:

- Upshur-Buckhannon Health Department Newsletter July-September, 2017
- Hope and Help Assembly (H.A.H.A.) at Jawbone Park September 9, 2017

5. Agendas and/or Notice of Meetings:

- City Council of Buckhannon August 8, 2017
- Elkins Road PSD August 8, 2017
- Buckhannon Upshur Airport Authority August 10, 2017
- Upshur County Solid Waste Authority August 14, 2017
- Upshur County Fire Board, Inc. August 15, 2017

6. Meeting Minutes:

7. Meetings:

- 08/08/17 5:30 p.m. Elkins Road PSD
- 08/01/17 4:00 p.m. Hodgesville PSD
- 08/03/17 7:00 p.m. Banks District VFD
- 08/03/17 7:00 p.m. Selbyville VFD
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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

August 17, 2017 --- 9:00 a.m.

Upshur County Courthouse Annex

\*\*\*The Regularly Scheduled Commission Meeting on August 24th has been CANCELLED\*\*\*

## JULY 2017 MILEAGE REQUEST

### UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 22,504

151 Hyre Temp / 14 EXPLORER 42,893

152 Money Penny 3170 / 13 POLICE INTERCEPTOR 59,283

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 69,375

154 Moran 1643 / 11 TAHOE 64,474

155 Lopez 1910 / 13 POLICE INTERCEPTOR 56,400

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 39,484

157 Clark 2824 / 11 TAHOE 89,233

158 Hendershot 2829 / 11 TAHOE 78,731

159 Carey 2726 / 11 TAHOE 150,880

160 Hummel 2966 / 12 CAPRICE 78,097

161 VanMeter 2868 / 10 TAHOE 122,165

162 Turner 1232 / 07 CROWN VIC 96,080

170 Cayton 3184 / 09 RAM TRK 121,012

171 Kirkpatrick 2727 / 10 TAHOE 98,949

Spare 2511 / 07 CROWN VIC 115,683

174 Bush 1233 / 10 DODGE NITRO 36,712

1500 Deputy Reserves 1696 / 03 DURANGO 122,742

Spare 2001 JEEP                     

2007 Chevy Sub. 76,960

1995 JEEP CHEROKEE                     

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

**Thank You**

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

PO Box 50285

1900 Kanawha Blvd, East

Charleston, WV 25305

(304) 558-2036

FAX: (304) 558-2115

**Jim Justice**  
Governor

**Jeff S. Sandy, CAMS, CFE**  
Cabinet Secretary

**David Farmer**  
Executive Director

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

**Statement Number: 71172a8e**

**Statement Date: 8/4/2017**

**Month Of Service: July, 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 July, 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: July

NUMBER OF INMATE DAYS: 1592

PER DIEM RATE: \$48.25

AMOUNT DUE - July, 2017                      \$76,814.00

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

## E-911 Addressing Report

JULY 1, 2017 – JULY 31, 2017

	Lewis	Gilmer
Telephone Calls	23	5
Walk Ins	4	0
Addresses Issued/Reissued	3	2
Mileage	-	--
Proof Of Address request	15 Combined	

Within the week we will be submitting a list of road signs to be made, If you know of any needing made please let me know ASAP.

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2017/2018  
 Fund: 1  
 Rev. No. 1  
 Pg. of No. 1 of 1

**RECEIVED**  
 JUL 24 2017

Lewis County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue  
 Name: **Crystal H. Revis** STREET OR PO BOX  
 Phone: **304-269-8215**  
 Fax: **304-269-8202** Weston WV 26452  
 CITY ZIP CODE

COUNTY  
 Government Type WV State Auditor

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	2,500,000	568,632		3,068,632
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** 568,632

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	283,522	6,797		290,319
402	County Clerk	386,883		19,125	367,758
404	Sheriff-Treasurer	291,103	7,843		298,946
405	Prosecuting Attorney	377,199		10,000	367,199
406	Assessor	310,107		4,374	305,733
412	Agricultural Agent	32,808	2,180		34,988
424	Courthouse	2,058,308	197,619		2,255,927
431	Economic Development	31,643	7,839		39,482
700	Sheriff-Law Enforcement	726,381	17,908		744,289
704	Regional Jail	800,000	200,000		1,000,000
716	Dog Warden/Humane Society	120,270	35,000		155,270
987	Courthouse	497,275	126,945		624,220

**NET INCREASE/(DECREASE) Expenditures** 568,632

APPROVED BY THE STATE AUDITOR  
 BY: *Ora Ash/Karen* 7/25/2017  
 Deputy State Auditor, Local Government Services Div. Date

*[Signature]*  
 AUTHORIZED SIGNATURE OF ENTITY  
 APPROVAL DATE 7/24/2017

Division of Justice and Community Services  
 1124 Smith Street, Suite 3100  
 Charleston, WV 25301  
 Telephone (304) 558-8814  
 FAX (304) 558-0391

**GRANT ADJUSTMENT NOTICE**

**Justice Assistance Grant**

Page 1 of 1

**Grantee Name and Address:**

Lewis County Commission  
 110 Center Avenue  
 Weston, West Virginia 26452

**Project Number:** 16-JAG-007

**Commitment Number:** 1700002395

**Adjustment Number:** 4

**Authorized Official:** Agnes G. Queen

**Date:** 07/21/17

**Project Title:** Prevention Resource Officer

**Nature of Adjustment:**  
 Deobligation and Closing of Grant

**Section I – Supplemental Awards and Deobligation**

Previous Grant Award Amount	\$ 20,000.00
Funds Expended	\$ 20,000.00
Deobligation	\$ 0.00

**Section II – Changes**

<b>Change Authorized Official:</b>	From:	To:
<b>Change Project Director:</b>	From:	To:
<b>Change Fiscal Officer:</b>	From:	To:
<b>Change Grant Period:</b>	From:	To:

**Section III – Other Adjustments and Information**

Pursuant to the attached correspondence you are hereby authorized the following grant adjustment(s) and/or expenditure approval(s): Please be advised this document hereby deobligates the remaining funds in the above referenced grant and closes the grant file, effective on this date.

I am of the opinion that these adjustments and/or expenditures are consistent with the original intents of the project and require no further detail other than this document and attached correspondence. Please be aware that this adjustment and/or approval in no way negates the responsibility of the subgrantee to utilize funds in a manner consistent with the original grant contract agreement for this project, and guidelines established by the U. S. Department of Justice, or the West Virginia Division of Justice & Community Services, for the administration of this grant.

Cc: Sgt. Michael Cayton, Project Director  
 Crystal Revis, Fiscal Officer  
 Posting  
 Grant File

**Typed Name and Title of Program Manager:**

Sarah E. Price  
 Criminal Justice Specialist

**Signature of Program Manager:**

*Sarah E Price*

7-27-17  
AJW

**LEWIS-GILMER E-911 YEARLY TOTALS**

CAD # DATE 2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
<b>LEWIS COUNTY</b>													
15 LEWIS SHERIFF	574	587	521	610	703	834	707						4536
10 WESTON PD	237	274	300	302	470	326	358						2267
250 LEWIS DPS	96	66	167	157	138	166	171						961
230 LEWIS DNR	18	18	23	23	50	40	63						235
208 LEWIS EMS	250	228	290	236	258	293	279						1834
201 WESTON FD	32	30	55	37	31	46	62						293
202 JANE LEW FD	29	17	32	21	28	25	37						189
203 PRICETOWN FD	3	11	11	8	7	15	24						79
204 WALKERSVILLE FD	15	15	29	24	17	25	33						158
205 JACKSON MILL FD	10	14	20	12	10	13	22						101
206 MIDWAY FD	2	3	4	2	5	6	4						26
ANIMAL CONTROL	70	69	86	65	78	75	73						516
DOGS PICKED UP	28	13	42	9	11	19	21						143
OTHERS PICKED UP		55	20	0	0	1	0						76
													Total 11195

<b>GILMER COUNTY</b>													
104 GILMER SHERIFF	92	66	109	56	61	41	51						476
102 GLENVILLE PD	114	101	62	69	73	115	45						579
103 CAMPUS PD	8	10	9	11	2	8	3						51
150 GILMER DPS	132	73	131	123	142	110	199						910
130 GILMER DNR	30	12	21	15	14	33	51						176
175 GILMER EMS	68	86	123	77	80	110	82						626
101 GLENVILLE FD	10	15	19	18	20	23	26						131
105 NORMANTOWN FD	0	3	1	0	2	6	3						15
106 SAND FORK FD	8	10	9	13	16	14	16						86
107 CEDARVILLE FD	0	2	1	1	0	0	2						6
108 TROY FD	1	6	3	1	3	0	3						17
ANIMAL CONTROL	4	4	3	0	5	0	6						22
													Total 3095

Total by Month	1831	1788	2091	1890	2224	2344	2341	0	0	0	0	0	
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## DATE 2017

