

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 16, 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 12, 2018.
(action required)

APPOINTMENTS

- 3. 10:10 AM Oath of Office for Richard Messenger**
RE: Richard Messenger was reappointed as a member of the Lewis County Park and Recreation Board. The oath of office will be administered. *(action required)*
- 4. 10:15 AM Cannon Wadsworth, Global Science and Technology**
RE: Mr. Wadsworth will present Global Science and Technology's report on internet providers to be contracted for service to the courthouse when the current provider's contract expires in July of this year. This information is for consideration by the commission. *(action required)*

CORRESPONDENCE

- 5. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for April 12, 2018. *(information only)*
- 6. Sheriff's Monthly Reconciliation:** Sheriff Adam Gissy submits the March 2018 Monthly Settlement (reconciliation) of Lewis County financial accounts. *(information only)*
- 7. West Virginia Regional Jail and Correctional Facility Monthly Invoice:** March 2018 monthly invoice to Lewis County for inmates housed in the Regional Jail: 1,512 days X \$48.25 per diem=\$72,954.00. *(information only)*
- 8. Jane Lew Public Service District Meeting Agenda:** Agenda for April 12, 2018 Jane Lew Public Service District Regular Meeting. *(information only)*
- 9. WV State Auditor's Office Levy Estimate Approval:** Notice of approval of the Fiscal Year 2019 Lewis County Levy Estimate (budget). *(information only)*

- 10. Public Service Commission E911 Wireless Fee Quarterly Disbursement :** Disbursement of Wireless E-911 Subscriber Fees for January, February, and March 2018 in the amount of \$117,098.28 was received. Last quarter the disbursement was \$120,659.81. *(information only)*

BUSINESS

- 11. Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Fire Board; Alum Bridge Neighborhood Watch; Northwest Water Project Status Meeting; Local Community Government Leadership Academy; Stonewall Jackson Dam Inspection.
- 12. Time Sheets and Leave Requests: None**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 13. 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 12, 2018. *(action required)*
- 14. 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 12, 2018. *(action required)*
- 15. 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 12, 2018. *(action required)*
- 16. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, April 12, 2018. *(action required)*

ADJOURNMENT:

- 17. 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, **Richard Messenger**, 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 member of the
Lewis County Parks and Recreation Board 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 16th day of April, 2018

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: April 12, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 5, 2018

9:15 a.m. Shawn Tucker, Upshur County Youth Soccer Association, Inc. – Discuss future development plans for the Wellness Complex property

Items for Discussion / Action / Approval:

1. Correspondence from Edwin Beer announcing his resignation from the Safe Structures and Sites Enforcement Board, effective immediately.
2. Approval and signature of the WV Courthouse Facilities Improvement Authority Fund – 14th Cycle -- Project Completion Report and Request for Reimbursement.
3. 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 Clayton J. Fitzsimmons with the Fitzsimmons Law Firm PLLC providing an update regarding the opioid epidemic lawsuit.
2. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Thomas Moates regarding his property located in Warren Tax District – Tax Map 6C – Parcel Number 4. During the regularly scheduled Commission Meeting conducted on April 5, 2018, the Commission moved to grant Mr. Moates a sixty day extension to bring the property into full compliance with the Ordinance.
3. Correspondence from Tabatha R. Perry, Assistant Administrator, to Todd Spencer Walter Gould regarding his property located in Washington Tax District – Tax Map 7J – Parcel Number 11. During the regularly scheduled Commission Meeting conducted on April 5, 2018, the Commission moved to grant Mr. Gould a sixty day extension to bring the property into full compliance with the Ordinance.
4. Correspondence from Tabatha R. Perry, Assistant Administrator, to Frank Kelley regarding his property located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. During the regularly scheduled

Commission Meeting conducted on April 5, 2018, the Commission moved to grant Mr. Kelley a sixty day extension to bring the property into full compliance with the Ordinance.

