

# COUNTY COMMISSION OF LEWIS COUNTY

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**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, April 23, 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 19, 2018.  
(*action required*) \_\_\_\_\_

## **APPOINTMENTS**

- 3. 10:10 AM**      **Global Science and Technology**  
**RE: Internet Service Provider Comparison**  
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 2018. This information is for consideration by the commission. (tabled from April 16, 2018)(*action required*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for April 19, 2018. (*information only*)
- 5. Lewis-Gilmer 911 Monthly Call Report:** Lewis Gilmer 911 call report for the month of April including: number of calls by agency, distributions of calls and call comparisons. (*information only*)
- 6. Coal Severance Tax Distribution:** Coal Severance Tax for January, February and March 2018 in the amount of \$7,342.77. Last quarter the county received \$8,406.22. (*information only*)
- 7. Lewis County Park Board Meeting Minutes:** Minutes of the Lewis County Park Board meeting held March 19, 2018. (*information only*)

## **BUSINESS**

- 8. Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Firefighters Association; Lewis Upshur Local Emergency Planning Committee; Public Testing of the AutoMark voting machines; Lewis County School Advisory Council; Weston Neighborhood Watch; Emergency Proclamation due to Natural Disaster; Laying of the Fiscal Year 2019 Levy. (*information only*)

9. **West Virginia University Extension Service Annual Agreement:** The Lewis County Commission is asked to approve the Annual Agreement between the County Commission, West Virginia University Cooperative Extension Service and the County Extension Service Committee. The agreement state the county commission will contribute \$33,506.14 that will be used for the benefited salary for a secretary. *(action required)*
10. **Resolution #8 for Disbursement of Funds for the Northwest Water Project:** The Lewis County Commission is asked to execute resolution #8 in the amount of \$105,299.42 for work completed on the Northwest Water Project. *(action required)*
11. **Time Sheets and Leave Requests:** None

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

**The Lewis County Commission will conduct an executive work session at 1:15 PM in the Commission Meeting Room with Sheriff Adam M. Gissy. The purpose of this executive session (per WV Code §6 – 9A – 4 ) is to discuss personnel issues.**

## 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 19, 2018

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

Approval of Minutes:

- April 12, 2018
- April 16, 2018 – Emergency Meeting
- April 17, 2019 – Special Meeting

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

3:00 p.m. Court Security Meeting

### Items for Discussion / Action / Approval:

1. Approval of Early Voting Poll Workers for the May 2018 Primary Election.
2. Correspondence from the Lewis-Upshur Animal Control Facility in conjunction with Claws & Whiskers Rescue Foundation requesting the donation of pool passes for a benefit bingo scheduled to take place on April 22, 2018. All proceeds will go directly towards the facility animals.
3. Approval and signature of a Permit to Enter Upon, Under, Over or Across the State Roads of the State of WV and an Application for WVDOH D-7 Encroachment Permit. Upon approval by the WVDOH, this permit will allow the County Maintenance Department to remove two pavilions located at the Pringle Tree overlook.
4. Correspondence from Laura B. Meadows, Executive Director of the Upshur County Convention & Visitors Bureau, requesting the reappointment of Jonathon Teets to the CVB Board of Directors as the tourism representative, effective July 1, 2018 through June 30, 2021.
5. Correspondence from Cpl. Rodney S. Rolenson requesting reappointment to the Enhanced Emergency Telephone Advisory Board. Cpl. Rolenson's current term expires on June 30, 2018 and he serves as the law enforcement representative. Upon approval, Cpl. Rolenson's term will expire on June 30, 2021.
6. Correspondence from Kimbra L. Wachob, Upshur County Emergency Communications Center Assistant to the Director, requesting the employment of William Nick Wilfong as full-time telecommunicator, effective April 23, 2018. Upon approval, Mr. Wilfong's rate of pay will be \$11.00 per hour.
7. 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 – March 2018
2. Lewis-Upshur Animal Control Facility Cat Report for the month of March 2018
3. Upshur County Mileage Reports – March 2018
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
4. Appointments Needed or Upcoming:
  - Upshur County Safe Structures and Sites Enforcement Board (unexpired term- June 30, 2018) – Community Member

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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
April 26, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*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 \*

\*There will be a Special Commission Meeting held at the Upshur County Administrative Annex on Wednesday, April 25, 2018 at 9:00 a.m. \*





