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
Monday, September 11, 2017

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE
A SPECIAL MOMENT OF SILENCE WILL BE OBSERVED FOR 9/11

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, September 7, 2017 upon request. (*action required)*

APPOINTMENTS

3. **11:30 AM Work Session**
   RE: The Lewis County Commission will hold a work session to review the County's Personnel Policy Manual. *(action required)*

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for August 31, 2017 (*information only)*

BUSINESS

5. **Board(s) and Committee(s) Reports**: Reports by Commissioners of any board(s) or committee(s) attended including: Weston City Council; 200th Birthday Planning Meeting; Region VII Public Hearing on Regional Hazard Mitigation Plan.
6. **Lewis County Economic Development Authority by Director Michael Herron.** (*information only).*
7. **Timesheets and Leave Requests** (*action required)*
   Rick Stout September 20, 21, & 22, 2017 Annual Leave

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

8. **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, September 7, 2017. *(action required)*
9. **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, September 7, 2017. (*action required)*
10. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration**. Draft copies will be available for review upon request Thursday, September 7, 2017. (*action required*)

11. Expenses for the current period presented for consideration of payment.

Draft copies will be available for review upon request Thursday, September 7, 2017. (*action required*

ADJOURNMENT:

12. 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 (l O) 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: September 7, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- August 31, 2017

Scheduled Appointments:

9:15 a.m. Ralph Oppenheim, Upshur County Public Library Director—Presentation of Proclamation acknowledging the month of September as "Library Card Sign-Up Month"

Items for Discussion / Action / Approval:

1. Approval and signature of the West Virginia Division of Justice and Community Services – VOCA Supplementary Special Conditions.

2. 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 Sedan.

3. Review and signature of correspondence to Tony O'Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of $4,632.00. This is for Request for Funds #2.

4. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, announcing that Amy Saunders has rejected the employment opportunity as Emergency Telecommunicator previously approved by the Commission during the meeting held August 31, 2017.

5. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Kayla Woody as full-time Emergency Telecommunicator, effective September 11, 2017. Upon approval, Ms. Woody's rate of pay will be $11.00 per hour.

6. 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 Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, providing a preliminary estimate of the employer contribution rate in order to assist with the budgeting process. The estimated employer contribution percentage will decrease from 11.0% to 10.0% effective July 1, 2018. Once the official contribution rate is determined, a letter will be sent to the Upshur County Commission.

2. Correspondence from Tabatha R. Perry, Assistant Administrator, to Thomas Moates regarding his property located in Warren Tax District – Tax Map 6C – Parcel Number 4. During the regularly scheduled Commission Meeting conducted on August 31, 2017, the Commission moved to grant Mr. Moates a 60 day extension to bring the property into full compliance with the Ordinance.

3. Correspondence from Allan L. McVey, Insurance Commissioner with the WV Offices of the Insurance Commissioner, notifying WV state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP).

4. Correspondence from State Auditor John B. McCuskey providing notice of the 2017 State Auditor's Training Seminar for County and Municipal Boards and Authorities.

5. Correspondence from Chad A. Corley, Store Manager at Lowe's of Buckhannon WV #1805, requesting community assistance for a Relief Supply Drive Lowe's is leading to collect items for impacted employees and family members in Texas due to Hurricane Harvey.

6. 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

2. Further Discuss Request to Attend Meetings submitted by Dustin Hollen, Animal Control Officer, during the August 31, 2017 Commission Meeting

Next Regular Meeting of the Upshur County Commission
September 14, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex