

# 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 April 9, 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, April 5, 2018.  
(*action required*)

### APPOINTMENTS

3. 10:10 AM **Proclamation Celebrating Telecommunicators Week**  
The Lewis County Commission is asked to execute a proclamation honoring Lewis Gilmer E911 Telecommunicators and declaring the week of April 9-13, 2018 as Telecommunicators Appreciation Week in Lewis County.  
(*action required*)
4. 10:15 AM **Proclamation Celebrating Animal Control Week**  
The Lewis County Commission is asked to execute a proclamation honoring Lewis County Animal Control Officers and declaring the week of April 9-13, 2018 Animal Control Appreciation Week in Lewis County. (*action required*)

### CORRESPONDENCE

5. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, April 5, 2018. (*information only*)
6. **Sheriff's Month Vehicle Report:** Sheriff's Monthly Vehicle report for March 2018 including fleet mileage. (*information only*)

### BUSINESS

7. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Congressman Mooney-Regional Roundtable. (*information only*)
8. **West Virginia Public Safety Expo Training Request:** Request for Roberta Stalnaker and Patricia Moran, Lewis Gilmer E911 Telecommunicators to attend the West Virginia Public Safety Expo in Charleston, WV for training on May 9 and 10, 2018. (*action required*)

9. **Approval of the Lewis County Personnel Policy:** The County Commission conducted work sessions to update the personnel policy manual. The manual with these updates included is presented for review and possible adoption. *(action required)*
10. **Louis Bennett Public Library Board of Trustees Resignation:** Resignation of Tiffany Litton from the Louis Bennett Public Library Board of Trustees effective April 3, 2018. *(action required)*

**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, April 5, 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, April 5, 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, April 5, 2018. *(action required)*
14. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, April 5, 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.**



## *National Telecommunicators Week*

*APRIL 9 2018-APRIL 13, 2018*

**WHEREAS**, dedicated Telecommunicators and dispatchers daily serve the Citizens of Lewis County by answering emergency calls for police, fire, and medical services, and by dispatching the appropriate assistance as quickly as possible; and

**WHEREAS**, public safety Telecommunicators are the vital link between the citizen calling for help and the agencies which assist them; and

**WHEREAS**, public safety Telecommunicators are professionals whose behind-the-scenes and often unrecognized actions are responsible for helping protect people and property; and

**WHEREAS**, professional Telecommunicators work to improve the emergency response capabilities of these communications systems through their leadership and participation in training programs to improve their skills; and

**WHEREAS**, the Lewis County Commission wishes to join government and agencies across the nation in setting aside the second week of April, 2017, to recognize Telecommunicators for their crucial role in the protection of life and property:

**NOW, THEREFORE, BE IT RESOLVED** by the Lewis County Commission, on Monday, April 9, 2018 that this second week of April be designated as **NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK** in honor and recognition of our community's 9-1-1 Telecommunicators and the vital contribution they make in the safety and well-being of our citizens.

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\_\_\_\_\_  
**Patrick Boyle, President**

**Attested:** \_\_\_\_\_

**Cynthia S. Rowan, Lewis County Clerk**

\_\_\_\_\_  
**Agnes Queen, Commissioner**

\_\_\_\_\_  
**Rod Wyman, Commissioner**

# Proclamation

## NATIONAL ANIMAL CONTROL APPRECIATION WEEK

APRIL 9<sup>th</sup> -13th, 2018

**WHEREAS**, the National Animal Control Association has designated the second week of April as National Animal Control Appreciation Week; and

**WHEREAS**, the various Federal, State and Local Government Officials throughout our country take this time to recognize, thank, and commend all Animal Control Officers for the dedicated service they provide to our citizens and agencies throughout the county; and

**WHEREAS**, the Lewis County Commission would like to express its sincere thanks and appreciation for the outstanding service our Animal Control Officers, John Snyder and Dwight Senter, provide on a daily basis to our county's citizens; and

