

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 30, 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 26, 2018.

(action required)

APPOINTMENTS

3. 10:10 AM Presentation of Purple Heart Plaque, Ben Shiflett

RE: The Lewis County Commission executed a proclamation declaring Lewis County a Purple Heart County. A plaque honoring those in Lewis County who have lost their lives or were wounded in combat defending America will be presented. *(action required)*

4. 10:20 AM Chris Richards, Director of Lewis County Convention & Visitors Bureau

RE: Ms. Richards will present the Quarterly Report (January, February and March 2018) of activities by the Lewis County Convention and Visitors Bureau. *(information only)*

5. 10:30 AM Sheriff Adam Gissy

RE:Advice and Consent for Hire

Sheriff Gissy requests advice and consent of the Lewis County Commission per WV Code §7-7-7 to hire Brandon Newbrough as a deputy sheriff. This is to fill a vacant position. Mr. Newbrough has been approved by the Lewis County Civil Service Commission. If approved the oath of office will be administered. *(action required)*

CORRESPONDENCE

6. Upshur County Commission Meeting Agenda: Upshur County Commission Meeting Agenda for April 26, 2018. *(information only)*

BUSINESS

7. **Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Economic Development Authority; Denim Day; Lewis County Park Board. *(information only)*
8. **Lewis County Community Educational Outreach Service (CEOS) Annual Celebration Invitation:** Invitation to the Lewis County Community Educational Outreach Service Annual Celebration and Salad Luncheon on Monday, May 21, 2018 at 12:10pm is presented. A RSVP by May 16, 2018 is requested. *(action required)*
9. **Time Sheets and Leave Requests: None**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

10. **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 26, 2018. *(action required)*
11. **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 26, 2018. *(action required)*
12. **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 26, 2018. *(action required)*
13. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, April 26, 2018. *(action required)*

ADJOURNMENT:

14. **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, **Brandon Newbrough**, 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 Sheriff's Department 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 30th 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 26, 2018

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

Approval of Minutes:

- April 19, 2018
- April 20, 2018 – Special Meeting
- April 25, 2017 – Special Meeting

9:05 a.m. Magistrates Mike Coffman and Kay Hurst – Discuss FY19 court security funding allocation and request for security in the Magistrate Court on a full-time basis by means of employing one full-time bailiff or two part-time bailiffs.

10:30 a.m. Hearing on the Recommendation for Removal of Jason L. Dixon as Administrator in the Estate of Nathaniel Wayne Beckner, deceased.

Items for Discussion / Action / Approval:

1. Order of recommendation to appoint the Sheriff of Upshur County as the Administrator of the Estate of Joyful Peace Sneed, deceased.
2. Order of recommendation to appoint the Sheriff of Upshur County as Guardian for Madison Paige Jack, infant.
3. Approval of the Replacement of Margaret Wilcher with Vernon Bennett as Early Voting Worker.
4. Approval and signature of WV Board of Pharmacy Application for Permit Renewal for the Lewis-Upshur Animal Control Facility to Handle Controlled Substances for period July 1, 2018 to June 30, 2019.
5. Correspondence from Susan Foster regarding the needle exchange program proposal by the Upshur County Health Department. Ms. Foster is requesting for the Commission to recommend to the Board of Health to delay implementation of the needle exchange component of the Harm Reduction Program until the citizens of Upshur County have an opportunity to consider the issues related to the plan, ask questions, obtain information and provide input as to how this program may impact our community.
6. Correspondence from Clifton Shaw requesting reappointment to the Upshur County Fire Board, Inc. for a second term, beginning July 1, 2018 and terminating June 30, 2021.
7. Correspondence from Jennifer Bennett, Treasurer for the Buckhannon Swim Club, requesting use of the Upshur County Recreational Park Pool for the 2018 season. Ms. Bennett is requesting permission for long course practice to take place on Monday, Wednesday and Friday from 7:45 a.m. to 8:45 a.m. and regular practice from 9:00 a.m. to 11:00 a.m., Monday through Friday. The \$400 fee was waived for the

2017 season. In addition, Ms. Bennett has also listed dates the team would like to reserve the pool for home swim meets and the NCWV Championship.

8. Correspondence from Carrie L. Wallace, on behalf of the Buckhannon-Upshur Chamber of Commerce, requesting for the rental fee to be waived when the Chamber utilizes the large pavilion on July 16th for their monthly meeting.
9. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the temporary seasonal employment of Hannah N. Lively as Pool Director / Concession Stand Manager for the 2018 season. Upon approval, Ms. Lively will begin work on or around May 7, 2018 at the hourly wage rate of \$10 until she begins full-time employment on May 13, 2018, at which time she will receive a weekly salary of \$500.00. This seasonal employment will end on August 18, 2018.
10. Approval of seasonal employment of B-U Recreational Facility Assistant Managers, effective May 13, 2018:
Renee Carr -\$10.50 an hour,
Mackenzie T. Bosley-\$10.00; and,
Elizabeth M. Harris-\$10.00 an hour.
11. Approval of employment of Mackenzie Bosley and Tess Betler as seasonal coaches for the "Splashers" swim team. Upon approval, their employment will be effective June 1, 2018 and their cost of pay will be reimbursed to the County in full by "Splashers". Upon approval, each coach will be paid \$1,500 for the season.
12. Correspondence from David E. Godwin, Prosecuting Attorney, requesting the employment of Madison Tenney as full-time administrative assistant, effective May 7, 2018; pending background check results. Upon approval, Ms. Tenney's rate of pay will be \$11.25 per hour.
13. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Director, requesting the employment of Kaly Ocheltree as a part-time program monitor, effective May 1, 2018. As program monitor, Ms. Ocheltree will be paid \$8.75 an hour and work a maximum of 19 hours per week.
14. Correspondence from Kimbra Wachob, Assistant Director of the Upshur County Emergency Communications Center, announcing the resignation of Stephanie M. Jack, full-time telecommunicator, effective April 21, 2018.
Item may lead to Executive Session per WV Code §6-9A-4
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 Janie Moore, Director of the Magistrate Court Services Division for the Supreme Court of Appeals of WV, commending the Commission of Upshur County for taking concerns about

security in the Upshur County Magistrate Court under advisement to protect the Upshur County Magistrates, staff and the citizens of Upshur County.