2018

## LEWIS-GILMER E-911 TELETYPE REPORT

		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LEWIS COUNTY	10-27	510	462	522										1494
	10-28	472	461	454										1387
	III & CIB	251	372	323										946
	OTHER	24	9	18										51
	DVP	26	37	40										103
CITY	10-27	305	203	349										857
	10-28	223	242	294										759
	III & CIB	58	27	65										150
	OTHER	7	5	22										34
	DVP	12	8	12										32
STATE	10-27	91	80	84										255
	10-28	68	41	48										157
	III & CIB	11	18	42										71
	OTHER	0	0	1										1
	DVP	13	2	4										19
DNR	10-27	14	21	21										56
	10-28	7	8	12										27
	III & CIB	0	8	2										10
	OTHER	1	40	5										46
	DVP	4	5	2										11
PROSECUTOR	10-27	22	33	13										68
	10-28	0	0	0										0
	III & CIB	35	110	103										248
	OTHER	0	0	0										0
	DVP	0	0	0										0
PROBATION	10-27	3	19	2										24
	10-28	0	0	0										0
	III & CIB	33	41	7										81
	OTHER	6	0	0										6
	DVP	0		0										0
SWJS PARK	10-27	0	0	0										0
	10-28	1	0	1										2
	III & CIB	0	0	0										0
	OTHER	0	0	0										0
	DVP	0	0	0										0
FAMILY COURT	III & CIB		28	101										129
DAY REPORT	10-27	7	6	5										18
	10-28	2	0	0										2
	III & CIB	8	21	15										44
	OTHER	16	14	17										47
	DVP	0	0	0										0
													TOTAL TRANSACTIONS	7135

2018 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	63	39	40										142
	10-28	62	61	42										165
	III & CIB	74	82	60										216
	OTHER	10	2	3										15
	DVP/WAR	1	0	1										2
CITY	10-27	95	101	80										276
	10-28	87	81	54										222
	III & CIB	31	22	31										84
	OTHER	0	0	3										3
	DVP/WAR	4	26	9										39
STATE	10-27	48	64	99										211
	10-28	54	107	82										243
	III & CIB	25	3	20										48
	OTHER	0	0	0										0
	DVP/WAR	13	13	15										41
DNR	10-27	30	23	19										72
	10-28	24	20	22										66
	III & CIB	3	2	0										5
	OTHER	3	0	0										3
	DVP/WAR	10	4	6										20
PROSECUTOR	10-27	3	0	0										3
	10-28	0	0	0										0
	III & CIB	19	22	67										108
	OTHER	0	0	0										0
	DVP/WAR	0	0	0										0
CAMPUS	10-27	4	2	1										7
	10-28	9	2	219										230
	III & CIB	4	3	0										7
	OTHER	0	0	0										0
	DVP/WAR	0	0	0										0
Total Transactions													2228	

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**Subject:** Coal Severance Tax  
**From:** afarnsworth@lewiscountywv.org  
**Date:** Tue, Apr 17, 2018 8:33 am  
**To:** lwhetsell@lewiscountywv.org

Hi, we just got the coal severance tax report and it states that we will be receiving \$7342.77. In January we received \$8406.02.  
Thanks!

**Amanda J. Farnsworth**  
Assistant Chief Tax Deputy  
Lewis County Sheriff's Tax Office  
110 Center Avenue  
Weston, WV 26452  
Phone: (304) 269-8222  
Fax: (304) 269-8698

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## MINUTES OF THE LEWIS COUNTY PARK BOARD OF DIRECTORS

Meeting Date of March 19, 2018

Present: Gene Edwards, President, Betty Hill, Treasurer, Josie Britton, Secretary, John Shaffer, Director, Shirley Taylor, Member, Alyce Henry, Member, Tom Alkire, Maintenance (Agnes Queen and Rod Wyman from County Commission were present prior to meeting but left for another commitment)

There were not enough present to form a quorum at this meeting. We discussed a few items but could not approve any reports or vote on any matters discussed.

The reading of the minutes could not be approved.

The treasurer's report was given by Betty Hill. We discussed the concern of the hotel/motel dispersements being much lower than they were at this time last year. We anticipate that these amounts will increase with the return of the oil and gas industry. The treasurer's report could not be approved.

There were no public comments or concerns.

The director's report was given by John Shaffer. Since taking reservations for the upcoming season beginning on January 1, 2018, John informed us that camping has already increased by \$2,140.10 from 2017. The total to date on the slides is \$575.00; shelters is \$4,212.50; pool is \$2,350.00; camping is \$5,740.10. John also states that there are only NINE open dates left for parties for the 2018 season and the schools have not yet secured their end of year parties. He is anticipating another great year for the park. The director's report could not be approved.

Tom Alkire had a concern about some fluorescent lights in the kitchen area that have burned out bulbs that are no longer replaceable due to discontinued manufacturing. He asked the Board members for advice on how we think he should handle the issue. All that were present agreed that this falls under general maintenance and he should just replace these lights with comparable fixtures.

