

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
MEETING AGENDA
MONDAY, OCTOBER 2, 2017

SILENT MEDITATION AND PLEDGE OF ALLEGIENCE

- 1. 10:00 AM** **Call Meeting to Order**
- 2. 10:05 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Thursday, September 28, 2017.
(action required)

APPOINTMENTS

- 3. 10:10 AM** **Terri Flint, HOPE INC.**
RE: Proclamation for Domestic Violence Awareness Month
The Lewis County Commission is asked to execute a proclamation declaring October, 2017 as Domestic Violence Awareness Month in Lewis County.
(action required)
- 4. 10:20 AM** **Sheriff Adam M. Gissy**
RE: Approval to hire Part Time Emergency Court Security Personnel and Oath of Office
The Lewis County Commission approved advertisement for Part Time Emergency Court Security Personnel. These employees will only work if an emergency arises that prohibits part time or full time court security personnel from being able to cover the needs of the department. Sheriff Gissy advertised and presents to the County Commission per WV Code §7-7-7 Chuck Goldsborough and Richard Moore for advice and consent in hiring. If approved, the oath of office will be administered.
(action required)
- 5. 10:30 AM** **Julia Spelsberg, Marketing Director Stonewall Jackson Memorial Hospital**
RE: Proclamation Declaring Breast Cancer Awareness Day and Month
The Lewis County Commission is asked to execute a proclamation declaring the month of October, 2017 as Breast Cancer Awareness Month and October 12, 2017 as Breast Cancer Awareness Day in Lewis County. *(action required)*

CORRESPONDENCE

6. **Upshur County Commission Meeting Agenda:** Upshur County Commission meeting agenda for September 28, 2017. *(information only)*
7. **Notification by West Virginia Division of Justice and Community Assistance Services of Justice Assistance Award Grant:** The West Virginia Division of Justice and Community Assistance Services notifies Lewis County that they are a recipient of \$18,000.00 grant to assist with the Prevention Resource Officer position at Lewis County High School for 2017. *(information only)*
8. **Notification by West Virginia Division of Justice and Community Assistance Services of Victims of Crime Act Grant Award:** The West Virginia Division of Justice and Community Assistance Services notifies Lewis County that they are a recipient of \$36,700.00 grant to assist with the Victims of Crime Advocacy Program in Lewis County for 2017. *(information only)*
9. **Lewis County Parks and Recreation Meeting Agenda and Minutes:** Agenda for the September 26, 2017 Lewis County Parks and Recreation Board and minutes of the August 21, 2017 meeting. *(information only)*

BUSINESS

10. **Board(s) and Committee(s) Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Personnel Policy Review Work Session; 200th Birthday Planning Committee; Lewis County Park Board; Lewis County Economic Development Authority; Lewis County Planning Committee; Greeting of Lewis County High School Students.
11. **Notification the Lewis County Assessor John Breen Completion of 2017 Farm Census:** The West Virginia Department of Agriculture notifies Lewis County that Assessor John Breen has successfully completed the 2017 Farm Census with the requirements of the Farm Statistics Law. This makes him eligible to receive additional compensation (10% of salary) per West Virginia Code §7-7-6C. The Lewis County is asked to approve this compensation be added to Mr. Breen's pay. *(action required)*
12. **Lewis County Economic Development Authority Report of Activities:** Lewis County Economic Development Authority Director Michael Herron will update the commission on activities by the authority. *(information only)*
13. **Time Sheets and Leave Requests** *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **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, September 28, 2017. *(action required)*
15. **Approval of Estates:** 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 28, 2017. *(action required)*
16. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, September 28, 2017. *(action required)*
17. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, September 28, 2017. *(action required)*

ADOURNMENT:

18. 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.

NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, income levels and sexes;

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security and humanity, due to the systematic use physical, emotional, sexual, psychological and economic control or abuse;

WHEREAS, in our country, more than three women are murdered by their husbands or boyfriends every day;

WHEREAS, children who grow up in violent homes are believed to be abused and neglected at a rate higher than the national average;

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police, court costs, foster care, sick leave, absenteeism and non-productivity;

WHEREAS, only a coordinated community effort will put a stop to this heinous crime;

NOW, THEREFORE, the Lewis County Commission hereby proclaims the month of October 2017 to be NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH And urges all citizens to participate actively in the scheduled events and programs to eliminate the use of personal and institutional violence against women.

Patrick D. Boyle, President

Agnes Queen, Commissioner

Rod Wyman, Commissioner

Attest: _____
Cynthia S. Rowan, Lewis County Clerk

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

I, **Richard Moore**, 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 **Emergency Security**
Officer with the **Lewis County Sheriff'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 2nd day of October, 2017.

Patrick D. Boyle, President
Lewis County Commission

Attest: _____
Cynthia S. Rowan
Lewis County Clerk

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

I, **Chuck Goldsborough**, 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 **Emergency Security Officer** with the **Lewis County Sheriff'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 2nd day of October, 2017.

*Patrick D. Boyle, President
Lewis County Commission*

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



PROCLAMATION

West Virginia Breast Cancer Awareness Day and Breast Cancer Awareness Month

In 2017, hundreds of West Virginia women will be diagnosed with breast cancer and approximately 300 women will die from this disease. Breast cancer continues to be a leading cause of cancer related deaths among West Virginia women. A woman has about a 1 in 8 (12%) chance of developing breast cancer in her lifetime and about a 1 in 36 (3%) chance of dying from the disease.

Currently, the best method to reduce deaths due to breast cancer is through early detection of the disease. Women age 50 and older should have a mammogram every year. Women ages 40-49 should talk with their health care provider about screening schedule. Clinical breast exams by a physician or nurse are recommended every three years for women in their 20s and 30s and every year for women 40 and over. Breast self-exam (BSE) is an option for women starting in their 20s. Women should be told about the benefits and limitations of BSE. Clinical breast exams, breast self-exams, and mammograms can save lives. Women should talk to their health care provider about their individual screening schedule.

In recognition of the important lifesaving early detection practices available for breast cancer, I, Patrick Boyle, President of the Lewis County Commission and on behalf of our other Commissioners, do hereby proclaim October 12th, 2017 as West Virginia Breast Cancer Awareness Day and October 2017 as Breast Cancer Awareness Month. We urge all Lewis County Women to become aware that they are at risk for developing breast cancer and to discuss screening with their health care providers.

Patrick D. Boyle, President

Agnes Queen, Commissioner

Rod Wyman, Commissioner

Attest: Cynthia S. Rowan, County Clerk

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 28, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 21, 2017

Scheduled Appointments:

9:15 a.m. Bid Opening, presentation and Award for a new Duress Alarm System

Items for Discussion / Action / Approval:

1. Review and signature of the State of West Virginia Division of Homeland Security and Emergency Management Sub-Grant Award. The Sub-Grant period is January 1, 2016 – December 1, 2016 and is in the amount of \$44,827.00.
2. Correspondence from Tabatha Perry, Assistant County Administrator, recommending that the Commission appoint Mr. Rob Hinton to serve as the County Commission representative on the WesMonTy Resource Conservation and Development Board of Directors, effective immediately. Pursuant to the Board's bylaws, this term is for a period of two years.
3. Approval and signature of the Property Use Agreement between the Upshur County Commission and the Upshur County Youth Soccer Association, Inc. for the property known as the Wellness Complex located on Brushy Fork Road. Upon approval, this lease is for a period of three years for the sum of \$1.00 per year.
4. Review and signature of the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's office. Each Tax Deputy will be compensated with an annual \$520.00 supplement to be divided over 26 pay periods. The total cost to the Fire Board for one year is \$2,467.92. This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year.
5. Correspondence from Lori Ulderich-Harvey, Director of the Upshur County Family Resource Network, requesting the use of space in the Courthouse Annex for the month of November to display tobacco prevention information for The Great American Smokeout which will take place on November 16, 2017. The display table the coalition will use is approximately six foot long by two foot wide and will be attended to and kept tidy by the coalition.
6. Approval and signature of correspondence to Frank Kelley regarding property located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. This letter informs the property owner that the Commission will consider providing corrective action to the property if no corrective action is taken by the property owner. A reply in regards to the property is requested by October 26, 2017.