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC TOTALS

\*\*\*\*\*

PICKENS COUNTY	4	4	7	5	4	6	4						34
PICKENS OWNER	2	5	6	4	4	2	6						29
PICKENS SERVICE	2	1	1	2	1	1	1						9
PICKENS TOTAL	8	10	14	11	9	9	11						72
M & J COUNTY	4	4	8	4	4	6	4						34
M & J OWNER	1	2	3	3	3	2	0						14
M & J SERVICE	2	1	2	1	1	1	2						10
M & J LARGE	0	0	0	1	0	0	1						2
M & J TOTAL	7	7	13	9	8	9	7						60
HITT'S COUNTY	5	4	7	4	4	7	3						34
HITT'S OWNER	1	0	3	2	1	1	6						14
HITT'S SERVICE	1	2	1	2	1	1	1						9
HITT'S TOTAL	7	6	11	8	6	9	10						57
LIPP'S COUNTY	4	4	8	4	4	6	4						34
LIPP'S OWNER	3	0	4	1	3	3	3						17
LIPP'S SERVICE	1	1	2	1	1	1	1						8
LIPP'S LARGE	1	0	0	0	0	1	1						3
LIPP'S TOTAL	9	5	14	6	8	11	9						62
QUALITY COUNTY	3	4	8	4	4	7	3						33
QUALITY OWNER	1	1	3	1	0	0	2						8
QUALITY SERVICE	0	2	1	2	0	2	0						7
QUALITY TOTAL	4	7	12	7	4	9	5						48
TOLANDS COUNTY	4	4	7	4	4	6	4						33
TOLANDS OWNER	1	2	1	0	0	0	0						4
TOLANDS SERVICE	1	0	1	2	0	3	0						7
TOLANDS TOTAL	6	6	9	6	4	9	4						44
VALLEYCHAPEL COUNTY						6	4						10
VALLEY CHAPEL OWNER						0	0						0
VALLEY CHAPEL SERVICE						2	0						2
VALLEY CHAPEL TOTAL						8	4						12
GILMER COUNTY													
GLEN- AUTO COUNTY	12	4	5	4	2	1	3						31
GLEN- AUTO OWNERS	1	5	1	6	4	4	6						27
GLEN- AUTO SERVICE	1	0	0	1	0	0	0						2
GLEN- AUTO TOTALS	14	9	6	11	6	5	9						60
A and S COUNTY	3	2	6	3	2	2	3						21
A and S OWNERS	2	0	0	1	0	1	3						7
A and S SERVICE	0	0	0	0	0	0	0						0
A and S TOTAL	5	2	6	4	2	3	6						28

# Jane Lew Public Service District

Regular Meeting August 10 , 2017

## ~~ Public Board Meeting Agenda ~~

1. Call to Order

~~ ROUTINE BUSINESS ~~

2. Minutes (07/13/17)

3. General Manager's July Reports (Gee)

A. WATER:

1. Water Bills
2. Water Treasury Report
3. Water Adjustments Report
4. Water Purchase, Sales & Loss Report
5. Water Preventive Maintenance Report
6. Water Repairs Report (*fixing unplanned breakdowns*)
7. Leak Detection Report
8. Cross Connections/Backflow Report
9. New Taps (non-project)
10. Other

B. WASTEWATER:

1. Wastewater Bills
2. Wastewater Treasury Report
3. Wastewater Adjustments Report
4. Wastewater Treatment Purchase & Sales Report
5. Wastewater Preventive Maintenance Report
6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
7. I & I Report
8. New Taps (non-project)
9. Other

4. Announcements:

5. Correspondence:

~~ OLD BUSINESS ~~

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

7. Update: Pending Extensions and Road Bores (Gee)

8. Update: PSD Policies and Job Descriptions (Flaxer)

9. Update: Personnel (Gee)

10. Update: Civil Action No. 16-C-74 John H. Brooks, Plaintiff v Jane Lew PSD, Oscar Mills, Dinah Mills, Skylar Bryce Mills, Christy Malena-Marie Mills (Gee)

~~ NEW BUSINESS ~~

11. Late-Received Agenda Items (Gee)

12. Adjournment



Department of Military Affairs & Public Safety

July 24, 2017

The Honorable Agnes G. Queen  
President  
Lewis County Commission  
110 Center Avenue  
Weston, West Virginia 26452

**RE: On-Site Visit – Grant Number 15-VA-062**

Dear Commissioner Queen:

According to VOCA program guidelines, at least one program site visit should take place during the project period to monitor the performance of grant-supported activities.

A Division of Justice and Community Services (DJCS) staff member visited your victim services agency recently and completed an on-site program review of the above referenced grant project on **June 26, 2017**. Enclosed for your information is a copy of the final report of the on-site review. Please respond to any findings, recommendations, or comments in this report.

