

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, March 19, 2018

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 15, 2018.
(action required)

APPOINTMENTS

3. None

CORRESPONDENCE

4. **Upshur County Commission Agenda:** Upshur County Commission Agenda for Thursday, March 15, 2018. (information only)
5. **Sheriff's Monthly Reconciliation:** Sheriff Adam Gissy submits the February 2018 Monthly Settlement (reconciliation) of Lewis County financial accounts. (information only)
6. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** February 2018 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1478 inmate days X \$48.25 per diem=\$71,313.50. (information only)
7. **Notification of Records Management and Preservation Board Grant Award:** Records Management and Preservation Board Grant has awarded \$18,916.00 to Lewis County for use in the Lewis County Clerk, Circuit Clerk and Sheriff for the preservation of county records. (information only)
8. **Lewis-Gilmer E-911 Advisory Board:** Minutes of the March 12, 2018 Lewis-Gilmer E-911 Advisory Board. (information only)

BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Northwest Water Project Status Meeting; Lewis County Fire Board; County Offices Budget Work Sessions; CCAWV Legislative Conference Call; Weston Neighborhood Watch (information only)
10. **Approval to Sign Order to Relocate Precinct #2:** Polling Precinct #2 Walkersville Volunteer Fire Department will move to the Ireland Community Building, Court House-Collins Settlement Magisterial District, Lewis County per WV Code 3-1-7(g). (action required)

11. **Lewis-Gilmer E-911 Alarm Monitoring:** Approval for Lewis-Gilmer E-911 to increase alarm monitoring fees. *(action required)*
12. **Approval of Poll Worker List:** Approval of Poll Worker List for the May 8, 2018 Primary Election *(action required)*
13. **Declaration of Surplus Property:** Approval to declare the following seized and/or older vehicles as surplus and permission to sell the following:
 - 1.) 1995 Jeep VIN 1407
 - 2.) 1999 Jeep VIN 3417
 - 3.) 1997 Jeep VIN 4854
 - 4.) 2001 Jeep VIN 8660
 - 5.) 2004 Suzuki VIN 7308
 - 6.) 2003 Pontiac VIN 5770
 - 7.) 1999 Dodge VIN 0597
 - 8.) 1999 Chevy VIN 9443
 - 9.) 2002 Pontiac VIN1373*(action required)*
14. **Lewis County Economic Development Board:** Approval of appointments for Duane Doss and Robert Taylor to the Lewis County Economic Development Board. *(action required)*
15. **Time Sheets and Leave Requests: None**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

16. **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 15, 2018. *(action required)*
17. **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 15, 2018. *(action required)*
18. **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 15, 2018. *(action required)*
19. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, March 15, 2018. *(action required)*

ADJOURNMENT:

20. **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 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 15, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- March 1, 2018
- March 7, 2018 – Special Meeting

Items for Discussion / Action / Approval:

1. Approve Poll Workers, Alternates, and Emergency Ballot Commissioners for the May 8, 2018 Primary Election.
2. Approval of James W. Curry Scholarship Announcement and Application for 2018.
3. Review and approval of the Atlas Geographic Data, Inc. service agreement for GIS website development and hosting for a one year period commencing April 1, 2018 through March 31, 2019. Upon approval, these services will cost \$250 per month or \$3,000 annually.
4. Review and signature of correspondence to Todd Goddard, 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 \$4,632. This is for Request for Funds #7.
5. Correspondence from Todd Goddard, on behalf of the CDBD Program of the WV Development Office, regarding the recent Community Development Block Grant award of \$1,216,566 to assist the Upshur County Commission with the Elkins Road Public Service District, Phase III Water System Improvement Project. Approval and signature of CDBG-Small Cities Block Grant Agreement, Resolution, Memorandum of Understanding with the Elkins Road PSD and supporting grant documents.
6. Review and signature of Community Development Block Grant – Small Cities Block Grant Budget Amendment Request to reflect the approval of the additional SCBG funds from the February 18, 2018 announcements in the amount of \$1,216,566.
7. Correspondence from Sheri Crisp and Mindy Monteleone, PTO Presidents of Union Elementary School, requesting donations for an upcoming auction/carnival to benefit the school.
8. Review and signature of Renewal Agreement between The Upshur County Commission and Stanton Lawn Service for grounds keeping services for the 2018 season. Per the renewal clause, Owner and Contractor agree all terms set forth in the Agreement dated March 23, 2017 are in full force and effect for another one year period effective March 15, 2018 and continuing through September 28, 2018. Owner shall pay the Contractor, upon completion of all work, no more than the sum of \$15,885.