7. Approval and signature of correspondence to Todd Spencer Walter Gould regarding property located in Washington Tax District – Tax Map 7J – Parcel Number 11. This letter informs the property owner that the Commission will consider providing corrective action to the property if no corrective action is taken by the property owner. A reply in regards to the property is requested by October 26, 2017.
8. 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 April Perry, Executive Director of the Buckhannon Housing Authority denying the request of the Upshur County Addressing & Mapping Office to renumber the apartments and various buildings located within the Buckhannon Housing Authority Complex. A letter in support of changing this numbering system was sent by the Upshur County Commission dated August 17, 2017 along with letters from various other representatives in which this affects, copies of which are attached.
2. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2017, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.
3. Upshur County Sheriff's Financial Statement for Period Ending August 2017
4. Atlantic Coast Pipeline Project Updates Newsletter – September, 2017
5. Correspondence from Tanisha C. Travis, Senior Justice Programs Specialist, notifying Upshur County that they have been recommended for the Justice Assistance Grant (JAG) in the amount of \$18,000.00 for FY 2017. The Governor will be awarding the Justice Assistance (JAG) Grant sometime in October.
6. USDA Forest Service Draft Decision Notice and Finding of No Significant Impact for authorization of a special use permit to Columbia Gas Transmission, LLC for the use of National Forest System land to construct, operate, maintain, and eventually decommission a natural gas transmission pipeline in the Monongahela National Forest.
7. 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

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
October 5, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex



Department of Military Affairs & Public Safety

MEMORANDUM

TO: Michael D. Cayton
Project Director
Lewis County Sheriff's Office

FROM: Tanisha C. Travis
Senior Justice Programs Specialist

DATE: September 20, 2017

RE: **Recommended FY 2017 Justice Assistance (JAG) Awards**

Please be advised in order for programs to strategically plan for funding and in an effort to expedite the process once the award has been received, the *JAG Board* and the Division of Justice and Community Services are notifying applicants that they **have been recommended for funding for \$18,000.00** for the upcoming fiscal year. **Please be advised this is NOT an official award.**

The Governor will be awarding the Justice Assistance (JAG) Grant sometime in October. You will be notified by DJCS staff when the award ceremony is scheduled. All programs **are mandated** to send at least one person to the awards ceremony and they must stay for the **entire** ceremony and until the Governor leaves the room.

If you have any further questions regarding this matter, please contact me at (304) 558-8814, extension 53331 or Tanisha.C.Travis@wv.gov or Sarah Price at extension 53313 or at Sarah.E.Price@wv.gov.

TCT/pdk

c: Patrick D. Boyle





Department of Military Affairs & Public Safety

MEMORANDUM

TO: Ms. Christina Flanigan
Project Director
Lewis County Prosecuting Attorney's Office

FROM: Sarah J. Brown *SJB*
Senior Justice Programs Specialist

DATE: September 19, 2017

RE: **Recommended FY 2017 Victim of Crime Act (VOCA) Awards**

Please be advised in order for programs to strategically plan for funding and in an effort to expedite the process once the award has been received, the *West Virginians Against Violence Committee* and the Division of Justice and Community Services are notifying applicants that they **have been recommended for funding for \$36,760.00** for the upcoming fiscal year. **Please be advised this is NOT an official award.**

The Governor will be awarding the Victim of Crime Act (VOCA) Grant sometime in October. You will be notified by DJCS staff when the award ceremony is scheduled. All programs **are mandated** to send at least one person to the awards ceremony and they must stay for the **entire** ceremony and until the Governor leaves the room.

