

# COUNTY COMMISSION OF LEWIS COUNTY

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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, 2<sup>ND</sup> FLOOR**  
**WESTON, WV 26452**  
**MEETING AGENDA**  
**Monday, December 11, 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, December 7, 2017.  
(*action required*)

## APPOINTMENTS

- 3. None**

## CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for December 7, 2017 (*information only*)
- 5. Lewis County Animal Control Monthly Report:** Report of activities by the Lewis County Animal Control Officer for the month of November 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; 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*)
- 7. Division of Justice and Community Services Victims of Crime Assistance Fiscal 2017 Grant Closure:** Notification of the Victims of Crime Assistance (VOCA) Grant Fiscal Year 2017 deobligating the remaining funds in the amount of \$1,345.52 and closing the grant. (*information only*)
- 8. Sheriff's Monthly Vehicle Report:** Monthly Vehicle report for November 2017 including fleet mileage. (*information only*)

## BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County 200<sup>th</sup> Birthday Party; Region VII Planning and Development Council Christmas Dinner; Sharpe Hospital Tree Lighting; Region VI Workforce Development Council. (information only)
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)
  - a) David Reed                      Annual Leave                      Dec 15, 21,22,28 and 20, 2017

## 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, December 7, 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 Wednesday, December 7, 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 Wednesday, December 7, 2017. (action required)
15. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Wednesday, December 7, 2017. (action required)

## ADJOURNMENT:

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](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: December 7, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• November 30, 2017

**Scheduled Appointments:**

**Items for Discussion / Action / Approval:**

1. Review and signature of Addendum to Prevention Resource Officer Agreement for Fiscal Year 2017-2018 Canine Officer. This agreement will supplement the current Prevention Resource Officer Agreement and allow for the PRO to be in possession of a male Labrador Retriever/German Shorthaired Pointer fully trained in narcotics detection and obedience to be utilized at the Buckhannon-Upshur High School. Once executed, this agreement will be reviewed by the Board of Education for approval.
2. Review and signature of Special Election Invoice Certification for reimbursement of expenditures related to the October 7, 2017 Special Election in the amount of thirty seven thousand two hundred seventy three dollars and eighty one cents (\$37,273.81).
3. Approval of Requests for Proposals for legal representation in a potential suit against drug manufacturers. Proposals must be received by Monday, January 8, 2018 at close of business to be considered for Commission review on Thursday, January 11<sup>th</sup> at 9:15 am in the regularly scheduled Commission meeting. Interviews will be scheduled at the Commission's discretion following the review.
4. Review and acceptance of Mary Herndon's application requesting the closure of an unused paper alley located between parcels of land that she owns in Buckhannon District. The application has been submitted per WV Code §7-1-3h and has been reviewed previously by the Commission during their regularly scheduled meetings on November 2<sup>nd</sup> and 9<sup>th</sup>, 2017. Approval of the hearing date and time to consider the request for Thursday, January 11<sup>th</sup> at 9:15 am in the Upshur County Courthouse Annex Commission Meeting Room.
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 October 2017.

2. Upshur County Building Permits for November 2017

3. 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](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 14, 2017 --- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*The regularly scheduled Commission Meeting on December 28, 2017 has been cancelled\*\***

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH OCTOBER YEAR 2017

NUMBER OF COMPLAINTS 57

NUMBER DOGS PICKED UP 18

OTHER ANIMALS PICKED UP 0

CATS PICKED UP 3

TOTAL NUMBER ANIMALS PICKED UP 21

CATS DROPPED OFF AT POUND 11

NUMBER OF CATS ADOPTED 8

NUMBER CATS RECLAIMED 1

NUMBER OF CATS EUTHANIZED 5

NUMBER OF DOGS RECLAIMED 3

NUMBER OF DOGS EUTHANIZED 7

NUMBER DOGS ADOPTED 6

BOUNTY MONEY \$ 900<sup>00</sup>/<sub>100</sub>

MONEY FROM POUND CHECKS \$ 80<sup>00</sup>/<sub>100</sub>

MONEY FROM POUND CASH \$ 200<sup>00</sup>/<sub>100</sub>

TOTAL MONEY FROM POUND \$ 280<sup>00</sup>/<sub>100</sub>

Mileage Report { Ending 103336  
Beg -102412  
924 miles

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 October 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>  3  </u>                                    |
| Number of Cats Brought in By Dustin for Upshur County | <u>  0  </u>                                    |
| Number of Cats Brought in By Law Enforcement          | <u>  0  </u>                                    |
| Number of Cats Brought in By Lewis County Residence   | <u> 11 </u>                                     |
| Number of Cats Dropped Off by Upshur County Residence | <u> 41 </u>                                     |
| Number of Cats Quarantined                            | <u>  1 </u> (0) Upshur (1) Lewis                |
| Number of Cats in Holding Box                         | <u> 16 </u>                                     |
| Number of Cats Adopted(Upshur)                        | <u> 7 </u> <u> 5 </u> (0)Upshur (2)Lewis        |
| Number of Cats Returned to Owner                      | <u>  1 </u> (0)_Upshur (1) Lewis                |
| Number of Cats/Kittens Rescued                        | <u> 32 </u> (28)Upshur (6) was Lewis            |
| No Charge   | <u> 32 </u>                                     |
| Number of Cats Euthanized                             | <u> 37 </u> (32) Upshur (5) of these were Lewis |
| Number of Euthanized Cats Picked up by Lab            | <u>  0  </u>                                    |

