

COUNTY COMMISSION OF LEWIS COUNTY

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AGNES G. QUEEN
Commissioner
ROD WYMAN
Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
Monday, December 4, 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 Wednesday, November 30, 2017.
(*action required*)

APPOINTMENTS

- 3. NONE**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for November 30, 2017. (*information only*)
- 5. Lewis Upshur Local Emergency Planning Committee (LEPC) Meeting Minutes:** Minutes of the November 15, 2017 meeting of the LEPC. (*information only*)

BUSINESS

- 6. Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Economic Development Authority; 200th Birthday Planning Committee; Chamber Ribbon Cutting at Southern States; Jane Lew Fire Department Awards Dinner. (*information only*)
- 7. Approval of Emergency Relocation of Polling Places for the Special Fire Levy Election:** County Clerk Cynthia Rowan has advertised the desire to relocate Precincts 22 (Churchville) to the Pricetown Fire Department and Precinct 23 (EEOC Building at Jackson's Mill) to the Dorsey Center at Jackson's Mill for the Special Fire Levy Election. The County Commission is asked to approve these emergency relocations of precincts for the Special Fire Levy Election only. (*action required*)
- 8. 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*)

9. Time Sheets and Leave Requests *(action required)*

- a) Lucinda Whetsell November 2017 Monthly Time Sheet
- b) Michael Herron November 2017 Monthly Time Sheet

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 10. 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 Wednesday, November 30, 2017. *(action required)*
- 11. 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 Wednesday, November 30, 2017. *(action required)*
- 12. 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 Wednesday, November 30, 2017. *(action required)*
- 13. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Wednesday, November 30, 2017. *(action required)*

ADJOURNMENT:

- 14. 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 30, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 16, 2017

Scheduled Appointments:

Items for Discussion / Action / Approval:

1. Discuss drug manufacturer lawsuits and counsel options
2. Approval and signature of Valley Business Systems Service Contract renewal for a machine located at the James W. Curry Library. Annual charges remain the same at \$474 and the terms of service would be effective December 1, 2017 through November 30, 2018. Coverage includes parts, labor, mileage, inspections and consumable supplies not excluded.
3. Approval and signature of the WV Division of Homeland Security and Emergency Management Performance Grant Sub-Grant Application in the amount of \$94,434. The project period is from January 1, 2017 through December 31, 2017.
4. Correspondence from Nina Monroe, Adrian PSD Manager, requesting the reappointment of Paul A. Spencer to the Adrian PSD Board of Directors, effective immediately. Upon approval, Mr. Spencer's term will expire on October 31, 2023.
5. Correspondence from Kathy McMurray, President of the UCDA, requesting the appointment of Joel Thierstein, President of WVWC, to the UCDA Board. Upon approval, his term will begin on January 1, 2018 and expire on June 30, 2021.
6. Correspondence from Ervin Lake requesting reappointment to the James W. Curry Library and Park Advisory Board. His current term is set to expire on December 31, 2017. Upon approval, Mr. Lake's term will expire on December 31, 2022.
7. Correspondence from Laura B. Meadows, Upshur County Convention & Visitors Bureau Executive Director, requesting the donation of pool passes for the Buckhannon Readiness Center's 601st Engineering Support Company's Christmas Party.
8. Approval of Lewis - Upshur Animal Control Facility Volunteer Keisha George.
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. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment dated November 9, 2017
2. Atlantic Coast Pipeline Project: USDA Forest Service Final Record of Decision
3. Correspondence from Leighton C. McCoy, Authorized Representative of Dominion Energy Transmission, Inc., announcing the receipt of a Certificate of Public Convenience and Necessity from the Federal Energy Regulatory Commission to construct, operate and maintain the Supply Header Project and also enclosing a Project Overview Fact Sheet.
4. Correspondence from Charles K. McKinney, Assistant Chief Inspector of the Chief Inspector Division, enclosing a copy of the audit report of the Upshur County Farmland Protection Board for the fiscal year ended June 30, 2016. This report is available for inspection in the office of the Upshur County Commission.
5. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of October 2017
6. Lewis-Upshur Animal Control Facility Cat Report for the month of October 2017
7. Upshur County E911 Communication Reports --- October 2017
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
8. Upshur County Mileage Reports – October 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
9. Appointments Needed or Upcoming:

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

-Lewis-Upshur LEPC Meeting Minutes November 15, 2017

The Meeting was called to order by J Gum at 12:08 in Lewis County.

The Pledge of Allegiance and Moment of Silence was led by D Whittaker.

Members Present: See attached sign-in sheet.

MINUTES APPROVAL

Motion was made by J. Farry and seconded by W. Rowan to approve the minutes from the previous meeting. Motion was approved.

TREASURES REPORT

Motion was made by D Burnside and seconded by B Shreeve.

Chairman's Comments:

Grant Updates: The hazmat plan (our contractor was to set a meeting with our fire chiefs and that has not yet happened.) Friday the meeting is scheduled at the 911 center in Lewis County.

Guest: From Red Cross Wiley Creasey

Committee Reports:

Membership: Lists will be compiled and voted on as of January

Bylaws: Nothing to report.

Public Education/Information: Nothing to report.

Annual Exercise Planning Team (HSEEP): Still Waiting on J. Harvey Airport exercise is planned

Hazard Assessment & Planning: Nothing to report

Tier II Reports: None to report. However; Parkersburg fire has brought Tier 2 reports to attention again.

Off Site Emergency Response Plans: Nothing to Report

Old Business:

New Business: ESP has pulled out of Buckhannon

B Shreeve makes motion to forgo December meeting seconded by D. Burnside

Nominations and elections will occur in the January Meeting the 17th

Membership Comments:

Lewis County Health Department Needle exchange is Thursdays from 1-3 PM

The New hotel will have a pool and it will be a chlorine pool.

Oct 1 the merger with Mon Health Systems.

Upshur County passed the expansion of the clean indoor air act.

Upshur county flu shots they are getting 25% coverage of people getting flu shots.

Mr. Rowan brought up the FOIA request thought that would happen with it.

Upshur county health department has done 4 off site flu shot clinics.

Dirk, State Wide Interoperable Radio network is wanting to make a regional meeting for region 6&7

AT&T is making First net more usable and more widely available.

Burnsville tower will be moving IRP equipment.

APCO conference will be in April this year in Charleston.

Upshur OEM received the Homeland Security Grant for \$160,000 in radios which will be ordered soon.

Red Cross has gotten a lot of new volunteers, nurses and an Emergency response team. They had one person respond to the Texas Shooting and 3 for the Las Vegas Shooting.

Mass Care classes will be holding classes for mass care

Upshur County Cert Team is on hold until spring barring disasters

A motion to adjourn was made by. D Whittacre.