Old and unfinished business was touched upon. Josie Britton had concerns why the security lighting and cameras were still not installed. According to last year's minutes, Agnes was to address the lighting with Joe Frazier and it was the Board's understanding that this would be completed by the end of last season. Nothing has been done to date. John Shaffer will call Micrologic again about the security cameras.

New business was not discussed.

The next meeting will be Monday, April 23, 2018 @ 6:00 pm. We will meet at the Park.

Respectfully submitted by Josie Britton, Secretary

**COUNTY COMMISSION ANNUAL MEMORANDUM OF AGREEMENT  
WEST VIRGINIA UNIVERSITY COOPERATIVE EXTENSION SERVICE,  
AND THE COUNTY EXTENSION SERVICE COMMITTEE**

This is the ANNUAL MEMORANDUM OF AGREEMENT for the fiscal year beginning July 1, 2018, supplementing the cooperative agreement covering Cooperative Extension work in Lewis County, in accordance with the Code of West Virginia, 1931, Chapter 19, Article 8, as amended and reenacted by the 1963 legislature.

The Cooperative Extension Service of West Virginia University and the County Extension Service Committee recommends the following budget:

Category	Current Appropriation	Amount Requested	Amount Approved	In-Kind Supplemental Services Not Inclusive
<b>Salaries &amp; Fringe (County Employees)</b>				
Clerical	\$32,963.00	\$34,156.00	\$33,506.14	
Program Assistant				
<b>Contracted Services (WVU Employees)</b>				
Agent Salary				
Program Assistant				
Clerical				
<b>Capital Outlay &amp; Equipment</b>				
<b>Current Expenses</b>				
Travel				
Faculty/Staff Prof Development				
Office Supplies				
Postage				
Utilities				
Telephone				
Maintenance & Repair - Expenses				
Office Space & Equipment Rental				
Dues & Subscriptions				
<b>TOTALS</b>	\$32,963.00	\$34,156.00	\$33,506.14	\$0.00

Recommended by the Cooperative Extension Service

Approved by the following members of the County Extension Service Committee at a meeting held on March 29, 2018.

**COUNTY COMMISSION APPROVAL**

Approved by the County Commission of Lewis County on this 23<sup>rd</sup> day of April, 2018.

Original Copy: Extension Finance & Business  
2nd Copy: County Commission  
3rd Copy: County Extension Service Committee

\_\_\_\_\_  
President

**Community Development Block Grant -Small Cities Block Grant Program  
REQUEST FOR PAYMENT**

**TO:** West Virginia Development Office  
1900 Kanawha Boulevard, East  
Building 3, Suite 700  
Charleston, WV 25305  
304-558-2234 304-558-3248

**FROM:** Lewis County Commission  
110 Center Avenue  
Weston, WV 26452

<b>Project Name</b>	Northwest Lewis Water Line Extension Project			<b>Project #</b>	14SCBG0001X	
<b>Drawdown #</b>	10			<b>% of Project Complete</b>	91.3%	
<b>Time Period Covered by this Request:</b>				3/27/2018	TO	4/23/2018
<b>Amount of CDBG Funds on hand at the time of this Request</b>				\$ -		
COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	BALANCE
Administration	\$ -			\$ -		\$ -
Arch/Engineering	\$ 187,300.00	\$ 157,300.00	\$ -	\$ 157,300.00	\$ 157,300.00	\$ 30,000.00
Land Acquisition	\$ -			\$ -		\$ -
Construction	\$ 1,253,977.00	\$ 1,074,815.27	\$ 83,935.60	\$ 1,158,750.87	\$ 778,930.96	\$ 95,226.13
Permits/Ads/Fees	\$ -			\$ -		\$ -
Other				\$ -		\$ -
Other				\$ -		\$ -
<b>SUB-TOTAL:</b>	<b>\$ 1,441,277.00</b>	<b>\$ 1,232,115.27</b>	<b>\$ 83,935.60</b>	<b>\$ 1,316,050.87</b>	<b>\$ 936,230.96</b>	<b>\$ 125,226.13</b>
Less Income						
<b>TOTAL:</b>	<b>\$ 1,441,277.00</b>	<b>\$ 1,232,115.27</b>	<b>\$ 83,935.60</b>	<b>\$ 1,316,050.87</b>	<b>\$ 936,230.96</b>	<b>\$ 125,226.13</b>

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**

Administration — Region VII continues to assist LCC and LCEDA as construction continues.

Engineering — Engineering services and inspection continues during construction. Amount requested is \$0.00.

Construction— Construction continues with Contract #1 (Chojnacki) being approximately 58% complete and Contract #2 (Dan's Marine) being approximately 94% complete. Amount requested is \$83,935.60.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

**Chief Elected Official**

**Date**

*Original Signature Required*

*Copies of Invoices Required*