

# 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  
May 7, 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, May 3, 2018.  
(*action required*)

## **APPOINTMENTS**

- 3. 10:10 AM**      **Lewis County CEOS Week Proclamation**  
RE: The Lewis County Commission will be asked to execute a proclamation honoring the Lewis County Community Educational Outreach Service by declaring May 20 - May 26, 2018 as Community Educational Outreach Service Week in Lewis County. (*action required*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for May 3, 2018. (*information only*)
- 5. Jane Lew Public Service District Meeting Minutes:** Minutes of the Regular Meeting of the Jane Lew Public Service District held on March 8, 2018. (*information only*)
- 6. Lewis County Animal Control Monthly Report:** Report of activities by the Lewis County Animal Control Officer for the month of March 2018 including: number of complaints; number of animals picked up; number of animals brought to the facility; number of animals adopted; number of animals euthanized; and bounty collected. (*information only*)
- 7. Lewis Upshur Animal Control Facility Monthly Report:** Report of activities at the Lewis Upshur Animal Control facility in March 2018 by cat and dog including: number adoptions; number of animals brought in by agency; number of animals rescued; number of animal returned to owner; and number of animals euthanized. (*information only*)
- 8. Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle report for April 2018 including fleet mileage. (*information only*)

## **BUSINESS**

- 9. Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Region VII Planning and Development Council; National Day of Prayer; Test of the 850 Election Counting Machine. *(information only)*
- 10. 2018 Records Management and Preservation Grant Reimbursement:** The Lewis County Commission is asked to execute a request for reimbursement from the 2018 Records Management and Preservation Grant for salaries of county clerk's office employees working after normal business hours indexing documents. *(action required)*
- 11. Culligan Water Quote for Bottled Water Service:** Culligan Water recently visited the courthouse and asked to prepare a quote for bottle water service. They quote \$4.50 per bottle with a \$.50 delivery fee for a total of \$5.00 per bottle. There is a \$6.00 per month dispenser rental cost which is the same the current vendor. Currently the county pays an average of \$7.58 per bottle and uses 14 bottles of water each month. *(action required)*
- 12. Time Sheets and Leave Requests:**
  - a) Lucinda A. Whetsell            April Monthly Time Sheet

## **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, May 3, 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, May 3, 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, May 3, 2018. *(action required)*
- 16. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, May 3, 2018. *(action required)*

## **ADJOURNMENT:**

- 17. With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

## **NOTE:**

**THERE WILL BE NO  
LEWIS COUNTY COMMISSION MEETING ON  
MAY 14 AND MAY 21, 2018.**

### 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](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: May 3, 2018

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

Approval of Minutes:

- April 26, 2018

9:15 a.m. Bid Opening, presentation and award for the repair, patching, painting and sealing of the Upshur County Senior Center Parking Lots

### Items for Discussion / Action / Approval:

1. Approval and signature of Frontier Services Agreement. Upon approval, the services and equipment provided will cost \$525 per month for 100Mbps of service.\*
2. Correspondence from Maria Bray, Buckhannon Dog Park Committee Co-Chair, requesting use of the Buckhannon-Upshur Recreational Park Pool for the last four hours of the season, for a "Drool in the Pool" fundraising event. If approved, for a donation, pets and their humans would be able to enjoy the pool, listen to music and celebrate the end of the Dog Days of Summer. Donations will be used to establish a fully developed site that will include a fenced off-leash dog area, agility course, trails and off-street parking.\*
3. Correspondence from Sheriff David H. Coffman requesting the advertisement for two (2) part-time court security positions. Applications must be received by 4:00 p.m. on May 14, 2018. Upon approval, these positions will be funded beginning July 1, 2018.\*
4. Approval of seasonal employment for Upshur County Youth Camp Staff, effective on May 21, 2018 and various dates thereafter.\*
5. Approval of seasonal employment of B-U Recreational Facility staff, effective May 13, 2018.\*
6. 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. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester

2. Order Following April 26, 2018 Hearing in the Estate of Nathaniel Wayne Beckner, deceased
3. U.S. EPA Brownfields Grant Quarterly Progress Report – Reporting Period January 1, 2018 through March 31, 2018
4. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of March 2018
5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – March 2018
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](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 10, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

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

# Jane Lew Public Service District

70 Park Avenue  
Jane Lew, WV 26378

## Minutes of Regular Meeting March 08, 2018

**Present:** Thomas E. Bailey (Chairman); Elaine B. Flaxer (Secretary); Oscar R. Mills (Board); Nancy E. Gee (General Manager).