We appreciate the helpfulness and cooperation from your staff during this review by providing information as requested and answering all questions.

If you have any questions regarding this review, please do not hesitate to contact me at (304) 558-8814, extension 53351.

Sincerely,

A handwritten signature in blue ink that reads "Garrett J. Rinehart".

Garrett J. Rinehart  
Justice Programs Monitor

GJR/pdk

cc: Christine Flanigan, Project Director  
Crystal Revis, Fiscal Officer

Enclosure





LEWIS COUNTY SHERIFF'S DEPARTMENT

STATE OF WEST VIRGINIA

ADAM M. GISSY, SHERIFF



**Tax Department**  
**Phone: (304) 269-8222**  
**Fax: (304) 269-8698**

**Law Enforcement**  
**Phone: (304) 269-8251**  
**Fax: (304) 269-2644**

August 7, 2017

Lewis County Commission  
110 Center Ave  
Weston, WV 26452

Dear Commissioners,

Please find enclosed Lewis County's Reconciliation of the Assessor's Valuation Fund for FY 2017-2018.

I used actual distribution calculations rather than projected (targeted) calculations to eliminate the addition or reduction of monies in April 2018.

If you have any questions regarding this reconciliation, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in blue ink that reads "Brittany L. Butcher".

Brittany L. Butcher  
Assistant Chief Tax Deputy  
Lewis County

Enc: Assessor Valuation Fund Reconciliation

Cc: John Breen, Assessor  
WV State Auditor's Office

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110 Center Avenue  
Weston, WV 26452

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## Lewis County

### ASSESSOR'S VALUATION FUND RECONCILIATION 2017 - 2018

(FOR FINAL PAYMENT NOT LATER THAN MAY 10, 2018)

RECONCILIATION BASED ON ACTUAL TAX COLLECTIONS AS REPORTED ON THE  
SHERIFF'S SETTLEMENT - FISCAL YEAR ENDING JUNE 30, 2017

W.Va. Code § 11-1C-8

Contact Person:	<u>Brittany Butcher</u>
Phone:	<u>304-269-9197</u>
Fax:	<u>304-269-8698</u>
Email:	<u>bbutcher@lewiscountyywv.org</u>

Lewis County  
 ASSESSOR'S VALUATION FUND RECONCILIATION - RECAP  
 SHERIFF'S SETTLEMENT - FISCAL YEAR ENDING JUNE 30, 2017  
 ASSESSOR'S VALUATION FUND RECONCILIATION 2017 - 2018

	<u>COUNTY</u> <u>CURRENT</u>	<u>SCHOOL</u> <u>CURRENT</u>	<u>TOTAL</u> <u>MUNICIPAL</u> <u>CURRENT</u>	<u>TOTAL</u> <u>ALL</u> <u>FUNDS</u>
RECAP				
LINE 17 Total Taxes Collected	5,216,045.94	6,801,013.31	410,593.82	12,427,653.07
LINE 6 - Subtract Interest & Fees Collected	163,640.40	102,363.57	7,041.83	273,045.80
LINE 14 + Add Sheriff's Commission	4,577.69	6,080.46	511.70	11,169.85
LINE 15 + Add Assessor's Valuation Fund	97,636.52	132,438.21	9,606.15	239,680.88
+ Add Public Utility Municipal Corporations:			60,089.52	60,089.52
A. Total Represents Actual Tax Collection to be used for the purpose of making distribution to the Assessor's Valuation Fund	<u>5,154,619.75</u>	<u>6,837,168.41</u>	<u>473,759.36</u>	<u>12,465,547.52</u>
B. If excess levy is included with current apply the following formula:			↓	
$\frac{\text{Current Rate}}{\text{Current Rate} + \text{Excess Levy Rate}} \times 100 =$	100.00%			
C. LINE A X LINE B OR AMOUNT REFLECTED ON LINE A IF LINE B IS NOT APPLICABLE	<u>5,154,619.75</u>	<u>6,837,168.41</u>	<u>473,759.36</u>	<u>12,465,547.52</u>
<b>REQUIRED PAYMENT =</b>				
LINE C x <u>2</u> % for Assessor	103,092.40	136,743.37	9,475.19	249,310.95
<b>SUBTRACT PROJECTED TARGET AMOUNT</b>				
<b>IF DIFFERENCE IS</b>				
* Positive = additional dollars to be paid assessor				
* Negative = dollars to be reimbursed entity by the assessor	<u>103,092.40</u>	<u>136,743.37</u>	<u>9,475.19</u>	<u>249,310.95</u>

\*\*Bond Levies for county commission and municipalities should be included in the current column for this assignment. The bond levy column and the current column on the settlement should be summed and posted to the reconciliation form. DO NOT INCLUDE SCHOOL BOND LEVIES.

