

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
MONDAY-COLUMBUS DAY
TUESDAY, OCTOBER 9, 2018
10:00 AM**

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 on Friday, October 5, 2018. (*action required*)

APPOINTMENTS

- 3. NONE**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for October 4, 2018. (*information only*)
- 5. Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle Report (mileage) for September 2018. (*information only*)
- 6. West Virginia Regional Jail and Correctional Facility Monthly Invoice:** The West Virginia Regional Jail and Correctional Facility submits the September 2018 monthly invoice for Lewis County inmates: 1,497 inmate days X \$48.25per diem= \$72,230.25. (*information only*)

BUSINESS

- 7. Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: North Central WV Infrastructure Summit; County Commissioner's Association of WV hiring committee; Energy Expo; Board of Equalization and Review; WV American Water tabletop disaster drill.
- 8. Lewis County Sheriff's 2017 Delinquent Tax List:** The Lewis County Sheriff presents the 2017 Delinquent Tax List. The County Commission is asked to approval so that the mandatory publication can be done. (*action required*)

9. Consideration of Legal Firm in Reference to the City of Weston's Application for Annexation:

The Lewis County Commission directed County Administrator Cindy Whetsell to search for legal counsel to assist the commission with the City of Weston's Application for Annexation. Ms. Whetsell has contacted four firms and will provide a report to the Commission for consideration of retaining a firm. *(action required)*

10. West Virginia Records Management and Preservation Grant Reimbursement: The Lewis County Commission is asked to approve submission for reimbursement from the Fiscal Year 2019 West Virginia Records Management and Preservation Grant. This reimbursement is for 270 hours of work by an employee in the Circuit Clerk's Office hired solely for the grant and is in the amount of \$2,498.73. The Commission is responsible for a 1% match in the amount of \$249.87 *(action required)*

11. Request to Utilize the Lewis County Sick Bank for Donated Leave: The Lewis County Commission is asked to approve the use of the Lewis County Sick Bank for Donated Leave for two county employees. *(action required)*

12. Time Sheets and Leave Requests:

a) Barb Winans Annual Leave

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 Friday, October 5, 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 Friday, October 5, 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 Friday, October 5, 2018. *(action required)*

16. Expenses for the Current Period Presented for Consideration of Payment: Draft copies will be available for review upon request Friday, October 5, 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.**

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: October 4, 2018

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

Approval of Minutes:

- September 27, 2018

9:15 a.m. Curtis "Junior" Howes, President of the Christmas Store for Kids – Discuss mission, objectives and services provided by the store

10:00 a.m. Public hearing and *first reading* of suggested revisions to the Upshur County 9-1-1 Addressing and Mapping Ordinance previously adopted on September 18, 2003 and amended on February 8, 2007.

11:00 a.m. Doyle Cutright, E-911 Communication Center Director and Eric Fecat of Staley Communication, Inc. – Review E-911 Center upgrade quote at the Emergency Operations Center

Items for Discussion / Action / Approval:

1. Discuss quote submitted by inspiron logistics for the WENS Notification System. The first year would cost \$3,685; year two would be \$5,150 and year three would cost \$5,150.*
2. Review and signature of the State of West Virginia Division of Homeland Security and Emergency Management Sub-Grant Award. The Sub-Grant period is January 1, 2017 – December 1, 2017 and is in the amount of \$45,688.00.*
3. 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 \$9,252. This is for Request for Funds #10.*
4. Approval and Signature of 2018 – 16th Grant Cycle WV Courthouse Facilities Improvement Authority Application for Funding Assistance in the amount of \$84,729.30. The maximum grant award is \$100,000 with a 20% match. The project consists of rehabilitating four gable dormers and four chimneys located atop the former Sheriff's residence and jail.*
5. Approval and signature of an Order regarding weapons and security in the Upshur County Courthouse and J. Dowell Jennings Courthouse Annex.*
6. Correspondence from Mike Kuba expressing an interest in the vacant position on the Upshur County Public Library Board. Upon approval, Mr. Kuba would fill the unexpired term due to expire on June 30, 2019.*

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. Correspondence from William M. Swann, Attorney for Kay, Casto & Chaney PLLC responding to Rick Harlow's letter addressed to the Upshur County Commission on behalf of the Upshur County Firefighters Association.
2. Memorandum from Joseph C. Thornton, Director of the WV Division of Justice & Community Services regarding WV State Auditor & DJCS grant payments. This memorandum serves as notice that payments for all grants, both federal and state, may be delayed as much as six weeks due to the implementation of new requirements.
3. Correspondence from Todd Goddard, Project Manager for the WV Development Office, announcing the acceptance of the Upshur County Commission's Environmental Determination for non-exempt activities associated with the Elkins Road PSD, Phase III Water System Improvements Project and enclosing the executed Authority to Use Grant Funds.
4. Draft Remedial Action Work Plan for the Youth Camp Archery Range Project to be submitted to the WV DEP Division of Land Restoration – Prepared by Environmental Standards, Inc.
5. Upshur County Building Permits for the month of September 2018
6. Appointments Needed or Upcoming:
 - Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

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

Tabled Items

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

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during April 5th meeting*)

Next Regular Meeting of the Upshur County Commission
October 11, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

SEPTEMBER 2018 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 27,890

151 Hyre Temp / 18 POLICE INTERCEPTOR 4,103

152 Money Penny 3170 / 13 POLICE INTERCEPTOR 71,660

153 Carpenter 3169 / 13 POLICE INTERCEPTOR 87,548

154 Lopez 1910 / 13 POLICE INTERCEPTOR 80,084

155 Clark 1234 / 13 POLICE INTERCEPTOR 51,474

156 Hendershot 2829 / 11 TAHOE 92,230

157 Hummel 2966 / 12 CAPRICE 88,950

158 Turner 3370 / 14 EXPLORER 60,595

159 Newbrough 2868 / 09 TAHOE 73,748

160 Brightbill ¹⁹⁴³~~1643~~ / 11 TAHOE 82,016

170 Cayton 3184 / 09 RAM TRK 137,764

171 Kirkpatrick 2726 / 11 DODGE NITRO 38,632

172 Posey 2824 / 11 TAHOE 103,541

174 Bush 1233 / 10 DODGE NITRO 48,095

175 Carey 2727 / 10 TAHOE 104,588

1500 Deputy Reserves 2511 / 07 CROWN VIC 116,146

1500 Deputy Reserves 1232 / 07 CROWN VIC 109,894

2007 Chevy Sub. 87,325

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You

INVOICE

County Records Management and Preservation Grant Program

To: Division of Culture and History
Archives and History
1900 Kanawha Blvd. East, Bldg 9
Charleston, WV 25305-0300

Invoice No: RMPB1819

Grant No.: Lewis County 2018-2019

Amount Requested: \$2,498.73

Purpose: Records Management and Preservation Board **FY 17** Grants

Make check payable to:

County Commission: LEWIS COUNTY COMMISSION

Mailing Address: 110 CENTER AVENUE, WESTON, WV 26452

F.E.I.N.: 556000338

I certify the attached invoice for which reimbursable payment has been requested has been audited against and conforms to the terms and conditions of the referenced grant Agreement.

Signature: _____
(Blue Ink)

Title: ACTING PRESIDENT

Date: OCTOBER 9, 2018

Director, Archives and History

Date

STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY
DIVISION OF CORRECTIONS & REHABILITATION



BETSY C. JIVIDEN
COMMISSIONER

JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

Office of the Commissioner
1409 Greenbrier Street
Charleston, WV 25311
304-558-2036 – Telephone
304-558-5367 - Fax

THE HONORABLE AGNES QUEEN, PRESIDENT
LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE
WESTON, WV 26452

Statement Number: 91182a8e
Statement Date: 10/3/2018
Month Of Service: September, 2018

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of September, 2018. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: September
NUMBER OF INMATE DAYS: 1497
PER DIEM RATE: \$48.25
AMOUNT DUE - September, 2018 \$72,230.25

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