**Guests:** None

**Absent:** None

- I. **Call to Order:** The meeting was called to order by Chairman Bailey at 4:00 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

### ~ ROUTINE MONTHLY BUSINESS ~

II. **Minutes:** (02/08/18)

**MOTION:** (Bailey/Mills) to approve attached Minutes of 02/08/18 regular meeting. [Carried Unanimously]

III. **General Manager's February Reports** (Gee)

A. **WATER:**

1. **Bills** (Attached)

**MOTION:** (Flaxer/Bailey) to ratify payment of attached list of water invoices for February 2018. [Carried Unanimously]

2. **Treasury Report** (Attached)

**MOTION:** (Mills/Bailey) to approve attached Water Treasury Report for February 2018. [Carried Unanimously]

3. **Water Adjustments Report** (Attached)

**MOTION:** (Bailey/Flaxer) to approve attached Water Adjustments Report for February 2018. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report** (Attached) – actual unaccounted February loss of 9%.

**MOTION:** (Flaxer/Bailey) to approve attached Water Purchase, Sales & Loss Report for February 2018.

[Carried Unanimously]

5. **Water Preventive Maintenance Report** -

- a) **Lines** -
- b) **Loss Prevention** – daily readings & recordings done; monthly visual check
- c) **Fire + Flushing Hydrants** [58 + 26] –
- d) **Valves** [147] –
- e) **Meters** [659] – per customer request pulled 1½" meter at car wash and sent for testing; came back 99% accurate
- f) **Booster Stations** [3] - checked
- g) **Tanks** [2] –
- h) **Office Furnace + A/C** –

- i) Vehicles [Truck + ½ Buggy] – nothing
  - j) Generators [1 big port + 2 small] – nothing
  - k) Critical Inventory –
  - l) Other –
6. Water System Repairs Report (fixing unplanned breakdowns) –
    - ✓ changed frozen/busted meter at Jacob Snider's (Snider's Trailer Park)
    - ✓ put new register on school meter
  7. Water Leak Detection Report – visual check only
  8. Cross-Connections/Backflow Report - ongoing
  9. New Non-Project Water Taps – none
  10. Other –

Assignments

- ✓ Weather permitting, to continue installing replacement touch-read water meters. 6 left to do.
- ✓ Gee to follow up as leaks require.

## B. WASTEWATER:

1. Wastewater Bills (Attached)

**MOTION:** (Bailey/Mills) to ratify payment of list of Sewer invoices for February 2018. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

**MOTION:** (Mills/Bailey) to approve Sewer Treasury Report for February 2018. [Carried Unanimously]

**NOTE:** No bill from Weston again; no payment sent.

3. Wastewater Adjustments Report (Attached)

**MOTION:** (Bailey/Flaxer) to approve Sewer Adjustments Report for February 2018. [Carried Unanimously]

4. Wastewater Treatment Purchase, Sales & Loss Report (Attached) -

**MOTION:** (Bailey/Flaxer) to approve Sewer Treatment Purchase, Sales & Loss Report for February 2018. Rain 5 inches/  
I&I 5,074,636 gallons [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) I&I Prevention
- c) Manholes [594] – Jason still finding and taking pics of leaky manholes; has found 3 more, one on new system and one in Industrial Park. Still waiting for Atlas Inc. to come repair first 5 manholes @ \$500 per each. These manholes are: 1 in Bailey field on new system; 4 in aging McWhorter area.
- d) Duplex + ABS Grinder Pumps [5 + 2]
- e) Lift Stations [16 total] –
  - ✓ pulled pump at Station 4 and sent to Soles for testing
  - ✓ checked wiring at Station 10
- f) Bar Screen [1] – cleaned weekly
- g) Vehicles – [Truck & ½ Buggy] – nothing
- h) Generators [3stat. + 2 port.] – nothing
- i) Classroom Furnace & A/C –
- j) Expensive Equipment [mower]
- k) Critical Inventory –

6. Wastewater Repairs Report (attached) –

- ✓ installed new panel at Boggs' E1 pump
- ✓ changed out timer that reads hours that pump runs at Lift Station 3

- ✓ pulled pump at Lift 3 & sent for repair; installed spare pump
- ✓ fixed cleanout behind Viking Pool building
- ✓ put new cap on cleanout by Josh Garton's
- ✓ both pumps went down at Station 5 (Sewer Plant). With help from Eric Sherrod at Thrasher Eng rented bypass pump out of Pittsburgh. Kudos to Eric.

7. New Non-Project Sewer Taps – none
8. Other – had mapping system updated for better editing

*Assignments*

- ✓ *Gee to follow up with Atlas*
- ✓ *Gee to Email Board's thanks to Eric Sherrod.*

IV. Update: Pending Non-Project Extensions and Road Bores (Gee) none

V. Update: Board Review of PSD Policies and Job Descriptions (Gee/Flaxer) – no progress

- A. Private Fire Protection Policy
- B. Professional Incentives Policy
- C. Revise Water Job Description to be consistent with a water PURCHASE entity
- D. Water and Wastewater Asset Management Policies – SEE Old Business Items IX and X.

*Assignment*

VI. Update: Personnel Matters (Gee) – nothing new

- A. Office Staff
- B. Water Staff
- C. Sewer Staff

VII. Announcements: HAPPY 62<sup>nd</sup> BIRTHDAY TO CHAIRMAN TOM BAILEY

VIII. Correspondence: - none.

~ ~ OLD BUSINESS ~ ~

IX. Water Distribution System Preventative Maintenance Policy (Flaxer) – after second reading the amended policy was approved.

MOTION: (Bailey/Flaxer) to amend Water Distribution System Preventative Maintenance Policy to include provision for maintaining Expensive Tools & Equipment. [Carried Unanimously]

MOTION: (Bailey/Flaxer) to approve Water Distribution System Preventative Maintenance Policy. [Carried Unanimously]

X. Sewer Collection System Preventative Maintenance Policy (Flaxer) – after second reading the amended policy was approved.

MOTION: (Mills/Bailey) to amend Sewer Collection System Preventative Maintenance Policy to include provision for maintaining Expensive Tools & Equipment. [Carried Unanimously]

MOTION: (Mills/Bailey) to approve Sewer Collection System Preventative Maintenance Policy. [Carried Unanimously]

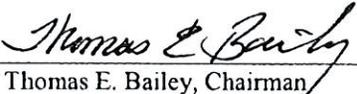
Assignments

✓ Gee to follow up with implementation of Water & Sewer Preventative Maintenance Policies.

~ NEW BUSINESS ~

XI. Late Received Agenda Items (Gee) – none

XII. Adjournment: The meeting was adjourned by Chairman Bailey at 4:45 p.m.

  
Thomas E. Bailey, Chairman

  
Elaine B. Flaxer, Secretary

**Attachments:**

- February '18 Bills Paid (Water/Wastewater)
- February '18 Treasury Reports (Water/Wastewater)
- February '18 Adjustments Reports (Water/Wastewater)
- February '18 Water/Wastewater Treatment Purchase, Sales & Loss Reports

**E-Copies of Unapproved Minutes Sent to:**

- James V. Kelsh, PSD Attorney (Bowles Rice)
- PSD Office
- Board Members

Assignment

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH MARCH YEAR 2018

NUMBER OF COMPLAINTS 55

NUMBER DOGS PICKED UP 12

OTHER ANIMALS PICKED UP 0

CATS PICKED UP 1

TOTAL NUMBER ANIMALS PICKED UP 13

CATS DROPPED OFF AT POUND 10

NUMBER OF CATS ADOPTED 2

NUMBER CATS RECLAIMED 2

NUMBER OF CATS EUTHANIZED 4

NUMBER OF DOGS RECLAIMED 9

NUMBER OF DOGS EUTHANIZED 0

NUMBER DOGS ADOPTED 17

BOUNTY MONEY \$ 600

MONEY FROM POUND CHECKS \$ 105<sup>00</sup>

MONEY FROM POUND CASH \$ 400<sup>00</sup>

TOTAL MONEY FROM POUND \$ 505<sup>00</sup>

Beginning Mileage 107007

Ending Mileage 108143

Total mo. Miles 1136

LEWIS COUNTY COMMISSION VEHICLE LOG

DRIVER 165 /169

2012 ford F-250

MONTH/YEAR OF LOG March DEPT. ANIMAL CONTROL

| DATE | BEGINNING MILEAGE | ENDING MILEAGE | TRAVEL DESCRIPTION |
|------|-------------------|----------------|--------------------|
| 1    | 107007            | 107054         |                    |
| 2    | 107054            | 107072         |                    |
| 3    | 0                 | 0              |                    |
| 4    | 0                 | 0              |                    |
| 5    | 107072            | 107132         |                    |
| 6    | 107132            | 107129         |                    |
| 7    | 107129            | 107202         |                    |
| 8    | 107202            | 107277         |                    |
| 9    | 107277            | 107317         |                    |
| 10   | 0                 | 0              |                    |
| 11   | 0                 | 0              |                    |
| 12   | 107317            | 107379         |                    |
| 13   | 107379            | 107427         |                    |
| 14   | 107427            | 107482         |                    |
| 15   | 107482            | 107561         |                    |
| 16   | 107561            | 107625         |                    |
| 17   | 0                 | 0              |                    |
| 18   | 0                 | 0              |                    |
| 19   | 107625            | 107741         |                    |
| 20   | 107741            | 107781         |                    |
| 21   | 107781            | 107849         |                    |
| 22   | 107849            | 107887         |                    |
| 23   | 107887            | 107921         |                    |
| 24   | 0                 | 0              |                    |
| 25   | 107921            | 107921         |                    |
| 26   | 107921            | 107959         |                    |
| 27   | 0                 | 0              |                    |
| 28   | 107959            | 108033         |                    |
| 29   | 108033            | 108033         |                    |
| 30   | 108033            | 108103         |                    |
| 31   | 108103            | 108143         |                    |

Dog Report April 13, 2018

The Following is an account of Dogs housed at Lewis-Upshur Animal Control

For the March 2018

Number of Dogs Adopted \_5\_(2)Upshur (3) Lewis

Number of Dogs Adopted N/C \_0\_

Number of Dogs Returned to owner \_16\_(8) Upshur (8)Lewis\_

Number of Dogs Quarantined \_1\_ (0) Upshur(1 )Lewis

Number of Dogs Brought In by Residents \_45\_(30)Upshur (15) Lewis

Number of Dogs in Drop Box \_(1)

Number of Dogs Euthanized \_2\_(2)Upshur(0) for Lewis

Euthanized by Owner Request \_2\_(2)for Upshur(0) Lewis

Number of Dogs Rescued \_\_\_64\_(46) Upshur (18) Lewis\_

Number of Dogs Rescued N/C \_35\_(20) Upshur (15)Lewis

Number of Dogs Brought in by Lewis County Animal Control \_\_ (12)\_

Number of Other animals brought in by Lewis County Animal Control (0)

Number of Dogs brought in by Lewis County Police \_\_\_(0)\_

Number of Dogs from Upshur County Animal Control \_\_ (13)\_

Number of Dogs brought in by State Police \_\_\_(0)\_\_\_

To: Upshur County Commission  
 From: Janella Cochran Supervisor of Animal Services  
 Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During  
 The Month of March 2018

|   |                                       |
|---|---------------------------------------|
| Number of Cats brought in by Buckhannon City Trapper  | _3_                                   |
| Number of Cats brought in by Weston City Trapper      | __0__                                 |
| Number of Cats Brought in By John for Lewis County    | _1_                                   |
| Number of Cats Brought in By Dustin for Upshur County | _1_                                   |
| Number of Cats Brought in By Law Enforcement          | _0__                                  |
| Number of Cats Brought in By Lewis County Residence   | __10_                                 |
| Number of Cats Dropped Off by Upshur County Residence | __23__                                |
| Number of Cats Quarantined                            | _0_ (0) Upshur (0) Lewis              |
| Number of Cats in Holding Box                         | __2_                                  |
| Number of Cats Adopted(Upshur)                        | _8_(5)Upshur 3 <del>(0)</del> Lewis   |
| Number of Cats Returned to Owner                      | __3_(0)_Upshur (3) Lewis              |
| Number of Cats/Kittens Rescued                        | _21_(21)Upshur (0) was Lewis          |
| No Charge   | __21__                                |
| Number of Cats Euthanized                             | 11_(7) Upshur (4) of these were Lewis |
| Number of Euthanized Cats Picked up by Lab            | __0__                                 |

## APRIL 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 25,797

151 Hyre Temp / 14 EXPLORER 52,501

152 Moneypenny 3170 / 13 POLICE INTERCEPTOR 67,570

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 81,075

154

155 Lopez 1910 / 13 POLICE INTERCEPTOR 70,650

156 Tonkin 1234 / 13 POLICE INTERCEPTOR 47,138

157 Clark 2824 / 11 TAHOE 97,714

158 Hendershot 2829 / 11 TAHOE 87,724

159 Carey 2727 / 10 TAHOE 104,588

160 Hummel 2966 / 12 CAPRICE 84,540

161 VanMeter 1643 / 11 TAHOE 75,355

162 Turner 1232 / 07 CROWN VIC 107,469