**WHEREAS**, the Lewis County Commission recognizes and commends the Animal Control Officers for the many dedicated and long hours of service performed in serving the community, and for fulfilling the Animal Control Officers commitment to providing the highest and most caring level of service; and

**WHEREAS**, the Lewis County Commission wishes to commend Mr. Snyder and Mr. Senter for their service; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lewis County Commission does hereby officially recognize the week of April 9-13, 2018 as **Lewis County Animal Control Officers Week**, and respectfully asks all citizens to join in expressing their sincere appreciation for the many long hours of outstanding service these individuals provide throughout the year to assure the safety and welfare of all.

\_\_\_\_\_  
Patrick D. Boyle, President

\_\_\_\_\_  
Agnes Queen, Commissioner

Attested: \_\_\_\_\_  
Cynthia S. Rowan  
Lewis County Clerk

\_\_\_\_\_  
Rod Wyman, Commissioner



## Upshur County Commission 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: April 5, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 29, 2018
- 9:05 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during January 4<sup>th</sup> meeting*)
- 9:15 a.m. Discuss property owned by Todd Spencer Walter Gould located in Washington Tax District – Tax Map 7J – Parcel Number 11 (*last extension was approved during January 4<sup>th</sup> meeting*)
- 9:30 a.m. Discuss property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1 (*last extension was approved during January 4<sup>th</sup> meeting*)
- 9:40 a.m. Addie Helmick and Bobbi Cox on behalf of Women’s Aid in Crisis –Presentation of Sexual Assault Awareness Month Proclamation
- 9:45 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention
- Requesting the Month of April 2018 to be proclaimed as Child Abuse Prevention and Awareness Month;
  - Presentation of “Tie One to End Child Abuse” Proclamation; and,
  - Requesting For April 16, 2018 be proclaimed as Children’s Memorial Flag Day.

*(Recess for raising of flag)*

- 10:15 a.m. Brian Clem with GST – Discuss County’s internet options. The current Frontier contract with the state will expire on December 31, 2018; however, a 15% price increase will take effect in July.
- 10:30 a.m. Kenneth ‘Brian’ Shreves, Office of Emergency Management Director--Consider Order to change the name of the Upshur County Office of Emergency Management to the Upshur County Department of Homeland Security and Emergency Management. This change will increase the likelihood of eligibility for additional grants.

### Items for Discussion / Action / Approval:

1. Review and approval of a Public Notice scheduling the inspection and testing of election equipment for the May 2018 Primary Election to take place at 9:00 a.m. on Friday, April 20, 2018 at the Upshur County Courthouse.\*

2. Review and approval of a Public Notice scheduling a special meeting at 9:00 a.m. on April 25, 2018 to consider the change of voting systems for Upshur County. This meeting will take place at the Administrative Annex.\*
3. Discussion regarding the possible creation of a Court Security Committee or Advisory Board. Signature of letter to Judicial Staff regarding the same.\*
4. Discussion and approval of Buckhannon-Upshur Recreational Park 2018 Hours of Operation and Fee Schedule.\*
5. Approval of the Rental Contract for use at the Buckhannon-Upshur Recreational Park for the 2018 season. \*
6. 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 \$6,168. This is for Request for Funds #8.\*
7. Approval and signature of Agreement between the Division of Culture and History for and on behalf of Archives and History for and on behalf of the Records Management and Preservation Board and the Upshur County Commission for fiscal year July 1, 2018 through June 30, 2019. The award amount is \$10,955 with a ten percent cash match to be provided by the County.\*
8. Correspondence from Shane Whitehair, Executive Director of Region VII Planning and Development Council regarding Small Cities Block Grant recipient requirements to affirmatively further fair housing. Approval and signature of a Resolution proclaiming April 2018 as Fair Housing Month.\*
9. Correspondence from Deidra Casto, Union Elementary School 5<sup>th</sup> grade teacher, requesting the donation of pool passes to be used as incentives for students who are taking the WV Standards Based Assessment. These incentives will be used to motivate the students to attend and do their best this year on the WVSBA.\*
10. Correspondence from Laura Meadows on behalf of the Parent Involvement Committee for Mountain CAP of WV, Creative Beginnings, requesting the donation of season passes to the Upshur County Recreational Park Pool to be used as prizes during an upcoming bingo fundraising event.\*
11. Correspondence from Kim Hanline, French Creek Elementary PTO Treasurer, requesting for the rental fee of the large pavilion on May 5<sup>th</sup> to be waived. The pavilion has been reserved to conduct a "Fun Run" fundraiser to raise money for the school.\*
12. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
13. 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. Notice of Approval of the Levy Estimate (Budget) for the fiscal year beginning July 1, 2018 from the WV State Auditor
2. Upshur County E911 Communication Reports --- February 2018
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
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  
April 12, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*\*\*There will be a Special Commission Meeting held at the Upshur County Administrative Annex on Tuesday,  
April 17, 2018 at 9:00 a.m. \*\*\*