Dog Report Nov 15, 2017

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

For the October 2017

Number of Dogs Adopted \_11\_(9)Upshur (2) Lewis

Number of Dogs Adopted N/C \_0\_

Number of Dogs Returned to owner \_11\_(7 ) Upshur (4)Lewis\_

Number of Dogs Quarantined \_1\_ (0)Upshur( 1)Lewis

Number of Dogs Brought In by Residents 10 \_\_ (9)Upshur (1) Lewis\_

Number of Dogs in Drop Box 1(15)

Number of Dogs Euthanized \_\_ 8\_ (1)Upshur(7) for Lewis

Euthanized by Owner request \_1\_(1)for Upshur(0) Lewis

Number of Dogs Rescued \_\_25\_(22) Upshur (3) Lewis\_

Number of Dogs Rescued N/C \_\_13\_(1) Upshur (11)Lewis

Number of Dogs Brought in by Lewis County Animal Control (18)\_

Number of Other animals brought in by Lewis County Animal Control (0)

Number of Dogs brought in by Lewis County Police \_\_\_(0)\_

Number of Dogs from Upshur County Animal Control \_\_ (19)\_

Number of Dogs brought in by State Police \_\_ (0)\_\_\_

Division of Justice and Community Services  
 1124 Smith Street, STE 3100  
 Charleston, WV 25301-1323  
 Telephone (304) 558-8814  
 FAX (304) 558-0391

**GRANT ADJUSTMENT NOTICE**

|   |   |   |
|---|---|---|
| <b>Victims of Crime Assistance (VOCA)</b>   |   | Page <u>1</u> of <u>2</u>   |
| <b>Grantee Name and Address:</b><br>Lewis County Commission<br>110 Center Avenue, 2 <sup>nd</sup> Floor<br>Weston, WV 26452 |   | <b>Project Number:</b> 15-VA-062<br><b>Commitment #:</b> 1700002668<br><b>Adjustment Number:</b> <u>4</u> |
| <b>Authorized Official:</b> Agnes Queen<br>President, Lewis County Commission   | <b>Date:</b> November 29, 2017                                |   |
| <b>Project Title:</b> Victim Assistance   | <b>Nature of Adjustment:</b><br>Deob and closing of sub-grant |   |

**Section I – Supplemental Awards and Deobligation**

|                           |              |
|---------------------------|--------------|
| <b>Grant Award Amount</b> | \$ 38,942    |
| <b>Funds Expended</b>     | \$ 37,596.48 |
| <b>Deobligation</b>       | \$ 1,345.52  |

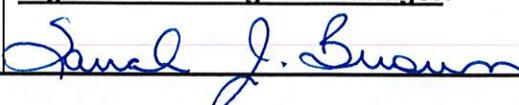
**Section II – Changes**

|                                    |       |     |
|------------------------------------|-------|-----|
| <b>Change Authorized Official:</b> | From: | To: |
| <b>Change Project Director:</b>    | From: | To: |
| <b>Change Fiscal Officer:</b>      | From: | To: |
| <b>Change Grant Period:</b>        | From: | To: |

**Section III – Other Adjustments and Information**

This document hereby deobligates the remaining sub-grant funds and closes the sub-grant file effective upon this date. The funds are deobligated as follows:  
 Other: \$1345.52

Cc: Christina Flanigan, Project Director  
 Crystal Revis, Fiscal Officer  
 Grant File  
 Posting

|  |  |
|--|--|
| <b>Typed Name and Title of Program Manager:</b><br>Sarah J. Brown<br>Justice Programs Specialist III | <b>Signature of Program Manager:</b><br> |
|--|--|

# NOVEMBER 2017 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 24,101

151 Hyre Temp / 14 EXPLORER 46,807

152 Money Penny 3170 / 13 POLICE INTERCEPTOR 62,776

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 75,200

154 Moran 1643 / 11 TAHOE 68,465

155 Lopez 1910 / 13 POLICE INTERCEPTOR 62,920

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 42,517

157 Clark 2824 / 11 TAHOE 93,524

158 Hendershot 2829 / 11 TAHOE 83,320

159 Carey 2726 / 11 TAHOE 155,067

160 Hummel 2966 / 12 CAPRICE 82,001

161 VanMeter 2868 / 10 TAHOE 128,726

162 Turner 1232 / 07 CROWN VIC 100,435



Lewis County Commission  
Commission Employee Vacation/Sick Leave Request Form

I, DAVID REED, hereby request the following day(s) off:

List day and date (Ex: Monday, May 2, 2005) for each day off. Please indicate if leave involves any Courthouse holidays.

Friday, Dec. 15, 2017  
Thursday Dec 21, 2017  
Friday Dec. 22, 2017  
Thursday Dec. 28, 2017  
Friday Dec. 29, 2017

Time off is to be taken from (circle one): Annual Leave Sick Leave Comp Time

David Reed 12-5-17  
Employee Signature Date

July E. Stort 12.6.17  
Supervisor Signature Date

\_\_\_\_\_  
Commission Approval Date