Lewis County  
 ASSESSOR'S VALUATION FUND RECONCILIATION - MUNICIPAL FUNDS  
 Sheriff's Settlement Ending June 30, 2017  
 Fiscal Year Ending June 30, 2018 Distribution to Assessor's Valuation Fund

	Weston Current CURRENT & BOND Levy	Jane Lew Current CURRENT & BOND Levy	Muni 3 CURRENT & BOND Levy	Muni 4 CURRENT & BOND Levy
<b>MUNICIPAL FUNDS</b>				
LINE 17 Total Taxes Collected	<u>369,543.70</u>	<u>41,050.12</u>		
LINE 6 - Subtract Interest & Fees Collected	<u>6,330.12</u>	<u>711.71</u>		
LINE 14 + Add Sheriff's Commission	<u>448.66</u>	<u>63.04</u>		
LINE 15 + Add Assessor's Valuation Fund	<u>8,443.02</u>	<u>1,163.13</u>		
+ Add Public Utility Municipal Corporations:	<u>53,385.94</u>	<u>6,703.58</u>		
<b>A. Total Represents Actual Tax Collection to be used for the purpose of making distribution to the Assessor's Valuation Fund</b>	<u>425,491.20</u>	<u>48,268.16</u>		
<b>B. If excess levy is included with current apply the following formula:</b> $\frac{\text{Current Rate}}{\text{Current Rate} + \text{Excess Levy Rate}} \times 100 =$	<u>100.00%</u>			
<b>C. LINE A X LINE B OR AMOUNT REFLECTED ON LINE A IF LINE B IS NOT APPLICABLE</b>	<u>425,491.20</u>	<u>48,268.16</u>		
<b>REQUIRED PAYMENT =</b> LINE C x <u>2 % for Assessor</u>	<u>8,509.82</u>	<u>965.36</u>		
<b>SUBTRACT PROJECTED TARGET AMOUNT</b>				
<b>IF DIFFERENCE IS</b> * Positive = additional dollars to be paid assessor * Negative = dollars to be reimbursed entity by the assessor	<u>8,509.82</u>	<u>965.36</u>		

**\*\*Bond Levies for county commission and municipalities should be included in the current column for this assignment. The bond levy column and the current column on the settlement should be summed and posted to the reconciliation form. DO NOT INCLUDE SCHOOL BOND LEVIES.**



Muni 12 CURRENT & BOND Levy	Muni 13 CURRENT & BOND Levy	Muni 14 CURRENT & BOND Levy	Muni 15 CURRENT & BOND Levy	Total CURRENT & BOND Levy
--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	------------------------------------

410,593.82

7,041.83

511.70

9,606.15

60,089.52

473,759.36

473,759.36

9,475.19

9,475.19

Lewis County Board of Health

Weston WV

26452

May 11, 2017

To: Dr. Orvik

Health officer

Melinda Law

Chairman and

All Members

Thank you for the opportunity of serving on the Lewis Board of Health. My term ends July 1, 2017  
And I will not be renewing my term. Please accept this as my resignation . Thank You

Sincerely,



Linda J. Fox RN

Lewis County School Nurse

cc. Joseph L Mace

Superintendent of Lewis County Schools

**Ruble, Ginny M**

---

**From:** Kim Bozic <kbozic@k12.wv.us>  
**Sent:** Friday, May 19, 2017 11:18 AM  
**To:** Ruble, Ginny M  
**Cc:** Steven Casto  
**Subject:** LC Board Of Health representative

Hi Ginny,

Mr. Casto asked me to contact you with a name to replace Linda Fox as the LCBOE representative on the LC Board of Health.

Britainey Cooper  
16 ½ Center Avenue  
Weston, WV 26452  
304-377-6252  
304-269-8300 ext. 139 work  
[britainey.cooper@k12.wv.us](mailto:britainey.cooper@k12.wv.us)

*Count independent*

If you need anything else, please contact us at your convenience.

Have a wonderful weekend!

Kim Bozic

Lewis County Commission  
Commission Employee Vacation/Sick Leave Request Form

I, Barbara Wivans, 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.

Friday, Sept. 15, 2017  
Thurs, Sept 21, 2017  
Monday, August 21, 2017

Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

Barbara E. Wivans 8/8/17  
Employee Signature Date

[Signature] 8/9/17  
Supervisor Signature Date

\_\_\_\_\_  
Commission Approval Date