## MARCH 2018 MILEAGE REQUEST

### UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 25,421

151 Hyre Temp / 14 EXPLORER 51,172

152 Money Penny 3170 / 13 POLICE INTERCEPTOR 65,911

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 80,450

154 Moran 2868 / 10 Spare TAHOE 70,691

155 Lopez 1910 / 13 POLICE INTERCEPTOR 69,001

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 46,125

157 Clark 2824 / 11 TAHOE 97,130

158 Hendershot 2829 / 11 TAHOE 86,698

159 Carey 2727 / 10 TAHOE 104,156

160 Hummel 2966 / 12 CAPRICE 83,447

161 VanMeter 1643 / 11 TAHOE 73,671

162 Turner 1232 / 07 CROWN VIC 106,114



Untitled

TO WHOM IT MAY CONCERN

PATRICIA MORAN AND ROBERTA STALNAKER WOULD LIKE TO GO TO THE WV  
PUBLIC SAFETY

EXPO IN CHARLESTON FOR CLASSES ON MAY 9TH AND 10TH.

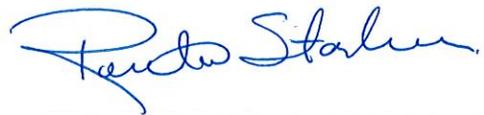
AGENDA IS ATTACHED

THANK YOU IN ADVANCE

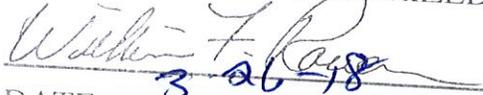
PATRICIA MORAN



ROBERTA STALNAKER



ALLOWED  
AND PAYMENT AUTHORIZED



DATE 3-26-18

WFR



# Agenda

## West Virginia Public Safety Expo

All Events

**EMS**

Public

Technical Rescue

Communications

Law Enforcement

Firefighters

Saturday May 5, 2018	Sunday May 6, 2018	Monday May 7, 2018	Tuesday May 8, 2018	Wednesday May 9, 2018	Thursday May 10, 2018	Friday May 11, 2018	Saturday May 12, 2018
Structural Collapse for Engine Companies 08:30 17:00	Structural Collapse for Engine Companies 08:30 17:00	Certified Training Officer (APCO CTO) 08:30 17:00	Certified Training Officer (APCO CTO) 08:30 17:00	★ Temple Shooting 08:30 12:00	Firefighting In Multiple dwellings 08:30 11:00	BLS Level 08:30 17:00	Fire Communications & Terminology 08:30 12:00
Vehicle Rescue 08:30 17:00	Vehicle Rescue 08:30 17:00	ICS 300 08:30 17:00	ICS 300 08:30 17:00	ALS Level 08:30 17:00	ALS Level 08:30 11:30	CPR 08:30 17:00	CPR 08:30 17:00
		PHTLS 08:30 17:00	PHTLS 08:30 17:00	Anatomy of the Call 08:30 17:00	Submerged Vehicle Rescue 08:30 12:00	Fire Protection 08:30 17:00	Fire Protection 08:30 17:00
				Certified Training Officer (APCO CTO) 08:30 17:00	BLS Level 08:30 17:00	Stop The Bleed 08:30 17:00	Live Fire Training / Thermal Imaging 08:30 17:00

