

COUNTY COMMISSION OF LEWIS COUNTY

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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
Tuesday, September 5, 2017

*NOTE: THE LEWIS COUNTY COURTHOUSE
AND COUNTY OFFICES WILL BE CLOSED
MONDAY, SEPTEMBER 4, 2017
IN HONOR OF LABOR DAY*

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 31, 2017
upon request. (*action required*)

APPOINTMENTS

- 3. 10:10 AM Courtney Weaver RE: Oath of Office for Deputy Assessor**
The Lewis County Commission approved the hiring of Courtney Weaver
as a Deputy Assessor to fill a vacancy created by retirement. The oath
of office will be administered. (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for
August 31, 2017 (*information only*)
- 5. Lewis County Animal Control Monthly Report:** Report of activities by the Lewis County Animal
Control Officer for the month of July, 2017 including: number of complaints; number of animals picked
up; number of animals brought to the facility; number of animals adopted; number of animals euthanized;
mileage driven and bounty collected. (*information only*)
- 6. Lewis Upshur Animal Control Facility Monthly Report:** Report of activities at the Lewis Upshur
Animal Control Facility identified by cat and dog including: number of animals brought to the pound by
each agency; number of animals left in the drop box/ number of animals adopted; number of animals
returned to owner; number of animals adopted; and number of animals euthanized. (*information only*)

BUSINESS

- 7. Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: West Virginia Regional Jail Authority.
- 8. Lewis County Prosecuting Attorney Christina Flanigan Presents Inter-Departmental Policies for Approval by the Commission:** The recent on site review of the Victims of Crime Advocacy Grant mandated that policies for human trafficking and arrest and conviction records in hiring under the grant be implemented. The Prosecuting Attorney requests approval from the County Commission to implement these policies as inter-departmental for the Victims Advocate Office. This item was tabled at the August 28, 2017 meeting. *(action required)*
- 9. Lewis County Economic Development Authority Report:** Report of activities by the Lewis County Economic Development Authority by Director Michael Herron. *(information only)*.
- 10. Timesheets and Leave Requests** *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 11. 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 31, 2017.** *(action required)*
- 12. 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 31, 2017. *(action required)*
- 13. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, August 31, 2017. *(action required)*
- 14. Expenses for the current period presented for consideration of payment.**
Draft copies will be available for review upon request Thursday, August 31, 2017. *(action required)*

ADJOURNMENT:

- 15. 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**

Agenda packets are available electronically at 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: August 31, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 17, 2017

Scheduled Appointments:

- 9:15 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during June 22nd meeting*)
- 9:30 a.m. Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director – Request for the Commission to create an additional full-time telecommunicator position. There are currently 12 full-time telecommunicator positions in addition to the Director and Assistant to the Director positions.
Item may lead to Executive Session per WV Code §6-9A-4
- 9:45 a.m. Dustin Hollen, Animal Control Officer – Discuss Request to Attend Meetings
- 10:00 a.m. Public Hearing to consider increasing the excise tax on the privilege of transferring property, pursuant to 2017 Regular Session Senate Bill 433, being WV Code §11-22-2. Approval and signature of Order for this increase to be effective on October 1, 2017.
- 10:15 a.m. Kevin Nicholson on behalf of the Upshur County Youth Soccer Association, Inc. – Discuss request to utilize the Wellness Complex property and the Association’s ability to comply with previous lease/use agreement provisions including the insurance requirements.
- 10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff’s vehicle.

Items for Discussion / Action / Approval:

1. Review and signature of letter from Charlie McKinney, Assistant Chief Inspector, Chief Inspector’s Division of the WV State Auditor’s Office, confirming the services provided to the Upshur County Commission for the fiscal year ended June 30, 2016. The fee for the audit services will be \$28,240.
2. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Travis Anderson as full-time Emergency Telecommunicator, effective September 3, 2017. Upon approval, Mr. Anderson’s rate of pay will be \$11.00 per hour.
3. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Amy Saunders as full-time Emergency Telecommunicator, effective September 3, 2017. Upon approval, Ms. Saunders’ rate of pay will be \$11.00 per hour.

4. Request from Reverend Ed McDaniels, organizer of the 5th Annual God Belongs in Our County Walk, to use the Courthouse steps /plaza and outdoor electrical outlets for a short program on Sunday, September 10, 2017 from approximately 3:45 pm until 4:30 pm. Approximately 300 to 400 people are expected to participate in the walk, which will begin at the Buckhannon City Park and will end at the Upshur County Courthouse. A certificate of Liability Insurance will be provided to the Commission office before the event.
5. 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 Sheriff's Financial Statement for Period Ending July 2017
2. Upshur County Animal Control / Humane Officer Dog Report – July 2017
3. Lewis-Upshur Animal Control Facility Cat Report – July 2017
4. Upshur County Mileage Reports – July 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Appointments Needed or Upcoming:
 - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
 - Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017
 - Buckhannon-Upshur Recreational Park Advisory Board – June 30, 2018 – Commission

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

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
September 7, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

I, **Courtney Weaver**, do solemnly swear that I will support the
Constitution of the United States and the Constitution of the State of West Virginia,
and that I will faithfully discharge the duties of serving as **Deputy Assessor for
the Lewis County Assessor's Office** to the best of my skill and judgment, **SO
HELP ME GOD.**

Signature _____

Subscribed and sworn to before the Lewis County Commission in said County
and State, this 5th day of September, 2017.

