

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304) 269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Patrick D. Boyle
President
Agnes Queen
Commissioner
Rod Wyman
Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
MONDAY, March 5, 2018 10AM**

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, March 1, 2018.
(action required)

APPOINTMENTS

3. 10:10 AM William Rowan, E911 & Office of Emergency Management Director
RE: Oath of Office for Newly Hired Telecommunicators
The Lewis County Commission approved the hiring of Hope Bailey, Brent Rogers and Fallon Erwin as Lewis Gilmer E911 Telecommunicators at the February 20, 2018 meeting. The Oath of office will be administered. (action required)

CORRESPONDENCE

4. **Upshur County Commission Agenda:** Upshur County Commission Agenda for March 1, 2018. (information only)
5. **Lewis County Parks and Recreation Commission Meeting Agenda and Minutes:** Agenda of Monday, February 26, 2018 Lewis County Parks and Recreation Commission Meeting and Minutes of October 24, 2017 meeting. (information only)
6. **Lewis County Parks and Recreation Commission Audit Report and Fiscal Year 2019 Budget:** The Lewis County Parks and Recreation Commission submits their Fiscal Year 2017 audit and Fiscal Year 2019 Budget. Audit findings include: Segregation of Duties. (information only)

BUSINESS

7. **Board(s) and Committee(s) Report(s):** Reports by Commissioners of any board(s) or committee(s) attended: Work Session with Louis Bennett Library Commission and American Legion Post 4; Lewis County Parks and Recreation Commission; Lewis County Chamber of Commerce Luncheon; Reverse 911 Demonstration; County Commissioners Association of West Virginia Legislative Conference Call; Lewis County Economic Development Authority; Auditor's Budget Workshop; West Virginia Secretary of State Award Ceremony. *(information only)*
8. **Lewis County Board of Health Reappointment:** Approval for reappointment of Alicia Flesher to the Lewis County Board of Health for the term of office June 30, 2018 to June 30, 2023. *(action required)*
9. **Lewis County Park and Recreation Commission Reappointments:** Approval for reappointment to the Lewis County Park and Recreation Commission of Barbara Paugh, Tracey Weber III, Richard Messenger and Alyce Henry. Their terms will expire March 1, 2021. *(action required)*
10. **Time Sheets and Leave Requests:**
 - a) Lucinda A. Whetsell February, 2018 Monthly Time Sheet

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

11. **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, March 1, 2018. *(action required)*
12. **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 March 1, 2018. *(action required)*
13. **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, March 1, 2018. *(action required)*
14. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, March 1, 2018. *(action required)*

ADJOURNMENT:

15. **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.

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS, TO-WIT:

I, **Fallon Erwin** 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 a Telecommunicator for the
Lewis-Gilmer E911 Center 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 5th day of March, 2018

*Agnes Queen, Acting 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, **Hope Bailey** 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 a Telecommunicator for the
Lewis-Gilmer E911 Center 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 5th day of March, 2018

*Agnes Queen, Acting 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, Brent Rogers 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 a Telecommunicator for the
Lewis-Gilmer E911 Center 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 5th day of March, 2018

*Agnes Queen, Acting President
Lewis County Commission*

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

Upshur County Commission 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: March 1, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 22, 2018
- 9:05 a.m. Bid Opening and Review---Environmental Consultant Services necessary to undertake remediation planning activities for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project.
- 9:15 a.m. Lori Ulderich Harvey on behalf of the Upshur County Family Resource Network Tobacco Prevention Coalition --- Approval and signature of Tobacco Prevention Coalition Kick Butts Day Proclamation - A Campaign for Tobacco-Free Kids
- 9:30 a.m. Elissa Mills on behalf of the Buckhannon Animal Care and Control Commission – Provide an update on the Buckhannon City Dog Park and discuss an issue regarding the Animal Care and Control Commission
- 9:45 a.m. Terry Gould on behalf of the Hodgesville PSD – Requesting a \$15,000 allocation of funding to repair a waterline that provides service to approximately 20 customers
- 10:00 a.m. Rodney Rolenson, Corporal and Home Confinement Supervisor – 2017 Home Confinement Report
- 10:15 a.m. Cheyenne Walters, Program Director for Community Corrections – 2017 Community Corrections Report
- 11:00 a.m. Check presentation, in the amount of two thousand five hundred dollars (\$2,500), to the Upshur County Public Library in addition to the Commission’s FY 18 required donation from General County

Items for Discussion / Action / Approval:

1. Correspondence from Dr. Joseph B. Reed regarding Brushy Fork Road, County Route 7 and the pending modification between Corridor H and the road leading to the Upshur County Regional Airport. Dr. Reed would like to suggest exploring the possibility of establishing a bicycle lane on that road project, or establishing a walk/bicycle path along the city’s utility right of way to the Event Center on Brushy Fork.
2. Approval and signature of the Federal Aviation Administration Outlay Request Number 4 in the amount of eighteen thousand four hundred sixty nine dollars (\$18,469.00) for the Airport Improvement Program Project No. 3-54-0039-031-2017 at the Upshur County Regional Airport in Buckhannon, WV.

3. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, announcing the resignation of Shelly Bleigh, Monitor, effective March 8, 2018.
4. Approval of Upshur County Assessor's Office Volunteer, Francine Lillo.
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. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – January 2018
2. Upshur County Animal Control/Humane Officer Monthly Dog Report for the months of November 2017, December 2017 and January 2018
3. Lewis-Upshur Animal Control Facility Cat Report for the months of November 2017, December 2017 and January 2018
4. Upshur County Mileage Reports – January 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Appointments Needed or Upcoming:
6. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org.

 - Monday, March 12th beginning at 9:00 a.m.
 - Tuesday, March 13th beginning at 9:00 a.m.
 - Wednesday, March 14th beginning at 9:00 a.m.
 - Thursday, March 15th beginning at 1:00 p.m.
 - Friday, March 16th beginning at 9:30 a.m.

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. Approval and signature of 2018 Board of Review and Equalization (BORE) meeting minutes

Next Regular Meeting of the Upshur County Commission

March 15, 2018 --- 9:00 a.m.

Upshur County Courthouse Annex

The regularly scheduled Commission Meeting scheduled for Thursday, March 8, 2018 has been CANCELLED

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday February 26, 2018 6:00 pm at the Park(inside)

- 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 at 304-269-4836

MINUTES OF THE LEWIS COUNTY PARK BOARD OF DIRECTORS

Meeting Date of October 24, 2017

Present: Gene Edwards, President; Barbara Paugh, Vice President; Betty Hill, Treasurer; John Shaffer, Director; Shirley Taylor, Andrea Clem, Alyce Henry, Agnes Queen, Rod Wyman and Tom Alkire

The meeting was called to order by Gene Edwards. The minutes were read. Alyce Henry made the motion for approval of the minutes and Andrea Clem seconded the motion. All were in favor of approval.

The treasurer's report was given by Betty Hill. Barbara Paugh made the motion for approval of the treasurer's report and Alyce Henry seconded the motion. All were in favor of approval.

A follow-up on a request presented at the September 25, 2017 meeting by Mr. Tracey Cain to name the band stand after Dick Harrison was addressed by John Shaffer. John said that he spoke with Bob Golden about the request and Mr. Golden wasn't in favor of this as he said there were other people who also worked on bringing the band stand to the park. Andrea Clem suggested naming something else at the park in honor of Mr. Harrison possibly one of the shelters. Agnes Queen and Rod Wyman said they would check on whether this could be done and report back to the board.

John Shaffer stated that Richard Messenger is still working on prices for a new fence for the tennis courts.

Mr. Shaffer also stated that someone hit the split rail fence and damaged a post and two rails, which Tom has already fixed.

John wanted to participate in the annual trunk-or-treat again this year and wanted permission to have Marilyn Workman make 800 day pool passes to hand out. All board members approved of his request.

Tom Alkire gave the board an update on maintenance at the park.

- Fixed #2 Shelter gutters and cleaned the ditch beside shelter.
- Merry-go-round bracing was broke and has been fixed and it will be painted this winter.
- Someone ran into the gate breaking the motor and rods which has been repaired.
- While working on the pool, Tom upset the tractor into the pool. Both Tom and the tractor are fine, the tractor tires needed to be refilled to weigh them down.
- Tom stated that the toilet in shelter #1 bathroom was destroyed and will need to be fixed.
- Pressure washed and sealed the gazebo and picnic tables.

Andrea Clem stated that she would like to see the gazebo moved to a better location in the park.

Rod Wyman stated that he and John were going to work on the volleyball court.

Agnes asked to go into executive session; John Shaffer and Tom Alkire were asked to step outside during the session.

The meeting was adjourned by Gene Edwards at 6:47 p.m.

The next meeting will be MONDAY, FEBRUARY 26, 2018 @ 6:00 p.m. at the Lewis County Courthouse.

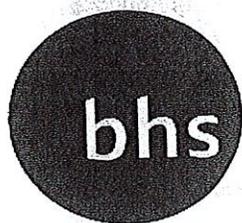


Balestra, Harr & Scherer, CPAs, Inc.
(A Division of BHM CPA Group, Inc.)

Accounting, Auditing and Consulting Services for Federal, State and Local Governments
www.bhscpas.com

AUDIT REPORT OF
LEWIS COUNTY PARKS AND RECREATION AUTHORITY
LEWIS COUNTY, WEST VIRGINIA
REGULAR AUDIT

For the Year Ended June 30, 2017
Fiscal Year Audited Under GAGAS: 2017



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www.bhscpas.com

December 13, 2017

Lewis County Parks and Recreation Authority
 Lewis County, West Virginia
 P.O. Box 801
 Weston, WV 26452

To the Board of Directors:

We have audited the financial statements of the Lewis County Parks and Recreation Authority for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 11, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

For the year ended June 30, 2017, we issued a material weakness for Segregation of Duties.

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Lewis County Parks and Recreation Authority are described in Note I to the financial statements. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was:

Management's estimate of the depreciation of assets is based on Generally Accepted Government Accounting Standards. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were adjustments to reverse receivables and payables for FY2016 and adjustments to post receivables and payables for FY2017.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 13, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

For fiscal year 2017, we noted no other findings or issues that needed communicated.

(Other Information in Documents Containing Audited Financial Statements)

With respect to the supplementary and accompanying information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary and accompanying information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Authority Board and management of the Lewis County Parks and Recreation Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Balestra, Harr & Scherer, CPAs, Inc.

Lewis County Board of Parks
Statement of Revenues and Expenditures
For the Period
July 01, 2018 thru June 30, 2019

Budget

Operating Revenues:

Pool revenue	\$ 52,000.00	
Slide revenue	16,000.00	
Swimming passes	4,300.00	
Swimming lessons	4,000.00	
Pool parties	8,200.00	
Shelters	9,000.00	
Snack bar	28,000.00	
Vending machines	3,000.00	
Golf	500.00	
Camping	15,000.00	
Lockers	50.00	
Chair rental	3,500.00	
Tennis	500.00	
Total Operating Revenues	<u>144,050.00</u>	

NonOperating Revenues:

Hotel/Motel tax receipts	\$ 140,000.00	
Oil income	0.00	
Interest income	200.00	
Donations	0.00	
Total NonOperating Revenues	<u>140,200.00</u>	
Total Revenues		<u>284,250.00</u>

Operating Expenses:

Salaries and benefits	\$ 155,000.00
Lifeguard certification	3,200.00
Utilities-water	20,000.00
-electric	19,000.00
-sewage	3,500.00
-gas	300.00
Telephone	1,300.00
Trash removal	3,500.00
Exterminating	600.00
Pool chemicals	13,000.00
Pool repairs	1,500.00
Equipment, capital improvements	20,000.00
Other repairs/maintenance	15,000.00
Contingency reserve	1,300.00
Recreational programs expense	500.00
Gasoline/diesel	1,200.00
Coke for vending machines	2,000.00
Trash liners/bath tissue	3,700.00
First aid supplies	600.00
Advertising	400.00

Lewis County Board of Parks
Statement of Revenues and Expenditures
For the Period
July 01, 2018 thru June 30, 2019

Budget

Satellite radio service	400.00	
Uniforms	300.00	
Insurance bond	150.00	
Auditing	3,500.00	
Office expense	1,300.00	
Postage expense	300.00	
Snack bar purchases/supplies	10,500.00	
Health/pool permits/water tests	1,200.00	
Other supplies	800.00	
Miscellaneous	200.00	
Total operating expense		<u>284,250.00</u>
Excess of Revenues over Expenses	\$	<u><u>0.00</u></u>

Feb. 26, 2018

Betty L. Hill, Treasurer

**LEWIS COUNTY HEALTH DEPARTMENT
125 COURT AVENUE
WESTON, WV 26452
PHONE (304) 269-8218 FAX (304) 269-8220**

FEB 20, 2018

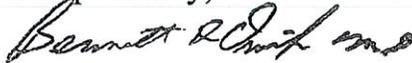
Lewis County Commission
P. O. Box 466
Weston, WV 26452

Dear Lewis County Commission:

Alicia Flesher's term on the Lewis County Board of Health expired June 30, 2018. ^{2017 PC}

We respectfully request that Alicia Flesher be re-appointed to the Board of Health for the fiscal year 2018–2023.

Respectfully,



Dr Bennett Orvik
Health Officer Lewis County Health Department

March 1, 2018

Lewis County Commission

Would you please support the following members once again to serve on the Lewis County Park Board.

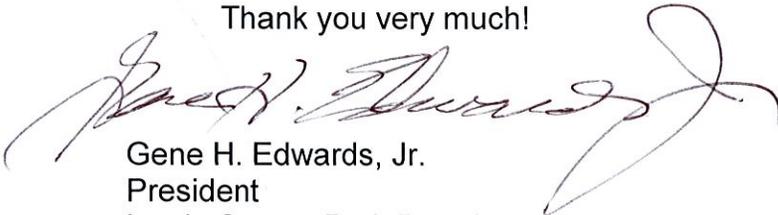
Barbara Paugh

Tracey Weber, III

Richard Messenger

Alyce Henry

Thank you very much!

A handwritten signature in dark ink, appearing to read "Gene H. Edwards, Jr.", with a large, stylized flourish extending to the right.

Gene H. Edwards, Jr.
President
Lewis County Park Board