Saturday  
May 5, 2018

Sunday  
May 6, 2018

Monday  
May 7, 2018

Tuesday  
May 8, 2018

Wednesday  
May 9, 2018

Thursday  
May 10, 2018

Friday  
May 11, 2018

Saturday  
May 12, 2018

Modern  
Suburban  
Fire  
Operations  
08:30  
17:00

Passion in  
Leading  
08:30  
17:00

**Radio  
Programming**  
08:30  
17:00

SHIELD  
08:30  
17:00

Submerged  
Vehicle  
Rescue  
08:30  
17:00

Tower  
Rescue Ops  
08:30  
17:00

**Enhanced 911  
Call Taking**  
08:30  
17:00

Hill Country  
Combatives  
08:30  
17:00

OSAT  
08:30  
17:00

**Radio  
Programming**  
08:30  
17:00

Situation  
Awareness  
08:30  
17:00

**Suicidal  
Intervention  
by  
PowerPhone**  
08:30  
17:00

Tactical  
Combat  
Casualty  
Care  
08:30  
17:00

Tower  
Rescue  
Ops  
08:30  
17:00

Patrol  
Rifle  
Course  
09:00  
17:00

Strategy  
& Tactics  
09:00  
17:00

**PHTLS**  
08:30  
17:00

Stop The Bleed  
08:30  
17:00

Tactical Combat  
Casualty Care  
08:30  
17:00

Tower Rescue  
Ops  
08:30  
17:00

Fire Officer 1 & 2  
09:00  
17:00

Patrol Rifle  
Course  
09:00  
17:00



Saturday  
May 5, 2018

Sunday  
May 6, 2018

Monday  
May 7, 2018

Tuesday  
May 8, 2018

Wednesday  
May 9, 2018

Thursday  
May 10, 2018

Friday  
May 11, 2018

Saturday  
May 12, 2018

Food Trucks /  
Fairs &  
Festivals  
09:00  
12:00

Political  
Environment  
and Legal  
Matters for  
Code  
Officials: Fire  
Marshal's  
Management  
Institute  
Modules- Intl.  
Fire Marshal  
Assoc. (IFMA)  
13:00  
17:00

Aurora PD  
Century 16  
Presentation  
13:30  
17:00

Tower Rescue  
Ops  
08:30  
17:00

Fire Safety for  
New Battery  
Technologies  
09:00  
12:00

Patrol Rifle  
Course  
09:00  
17:00

Additive  
Manufacturing  
(3-D Printing)  
New  
Technology  
and the  
Regulatory  
Landscape  
13:00  
16:00

Fire  
Operations in  
Non-  
Residential  
Occupancies  
13:00  
17:00



Tiffany Litton  
1470 Copley Rd  
Weston, WV 26452  
March 30, 2018

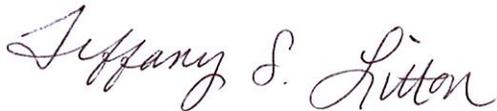
Louis Bennett Public Library Board of Trustees  
Lewis County Commissioners  
Katrina Johnson, Louis Bennett Library Interim Director  
148 Court Avenue  
Weston, WV 26452

Dear Katrina, County Commissioners, and fellow board members:

It is with regret that I tender my resignation from the Louis Bennet Public Library effective April 3, 2018.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past ten months, and I offer my best wishes for its continued success.

Sincerely,

A handwritten signature in cursive script that reads "Tiffany S. Litton". The signature is written in black ink and is positioned above the typed name and title.

Tiffany S Litton  
Louis Bennett Public Library Board of Directors Secretary