*Patrick D. Boyle, President
Lewis County Commission*

Attest: _____
*Cynthia S. Rowan
Lewis County Clerk*

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH July YEAR 2017

NUMBER OF COMPLAINTS 23

NUMBER DOGS PICKED UP 21

OTHER ANIMALS PICKED UP 0

CATS PICKED UP 2

TOTAL NUMBER ANIMALS PICKED UP 23

CATS DROPPED OFF AT POUND 12

NUMBER OF CATS ADOPTED 4

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED 4

NUMBER OF DOGS RECLAIMED 7

NUMBER OF DOGS EUTHANIZED 0

NUMBER DOGS ADOPTED 5

BOUNTY MONEY \$ 10⁵⁰

MONEY FROM POUND CHECKS \$ 60⁰⁰

MONEY FROM POUND CASH \$ 190⁰⁰

TOTAL MONEY FROM POUND \$ 250⁰⁰

Beginning Mileage 98,909
Ending Mileage 99,856

947 miles

Adoption Financial Transactions																		
County: Lewis <input type="button" value="v"/>																		
Date Range: 07/01/2017 <input type="button" value="a"/> 07/31/2017 <input type="button" value="a"/>																		
<input type="button" value="Display"/>																		
Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time	
7121	8744 8744	30.00	Check		JAN		None							Lewis	JAN	07/05/2017	10:29:12	
7122	8743	30.00	Cash		RANDY		None							Lewis	JAN	07/05/2017	10:30:58	
7138	8755	30.00	Cash		JAN		None							Lewis	JAN	07/07/2017	10:31:33	
7139	8754	30.00	Cash		JAN		None							Lewis	JAN	07/07/2017	10:33:29	
7126	8760	20.00	Cash		CHRISTY		None	50.00						Lewis	JAN	07/08/2017	11:30:24	
7127	8759	20.00	Cash		CHRISTY		None	50.00						Lewis	JAN	07/08/2017	11:34:04	
7146	8763	30.00	Cash		JAN		None							Lewis	JAN	07/17/2017	08:22:53	
7160	8785	20.00	Cash		JAN		None	50.00						Lewis	JAN	07/20/2017	13:51:36	
7059	8787	15.00	Cash		CHRISTY		None							Lewis	JAN	07/25/2017	07:34:16	
7176	8794	10.00	Cash		JAN		None	50.00						Lewis	JAN	07/25/2017	14:56:53	
7180	8796	15.00	Cash		JAN		None							Lewis	JAN	07/26/2017	14:48:17	
Totals		250.00			Lewis		200.00											
					Upshur													
Total Received									450.00	Deposits Returned								
Main Menu																		

Adoptions 250-

7 5/1m deposit 200.

NC #
 8747
 8757
 8805
 F806
 8811

Dog Report Aug 18, 2017

The Following is an account of Dogs housed at Lewis-Upshur Animal Control

For the July 2017

Number of Dogs Adopted _15_(12)Upshur (3) Lewis
Number of Dogs Adopted N/C _0_
Number of Dogs Returned to owner _13_(5)Upsur(8)Lewis_
Number of Dogs Quarantined (0)Upshur(0)Lewis
Number of Dogs Brought In _15_(12)Upshur (3) Lewis_
Number of Dogs in Drop Box _(7)
Number of Dogs Euthanized _2_(2) for Upshur(0) for Lewis
Euthanized by Owner request 2_(2)for Upshur(0) Lewis
Number of Dogs Rescued _20_(18) Upshur (2)Lewis_
Number of Dogs Rescued N/C _18_(16) Upshur (2)Lewis
Number of Dogs Brought in by Lewis County Animal Control (21)_
Number of Other animals brought in by Lewis County Animal Control (2)
Number of Dogs released to shelter by Lewis County Resident_(3)
Number of Dogs brought in by Lewis County Police ___(1)_
Number of Dogs from Upshur County Animal Control __ (13)_
Number of Dogs brought in by State Police ___(0)___

To: Upshur County Commission
 From: Janella Cochran Supervisor of Animal Services
 Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During
 The Month of July 2017

Number of Cats brought in by Buckhannon City Trapper	<u> 4 </u>
Number of Cats brought in by Weston City Trapper	<u> 0 </u>
Number of Cats Brought in By John for Lewis County	<u> 2 </u>
Number of Cats Brought in By Dustin for Upshur County	<u> 2 </u>
Number of Cats Brought in By Law Enforcement	<u> 0 </u>
Number of Cats Brought in By Lewis County Residence	<u> 12 </u>
Number of Cats Dropped Off by Upshur County Residence	<u> 21 </u>
Number of Cats Quarantined	<u> 0 </u> (0) Upshur (0) Lewis
Number of Cats in Holding Box	<u> 13 </u>
Number of Cats Adopted(Upshur)	<u>24</u> (21)Upshur (3)Lewis
Number of Cats Returned to Owner	<u> 0 </u> (0) Upshur (0) Lewis
Number of Cats/Kittens Rescued	<u> 10 </u> Upshur (1) was Lewis
No Charge	<u> 10 </u>
Number of Cats Euthanized	16 <u> 12 </u> Upshur (4) of these were Lewis
Number of Euthanized Cats Picked up by Lab	<u> 0 </u>