5. Upshur County Building Permits for the month of March 2018

6. Appointments Needed or Upcoming:

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

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
April 19, 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. ***

*There will be a Special Commission Meeting held in the County Clerk area and the Upshur County Administrative Annex on Friday, April 20, 2018 at 9 a.m. & 2 p.m. respectively *

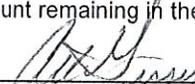
Lewis County, West Virginia
Sheriff's Monthly Settlement
March 31, 2018

Lewis County
 04/10/2018 @ 10:49:52 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	3,614,375.35	206,612.34	1,001,519.40	618,049.69	4,204,457.40
Coal Severance	28,728.17	2.36	0.00	0.00	28,730.53
General School	8,338.83	10,185.51	0.00	0.00	18,524.34
Magistrate Court	2,115.77	2,033.75	0.00	167.97	3,981.55
Worthless Check	48,100.19	325.00	0.00	0.00	48,425.19
Dog and Kennel	50,517.58	754.00	0.00	603.13	50,668.45
Home Detention	8,549.91	7,800.82	0.00	5,432.10	10,918.63
Emergency 911 Fund	2,931,490.74	142,609.78	0.00	71,186.20	3,002,914.32
Lewis County Aquatic Fund	717,517.89	1,963.33	0.00	0.00	719,481.22
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	1,055.15	0.00	1,055.15	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	149,918.27	0.00	0.00	149,918.27
Sheriff Special Account-state	26,354.44	2.09	0.00	4,219.59	22,136.94
Aquatic Excess Levy	0.00	1,309.50	570.30	1,879.80	0.00
County Building	571,123.86	29.35	0.00	0.00	571,153.21
Board of Health	382,998.93	4,672.37	0.00	29,993.68	357,677.62
Tax Lien	453,056.35	0.00	9,413.53	40,040.09	422,429.79
Delinquent Nonentered	17,031.08	0.00	0.00	0.00	17,031.08
Concealed Weapons	60,430.60	3,759.15	0.00	6,823.97	57,365.78
Assessor Valuaton	218,737.90	36,700.50	0.00	11,778.69	243,659.71
Voters Registration	5,232.87	1.48	0.00	0.00	5,234.35
State Current	0.00	0.30	9,211.94	9,212.24	0.00
Criminal Charges	0.00	1,413.86	0.00	1,413.86	0.00
Court Reporter	0.00	140.00	0.00	140.00	0.00
State Police	0.00	830.00	0.00	830.00	0.00
Vehicle License	0.00	39,562.50	0.00	39,562.50	0.00
State Fines	0.00	692.83	0.00	692.83	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	671.00	640.50	0.00	670.00	641.50
General Current Expenses	0.00	15,443.34	1,428,715.48	1,444,158.82	0.00
Excess Levy	0.00	8,215.58	770,683.06	778,898.64	0.00
Weston Current	0.00	1.21	36,809.38	36,810.59	0.00
Jane Lew Current	0.00	0.11	3,428.59	3,428.70	0.00
Totals	9,174,687.74	636,674.98	3,260,351.68	3,107,048.24	9,964,666.16

Balance in county depositories - At End of Month	\$	12,544,319.31	Bank errors	
Less: Orders Outstanding	-	(3,680,137.44)	Bank errors	
Add: Deposits in Transit	+	1,096,984.29		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)				
Total in county Depositories and Office	\$	9,964,666.16	Bank errors Total	0.00
			True Balance \$	9,964,666.16

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

April 10, 2018

 Dated and sworn to on this date.

Difference 0.00

Sheriff's Monthly Settlement
March 31, 2017

04/07/2017 @ 02:13:17 PM

General County
 Coal Severance
 General School
 Magistrate Court
 Worthless Check
 Dog and Kennel
 Home Detention
 Emergency 911 Fund
 Lewis County Aquatic Fund
 Citizens Education
 Federal Equitable
 Fire Fees
 LC Flood Relief Fund
 ITIA Broadband Project
 North West Acquisition Project
 Sheriff Special Account-state
 Aquatic Excess Levy
 County Building
 Board of Health
 Tax Lien
 Delinquent Nonentered
 Concealed Weapons
 Assessor Valuation
 Voters Registration
 State Current
 Criminal Charges
 Court Reporter
 State Police
 Vehicle License
 State Fines
 State Jury
 Deputies Fund
 General Current Expenses
 Excess Levy
 Weston Current
 Jane Lew Current

Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
3,020,368.56	292,804.52	1,381,085.68	734,376.07	3,959,882.69
21,273.58	1.81	0.00	0.00	21,275.39
5,148.38	7,091.84	0.00	12,100.00	140.22
1,807.99	1,446.00	0.00	2,022.71	1,231.28
58,715.95	175.00	0.00	1,727.88	57,163.07
15,874.74	412.00	0.00	416.58	15,870.16
13,246.09	7,653.20	0.00	16,446.37	4,452.92
2,995,985.15	149,675.91	0.00	108,425.62	3,037,235.44
494,481.35	161,611.80	0.00	0.00	656,093.15
11,952.87	0.00	0.00	478.44	11,474.43
0.71	0.00	0.00	0.00	0.71
0.00	4,150.59	0.00	4,150.59	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
29,310.90	2.46	0.00	1,541.47	27,771.89
0.00	593.38	160,977.18	161,570.56	0.00
570,126.16	30.30	0.00	0.00	570,156.46
378,609.77	50,936.77	0.00	30,725.46	398,821.08
400,703.38	0.00	10,705.28	11,190.37	400,218.29
7,100.63	0.00	30.00	0.00	7,130.63
58,220.70	1,892.34	0.00	910.00	59,203.04
207,341.89	39,564.05	0.00	37,342.45	209,563.49
5,151.84	1.27	0.00	0.00	5,153.11
0.00	0.34	15,216.26	15,216.60	0.00
0.00	2,247.45	0.00	2,247.45	0.00
0.00	145.00	0.00	145.00	0.00
0.00	700.00	0.00	700.00	0.00
0.00	27,981.00	0.00	27,981.00	0.00
0.00	250.00	0.00	250.00	0.00
0.00	0.00	0.00	0.00	0.00
634.00	782.50	0.00	633.00	783.50
0.00	6,976.32	1,871,367.92	1,878,344.24	0.00
0.00	3,711.37	1,006,841.12	1,010,552.49	0.00
0.00	1.01	45,811.68	45,812.69	0.00
0.00	0.12	5,508.11	5,508.23	0.00
TOTALS	8,296,054.64	760,838.35	4,497,543.23	4,110,815.27
				9,443,620.95

in county depositories - At End of Month	\$	12,458,806.88	Bank errors	
Orders Outstanding	-	(4,705,014.84)	Bank errors	
Deposits in Transit	+	1,686,328.91		
in Office at End of Month	+	3,500.00		
Adjustments (+ or -)				
in county Depositories and Office	\$	9,443,620.95	Bank errors	
			Total	0.00
			True Balance \$	9,443,620.95

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 Lewis County, West Virginia, for the month ending referenced above. The amount received, the amount disbursed and the amount remaining in the Treasury and County Depositories.

Adam M. Gissy 1438
 Adam M. Gissy, Sheriff & Treasurer, Lewis County

April 7, 2017
 Dated and sworn to on this date.

Difference (0.00)



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: 31182a8e
Statement Date: 4/4/2018
Month Of Service: March, 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 March, 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: March
NUMBER OF INMATE DAYS: 1512
PER DIEM RATE: \$48.25
AMOUNT DUE - March, 2018 \$72,954.00

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

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

April 12, 2018 4:00 PM

~~ Public Board Meeting Agenda ~~

- I. Call to Order (Bailey)

~~ ROUTINE MONTHLY BUSINESS ~~

- II. Minutes (03/08/18)
III. General Manager's March Reports (Gee)
 A. WATER:
 1. Water Bills
 2. Water Treasury Report
 3. Water Adjustments Report
 4. Water Purchase, Sales & Loss Report
 5. Water Preventive Maintenance Report
 6. Water Repairs Report (*fixing unplanned breakdowns*)
 7. Leak Detection Report
 8. Cross Connections/Backflow Report
 9. New Taps (non-project)
 10. Other
 B. WASTEWATER:
 1. Wastewater Bills
 2. Wastewater Treasury Report
 3. Wastewater Adjustments Report
 4. Wastewater Treatment Purchase, Sales & Loss Report
 5. Wastewater Preventive Maintenance Report
 6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
 7. New Taps (non-project)
 8. Other
IV. Extensions and Road Bores
V. PSD Policies and Job Descriptions
VI. Personnel
VII. Announcements
VIII. Correspondence

~~ OLD BUSINESS ~~

~~ NEW BUSINESS ~~

- IX. Late-Received Agenda Items (Gee)
X. Adjournment (Bailey)



State of West Virginia
John B. McCuskey

State Auditor

Office of the State Auditor
Local Government Services
153 West Main Street, Suite C
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

April 2, 2018

NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)

TO: Lewis County Commission

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2018.

With this written approval, the levying body shall meet on the third Tuesday in April (April 17) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Karen Drain extension 5101.

Sincerely,
John B. McCuskey
WV State Auditor

A handwritten signature in blue ink, appearing to read "Ora L. Ash".

By: Ora L. Ash
Deputy State Auditor
Local Government Services

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

April 5, 2018

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$117,098.28 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of January, February, and March 2018. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp