

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
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
Monday, November 13, 2017

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 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, November 9, 2017.

(action required)

APPOINTMENTS

- 3. 10:10 AM** **Request to Approve Kevin Queen as a Member of the Lewis County Deputy Reserves**
RE: The Lewis County Commission is asked to approve Kevin Queen to membership in the Lewis County Deputy Reserves. If approved, the oath of office will be administered. *(action required)*
- 4. 10:15 AM** **Chris Richards, Executive Director**
Lewis County Convention and Visitors Bureau
RE: Ms. Richards will present the quarterly report of activities by the Lewis County Convention and Visitors Bureau. *(information only)*

CORRESPONDENCE

- 5. Upshur County Commission Meeting Agenda** Upshur County Commission Agenda for November 9, 2017. *(information only)*
- 6. Sheriff's Monthly Mileage:** Mileage for each vehicle in the Sheriff's Department fleet for October 2017. *(information only)*
- 7. Jane Lew Public Service District Meeting Agenda:** Agenda for the November 9, 2017 Jane Lew Public Service District Meeting. *(information only)*

BUSINESS

- 8. Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: 200th Birthday Planning Committee; Lewis County Fire Board; Lewis County Convention and Visitors Bureau; Economic Development Authority Water Project Meeting; Stonewall Jackson Memorial Hospital Meeting; Region VII Planning and Development Council; Lewis County Chamber of Commerce After Hours. *(information only)*
- 9. Town of Jane Lew Christmas Parade Invitation:** Invitation to the Lewis County Commission to participate in the Town of Jane Lew's 26th Annual Christmas Parade on Sunday, November 26th, 2017 at 2pm-line up at 1pm at the Jane Lew Industrial Park. RSVP by November 17, 2017. *(action required)*
- 10. 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)*
- 11. Time Sheets and Leave Requests** *(action required)*
- | | | |
|--------------------|---|--------------|
| Barb Winans | Thursday December 7, 2017 | Annual Leave |
| | Thursday December 14, 2017 | Annual Leave |
| | Thursday December 21, 2017 | Annual Leave |
| | Friday, December 22 and Friday, December 29, 2017 | Annual Leave |
| Rick Stout | Friday- December 1, Monday-December 4, Friday-December 15 | |
| | Monday, December 18, 2017 | Annual Leave |

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 12. 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, November 9, 2017. *(action required)*
- 13. 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, November 9, 2017. *(action required)*
- 14. 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, November 9, 2017. *(action required)*
- 15. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, November 9, 2017. *(action required)*

ADOURNMENT:

- 16. 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.

**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: November 9, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 26, 2017
• November 2, 2017

Scheduled Appointments:

9:05 a.m. Patty Adams on behalf of the Pancreatic Cancer Action Network – Presentation of Proclamation declaring November as “Pancreatic Cancer Awareness Month” in Upshur County, WV

9:15 a.m. Lori Ulderich Harvey on behalf of the Upshur County Tobacco Prevention Coalition – Presentation of Great American Smokeout Proclamation

9:25 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of National Adoption Month Proclamation

Items for Discussion / Action / Approval:

1. Discuss the request made by Mary Herndon to close an unused paper alley located between parcels of land that she owns in Buckhannon District submitted per WV Code §7-1-3h.
2. Review and approval for the Commission President to sign 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 \$4,623.00. This is for Request for Funds #4.
3. Correspondence from Richard H. Ralston, II, requesting reappointment to the Upshur County Building Commission. Upon approval, Mr. Ralston’s term would expire on November 10, 2022.
4. Review and approval of everbridge one year renewal quote in the amount of \$3,090. This service is for the limited capacity free public notification system referred to as nixle 360. Upon approval, the contract period would be from 11/23/17 to 11/22/18.
5. Approval of Lewis - Upshur Animal Control Facility Volunteers: Karen T. Sanford, Derek Nickleson and Maggie Nickleson.
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. Adrian PSD notice of failure to complete corrective actions.
2. Correspondence from Brian Wright, Authorized Representative of the Atlantic Coast Pipeline, LLC, announcing the receipt of a Certificate of Public Convenience and Necessity from the Federal Energy Regulatory Commission to construct, operate and maintain the Atlantic Coast Pipeline and also enclosing a Project At-A-Glance Fact Sheet and Landowner Environmental Complaint Resolution Form.
3. Correspondence from Tabatha R. Perry, Assistant County 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 November 2, 2017, the Commission moved to grant Mr. Moates a 60 day extension to bring the property into full compliance with the Ordinance.
4. Upshur County Building Permits for October 2017
5. Appointments Needed or Upcoming:
 - Tennerton Public Service District – July 31, 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)

Next Regular Meeting of the Upshur County Commission
November 16, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting to be held on Thursday, November 23, 2017 has been CANCELLED ****

OCTOBER 2017 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 23,805

151 Hyre Temp / 14 EXPLORER 45,863

152 Money Penny 3170 / 13 POLICE INTERCEPTOR 62,090

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 74,370

154 Moran 1643 / 11 TAHOE 67,608

155 Lopez 1910 / 13 POLICE INTERCEPTOR 62,401

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 41,878

157 Clark 2824 / 11 TAHOE 92,960

158 Hendershot 2829 / 11 TAHOE 82,392

159 Carey 2726 / 11 TAHOE 154,283

160 Hummel 2966 / 12 CAPRICE 81,340

161 VanMeter 2868 / 10 TAHOE 127,644

162 Turner 1232 / 07 CROWN VIC 98,835

Jane Lew Public Service District

Regular Meeting November 09 , 2017

~~ Public Board Meeting Agenda ~~

1. Call to Order

~~ ROUTINE BUSINESS ~~

2. Minutes (10/12/17)
3. General Manager's October 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

TOWN OF JANE LEW
P.O. Box 50
Jane Lew, West Virginia 26378

November 2, 2017

Lewis County Commissioners
110 Center Avenue
Weston, WV 26452

Dear Pat Boyle, Agnes Queen and Rod Wyman,

We will be honored if you will be participants in Jane Lew's 26th Annual Christmas Parade on Sunday, November 26, at 2 p.m. that follows its traditional route from the Industrial Park Road onto Route 7 (Hackers Creek Road) and then onto Route 19 North ending at the Jane Lew Elementary School. Parade line-up begins at 1:00pm on Industrial Park Road.

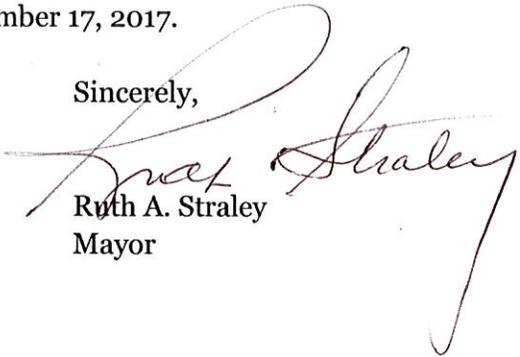
The theme for this year's parade is "Christmas Around the World." We are hoping for some floats that encompass this theme that is inclusive of all residents of our world.

We are excited to already have a confirmation from the Lewis County Band so we know we will have some lively music from this fantastic group of young people.

Please let us know if you are going to participate in the parade. Call Town Hall on Monday, Tuesday, Wednesday or Friday between 8am and 12 noon or call Ruth Straley any time at (904)608-4715 (cell) or Debbie West on (304)406-4749 (cell).

We look forward to hearing from you by November 17, 2017.

Sincerely,


Ruth A. Straley
Mayor