9. Memorandum from Greg Harris, Facilities Director, requesting the employment of Loretta L. Koone as part time seasonal Grounds Keeper, effective March 16, 2018. If approved, Ms. Koone will work up to twenty-nine and one-half hours per week at the pay wage rate of \$9.50 per hour. This temporary position will last through September or October, depending on the weather.
10. Correspondence from David E. Godwin, Prosecuting Attorney, announcing the resignation of Patty Replogle, full-time legal assistant, effective March 16, 2018.
Item may lead to Executive Session per WV Code §6-9A-4
11. Approval of advertisement for a full-time legal assistant position in the Prosecuting Attorney's office. Starting rate of pay will be based upon experience. Applications must be received by April 15, 2018.
12. Approval of Lewis - Upshur Animal Control Facility Volunteers, Renee Benz and Karen Anderson.
13. Correspondence from the Tri-County Child Exchange & Visitation Program requesting the promotion of Bethany Burkhart to Program Coordinator, effective March 18, 2018. As Program Coordinator, Ms. Burkhart will be paid \$10.50 an hour and work a maximum of 19 hours per week.
14. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, requesting the promotion of Alexis Brockleman to Site Supervisor, effective March 18, 2018. As Site Supervisor, Ms. Brockleman will be paid \$9.50 an hour and work a maximum of 19 hours per week.
15. 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 Jeff Amburgey, Director of the Property Tax Division, State of WV Department of Revenue State Tax Department, providing a budget amount estimate in the sum of \$38,277 to assist in the task of preparing a FY 2018-2019 budget for the Statewide Computer Network, Account 408.
2. Correspondence from Carol J. Smith, County Clerk, regarding the 2018-2019 Public Utility Values.
3. Release of Liability executed by Sara Cassidy, on behalf of the U.S. Census Bureau, for centerline and address data for the unincorporated areas of Upshur County received from the Upshur County Addressing and Mapping Office as of March 15, 2018.
4. Upshur County Building Permits – February 2018
5. Upshur County Fire Board, Inc. Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2017.
6. WV Community Corrections Grant Program Application for FY2019 requesting \$349,421 in state funding to provide alternate sentencing and re-entry services for eligible offenders.

7. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – February 2018
8. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of February 2018
9. Lewis-Upshur Animal Control Facility Cat Report for the month of February 2018
10. Upshur County Mileage Reports – February 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound

11. Appointments Needed or Upcoming:

12. 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)

Next Regular Meeting of the Upshur County Commission
March 22, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