If you have any further questions regarding this matter, please contact me at (304) 558-8814, extension 53337 or Sarah.J.Brown@wv.gov or *Leslie Roberts* at extension 53314 or at Leslie.R.Roberts@wv.gov.

SJB/amw

cc: The Honorable Patrick Boyle



LEWIS COUNTY PARKS AND RECREATION AGENDA

Tuesday September 26, 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 unable to attend, please contact Gene Edwards, 304-269-4836

MEETING OF THE LEWIS COUNTY PARK BOARD OF DIRECTORS

Meeting Date of August 21, 2017

Present: Gene Edwards, President, Barbara Paugh, Vice President, Betty Hill, Treasurer, Shirley Taylor, Secretary, Richard Messenger, Josie Britton, Andrea Clem, Rod Wyman, John Shaffer-Park Director, Tom Alkire.

The Meeting was called to order by Gene Edwards. The minutes were read. A motion was made by Richard Messenger, and seconded by Josie Britton, motion carried to approve.

The Treasurer's report was given by Betty Hill. a motion to accept was made by Richard Messenger, seconded by Josie Britton. Motion carried.

John Shaffer presented written financial reports and graphs to the Board, discussion followed.

John Shaffer reported that there had been issues with a privately owned ice cream truck coming to the Park to sell ice cream. They were asked to leave. John reported two nets on the Tennis Courts had been torn down. The gates were unlocked and left open.

Tom Alkire reported they were still working on the hillside drains. He remarked that they had a good crew of men working. He said the #1 shelter and sidewalk at the Pool House had been power washed. The concrete around the lights on the Tennis Courts has been repaired, put new face on them. The Golf Course has been power washed. They have started removing sod for the walking trail. A large amount of gravel was used on the hillside drain pipe.

Richard Messenger noted to keep track of money paid for the walking trail, maybe able to apply for a Grant.

The High School will not have keys to the Tennis Courts. Richard Messenger stated that we need a Policy about using the Tennis Courts and he suggested that the High School send a representative to a meeting to hear our problems.

John Shaffer reported two separate Pool Saves. One a teenage boy who could not swim, went off the high dive and had to be saved. The second was a 27 year old woman who had a seizure in the Pool. Both were saved by the life guards. Mr. Shaffer wants to place camera's on the Tennis Courts. Present cameras are analog. New ones will be digital (wireless, about \$1900.00) Richard Messenger made a motion to change the system to digital. Seconded by Shirley Taylor, Motion carried.

John Shaffer reported that the locks on the gates and shelter are old. Shirley Taylor made a motion to replace with new locks. Seconded by Andrea Clem. Motion passed.

Mr. Shaffer suggested to have a cross country coach to attend our meeting and give us their

input. Richard Messenger mentioned that the High School attempted to make a Cross Country Trail years ago. But the hill was too steep. Richard Mesenger will walk the trail and get the kids to help with the work. Richard Messenger made a motion to explore the Cross Country Trail. Barbara Paugh seconded the motion. Motion passed.

Mr. Messenger also stated that the painters for the fence around the Tennis Courts are hard to find. He will look into a new black coated fence vs. a green fence where a contractor had ordered for elsewhere. Prices will be obtained.

The meeting was adjourned by Gene Edwards.*

The next meeting will be Tuesday September 26, 2017 at 6:00pm at the Park.

Respectfully submitted by Shirley Taylor, Secretary.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF LEWIS COUNTY

The Assessor of Lewis County, John Breen, has completed the Farm Census of 2017 and has satisfactorily complied with the requirements of the Farm Statistics Law. He is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in black ink, which appears to read "Kent A. Leonhardt".

Commissioner of Agriculture