2. Upshur County Sheriff's Financial Statement for period ending March 2018
3. Mountain Lakes Drug and Violent Crime Unit Press Release
4. Upshur County E911 Communication Reports --- March 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
5. "The Hub" Article dated April 17, 2018 – New Funding for Code Enforcement in WV
6. 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 or by request to the Upshur County Commission Office at 304-472-0535

Tabled Items

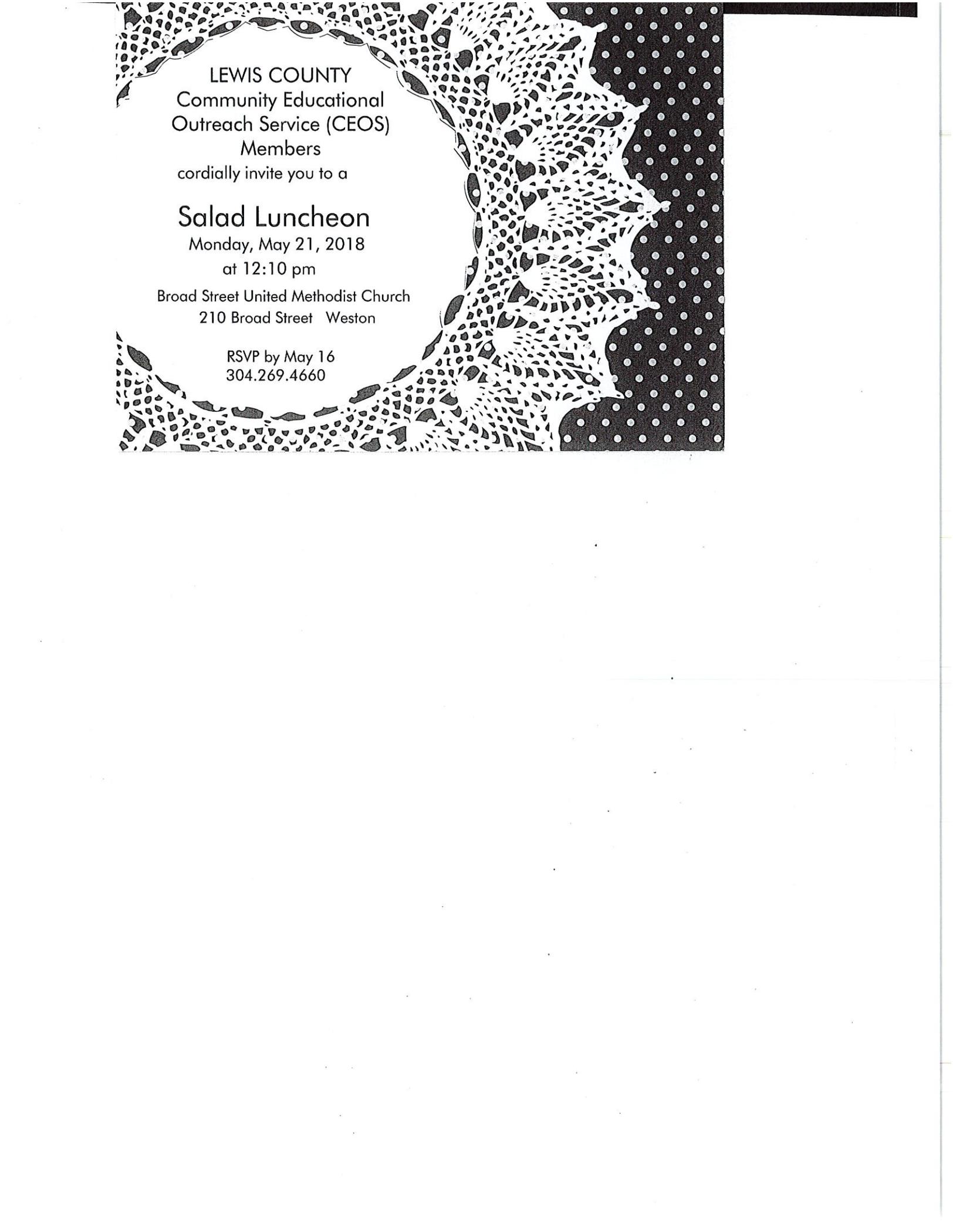
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission

May 3, 2018 --- 9:00 a.m.

Upshur County Courthouse Annex

****The Commission meeting on Thursday, May 31, 2018 has been cancelled****

The background of the invitation is split into two main sections. The left section features a white lace-like pattern on a dark background, forming a decorative border around the text. The right section is a solid dark background with a white polka-dot pattern.

LEWIS COUNTY
Community Educational
Outreach Service (CEOS)

Members
cordially invite you to a

Salad Luncheon

Monday, May 21, 2018

at 12:10 pm

Broad Street United Methodist Church
210 Broad Street Weston

RSVP by May 16
304.269.4660