**Lewis County, West Virginia
Sheriff's Monthly Settlement
February 28, 2018**

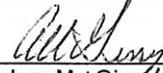
Lewis County
03/08/2018 @ 02:47:08 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	3,678,662.47	180,736.65	408,637.64	657,610.57	3,610,426.19
Coal Severance	28,725.97	2.20	0.00	0.00	28,728.17
General School	3,465.35	4,873.48	0.00	0.00	8,338.83
Magistrate Court	2,502.02	1,502.75	0.00	1,889.00	2,115.77
Worthless Check	47,700.19	400.00	0.00	0.00	48,100.19
Dog and Kennel	5,063.03	65,005.40	0.00	19,482.00	50,586.43
Home Detention	8,115.74	9,266.04	0.00	8,831.87	8,549.91
Emergency 911 Fund	2,989,291.72	315.28	0.00	56,633.95	2,932,973.05
Lewis County Aquatic Fund	716,853.36	664.53	0.00	0.00	717,517.89
Citizens Education	29,315.57	0.00	0.00	0.00	29,315.57
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	874.11	0.00	874.11	0.00
LC Flood Administration	0.00	0.00	0.00	0.00	0.00
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	143,699.31	0.00	143,699.31	0.00
Sheriff Special Account-state	26,352.42	2.02	0.00	0.00	26,354.44
Aquatic Excess Levy	0.00	0.02	609.54	609.56	0.00
County Building	570,934.77	189.09	0.00	0.00	571,123.86
Board of Health	395,667.24	11,900.30	0.00	24,568.61	382,998.93
Tax Lien	466,835.44	0.00	12,227.24	26,006.33	453,056.35
Delinquent Nonentered	17,728.78	0.00	0.00	697.70	17,031.08
Concealed Weapons	58,521.58	2,384.02	0.00	475.00	60,430.60
Assessor Valuation	200,621.63	31,266.87	0.00	12,601.59	219,286.91
Voters Registration	5,232.87	0.00	0.00	0.00	5,232.87
State Current	0.00	0.24	7,723.73	7,723.97	0.00
Criminal Charges	0.00	1,022.50	0.00	1,022.50	0.00
Court Reporter	0.00	60.00	0.00	60.00	0.00
State Police	0.00	750.00	0.00	750.00	0.00
Vehicle License	0.00	32,199.50	0.00	32,199.50	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	708.00	670.00	0.00	707.00	671.00
General Current Expenses	0.00	18.32	582,825.60	582,843.92	0.00
Excess Levy	0.00	10.03	318,957.67	318,967.70	0.00
Weston Current	0.00	1.65	52,451.05	52,452.70	0.00
Jane Lew Current	0.00	0.08	2,496.45	2,496.53	0.00
Totals	9,252,298.86	487,814.39	1,385,928.92	1,953,203.42	9,172,838.75

Balance in county depositories - At End of Month	\$	10,309,070.74	Bank errors	
Less: Orders Outstanding	-	(1,590,115.53)	Bank errors	
Add: Deposits in Transit	+	450,383.54		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
Total in county Depositories and Office	\$	9,172,838.75	Total	0.00

True Balance \$ 9,172,838.75

I, Adam M. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of County, West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.



Adam M. Gissy, Sheriff & Treasurer, Lewis County

03/08/18

Dated and sworn to on this date.

Difference 0.00

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

David Farmer
Executive Director

P.O. Box 50285
1900 Kanawha Blvd. East
Charleston, WV 25305
(304) 558-2036
FAX: (304) 558-2115

Jeff Sandy CFE, CAMS
Cabinet Secretary

THE HONORABLE AGNES QUEEN, PRESIDENT
LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE
WESTON, WV 26452

Statement Number: 21182a8e
Statement Date: 3/6/2018
Month Of Service: February, 2018

Pursuant to subsection 10, Article 20, Chapter 31 of the West Virginia Code, the West Virginia Regional Jail and Correctional Facility Authority hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of February, 2018.

The costs per day for inmate maintenance and operation were determined by the Authority according to criteria, procedures, and regulations promulgated in the code of state Regulations at 94 CSR 7, in accordance with article 3, Chapter 29a of the West Virginia Code.

Detail information, including names of inmates and the number of days of inmate maintenance, to support this invoice is attached.

Month: February
NUMBER OF INMATE DAYS: 1478
PER DIEM RATE: \$48.25
AMOUNT DUE - February, 2018 \$71,313.50

This statement amount is due and payable upon receipt.

Please Remit Payment to:
WV Regional Jail and Correctional Facility Authority
P O Box 40258
Charleston, WV 25364



Jim Justice
Governor of West Virginia

March 1, 2018

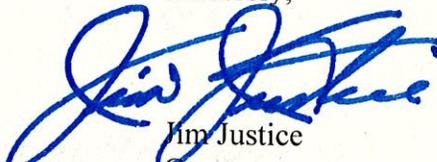
The Honorable Patrick Boyle, President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Dear President Boyle:

It is my pleasure to announce a Records Management and Preservation Board grant award of \$18,916 to provide improvements for the offices of the Lewis County Clerk, Circuit Clerk, and Sheriff. Archives and History Director Joseph N. Geiger, Jr., of the Division of Culture and History, will be in contact with you soon regarding this project, which may commence on July 1, 2018.

I am confident the funds will be put to good use to improve the management and preservation of the county's records for the benefit of its citizens, and commend you for your efforts to enhance access to the public records of Lewis County. These improvements will provide better government service to constituents interested in the business and historical transactions of county government.

Sincerely,


Jim Justice
Governor

cc: Joseph N. Geiger, Jr.

Lewis-Gilmer E-911 Advisory Board

Date: March 12, 2018

The Meeting was called to order by J. Taylor at 14:05 in Lewis County.

Members Present: L. Gerwig, J. Gum, B. Rowan, J. Taylor, J. Spray, C. Money Penny, E. Squires, K. Wiant, KJ Varner,

Also attending: S. Money Penny

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

Committee Reports

Executive Committee: Nothing To Report

Building and Operations: The electric meter on the tower site has been changed. We should find out our consumption at the end of this month.

Budget and Finance: We have made a budget proposal, the Lewis county commission is meeting this afternoon to discuss budgets.

Public Relations: Nothing to Report

Personnel Committee: We have hired 3 for dispatcher positions who started March 1st it is projected that the first of April that will begin training with their supervisors.

EMD/Training Committee: Last month there were two calls below. The cause of this was pre-arrival instructions were not completed. The new hire EMD training has not yet been scheduled for the new hires. There were recommended updates some did not apply to us. There are updates from the American Heart association. Updates will be confirmed with Dr. Snuffer.

Old Business: Paperwork was sent to move the aforementioned dispatcher to a supervisor position. He has completed supervisor training.

New Business: Broad band towers are possibly being put into coordination in Lewis and other counties. One possibly in Roanoke the location is not completely clear. We are sending 3 dispatchers to the WV APCO conference, and J. Gum will be attending the National NENA conference.

Addressing Report: County Signs have been delivered and will in installed and/or delivered in the near future. More construction is taking place in our counties, and requests for addresses.

Chairman's Time:

Director's Report: Director Rowan would like to thank the members of the board for their service in his recent absence.

Benefit of the Organization: E. Squires was talking about control radios being available for the SIRN in July. Next meeting will be April 9th in Lewis County. It has been noted that A&S has moved some trucks into Upshur County.

Our next meeting will be in Lewis County on April 9th 2018

A motion to adjourn n as made by C. Money Penny and Seconded by K Varner Meeting was adjourned.

Joe Spray II , Secretary

James Taylor, Chairman

IN RE: POLLING PLACE CHANGE FOR PRECINCT #2

ORDER

WHEREAS, the County Commission of Lewis County, West Virginia, found it necessary to change the location of the Polling Place for Precinct #2, Walkersville Volunteer Fire Department, to the Ireland Community Building, Court House-Collins Settlement Magisterial District, Lewis County, in accordance with WV Code 3-1-7(g); and

WHEREAS, proper notice having been published in the Weston Democrat for two (2) consecutive weeks and at least thirty (30) days prior to this date.

It is now therefore ordered that the Polling Place for Precinct #2, Walkersville Volunteer Fire Department, be changed to and moved to the Ireland Community Building, Court House-Collins Settlement Magisterial District, Lewis County.

Ordered and Attested to this 19th day of March, 2018, by the Lewis County Commission and the Clerk of said Commission.

Patrick D. Boyle, President

Agnes G. Queen

Roderick B. Wyman

ATTEST:

Cynthia S. Rowan, Clerk of the County Commission

Seal

VEHICLES FOR SURPLUS

1995 Jeep VIN#1407

1997 Jeep VIN#4854

1999 Jeep VIN#3417

2001 Jeep VIN#8660

2004 Suzuki VIN#7308

2002 Pontiac GrandAm VIN#1373

2003 Pontiac Sunfire VIN#5770

1999 Dodge VIN#0597

1999 Chevy VIN#9443