

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, October 22, 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 on Friday, October 18, 2018.
(*action required*)

APPOINTMENTS

- 3. None**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for October 18, 2018. (*information only*)
- 5. Sheriff's Monthly Settlement (Reconciliation) of Accounts:** Lewis County Sheriff Adam Gissy submits the Sheriff's Monthly Settlement (reconciliation) of accounts for September 2018 for Lewis County. (*information only*)
- 6. Quarterly Coal Severance Tax Distribution:** Lewis County's Quarterly Coal Severance distribution for July, August, September 2018 was received in the amount of \$8,144.17. The last quarter the county received \$9,737.45. (*information only*)
- 7. Annual Oil and Gas Severance Tax Distribution:** Lewis County had received the 2018 Oil and Gas Severance Tax. The 75% Oil & Gas Severance Tax distribution for 2018 is \$84,656.19 up from \$57,976.69 last year. The 25% Oil and Gas Severance Tax Distribution for 2018 is \$24,897.26, up from last year \$15,553.25. (*information only*)

BUSINESS

- 8. Board(s) and Committee(s) Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Lewis County Firefighters Association; I79 Development Council; Testing of the AutoMarks; Weston Neighborhood Watch; Weston Bicentennial Parade. (*information only*)

9. **Resignation of Lewis-Gilmer E-911 Telecommunicator:** Hope Bailey a telecommunicator for the Lewis-Gilmer E-911 as tendered her resignation of employment effective 10/14/2018.
(action required)
10. **Lewis-Gilmer E-911 Permission to Advertise to Fill Vacant Positions:** The Lewis Gilmer E911 Center has three vacant telecommunicator positions. They request permission to advertise to fill these vacancies. *(action required)*
11. **Retirement Notification from Thomas Alkire:** Thomas Alkire an employee with the Lewis County Maintenance Department submits his letter of retirement effective November 1, 2018.
(action required)
12. **Request for Surplus Declaration of Forfeited Vehicle:** Sheriff Adam Gissy requests the County Commission declare the following vehicles surplus to allow public auction: 1995 Jeep; 1997 Jeep; 1999 Jeep; 2001 Jeep; 1996 Dodge; 1999 Dodge; 1999 Chevy; 2004 Suzuki; 2002 Pontiac; 2003 Pontiac. *(action required)*
13. **Time Sheets and Leave Requests:**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **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, October 18, 2018. *(action required)*
15. **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, October 18, 2018. *(action required)*
16. **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, October 18, 2018. *(action required)*
17. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, October 18, 2018. *(action required)*

ADJOURNMENT:

18. **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 18, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 11, 2018
- 9:05 a.m. Public hearing and *second reading* of suggested revisions to the Upshur County Ordinance Imposing an Occupancy Tax on Hotels Located in Upshur County, WV, Which Are Not Located within the Corporation Limits of the City of Buckhannon, previously adopted on August 9, 2001 and amended on November 29, 2007.
- 9:15 a.m. Larry Lance, Upshur County Schools Counselor, Presentation of Red Ribbon Week Proclamation – October 23rd through 31st
- 9:30 a.m. Addie Helmick, Women’s Aid in Crisis – Presentation of Domestic Violence Awareness Month Proclamation – October 2018
- 9:45 a.m. Toni Newman, Fire Fee Clerk, presentation of the 2017-2018 and 2018-2019 Fire Board Financial Reports
- 1:00 p.m. Supervisor’s Meeting
- 2:00 p.m. Policy Board
- 3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Approval of Early Voting Poll Workers for the November 2018 General Election.*
2. Review and approval of the Weyerhaeuser Giving Fund Grant in the amount of \$315,258.91 on behalf of the Upshur County Youth Camp.*
3. Consider request for Kenneth “Brian” Shreves to be appointed as Upshur County Coroner.*
4. Review and approval of “Request for Proposals” for a new radio console system and equipment room radio upgrade for the E911 Communications Center. Each distributor shall arrange a mandatory pre-bid tour of the facility prior to bid submission. Sealed bids must be received no later than 4:00 p.m. on November 7, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, November 8, 2018.
5. Correspondence from Jim Farry, Phyllis Sembello, William A. Duranti, and Susan Duranti, announcing their resignations from the Upshur County Citizens Corp Council, effective October 10, 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. Correspondence from Michael Sutphin, WV DEP Project Manager, approving the Risk Assessment Response to Comments for the Upshur County Youth Camp Archery Range Project.
2. Update regarding a memorandum from State Auditor John B. McCuskey concerning electronic payments.
3. Correspondence from Clayton J. Fitzsimmons of Fitzsimmons Law Firm PLLC enclosing a Complaint filed on behalf of the Upshur County Commission relating to the opioid epidemic.
4. Upshur County Mileage Reports – September 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of September 2018
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – September 2018
7. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board – (June 30, 2021 Fire Service Provider Representative)

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 25, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

****There will be a Special Meeting on Friday, October 19, 2018 at 1:30 p.m.****

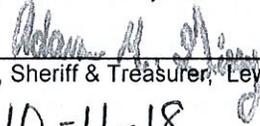
**Lewis County, West Virginia
Sheriff's Monthly Settlement
September 30, 2018**

Lewis County
10/11/2018 @ 09:06:19 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	3,928,567.75	304,582.10	1,417,137.25	770,632.44	4,879,654.66
Coal Severance	20,813.29	1.60	0.00	0.00	20,814.89
General School	39,223.21	7,551.34	0.00	0.00	46,774.55
Magistrate Court	493.77	1,986.50	0.00	2,323.62	156.65
Worthless Check	49,165.19	125.00	0.00	6,615.00	42,675.19
Dog and Kennel	15,926.50	2,177.10	0.00	590.82	17,512.78
Home Detention	6,854.91	6,395.66	0.00	9,887.45	3,363.12
Emergency 911 Fund	3,120,210.45	46,032.38	0.00	64,523.90	3,101,718.93
Lewis County Aquatic Fund	722,739.46	202.19	0.00	0.00	722,941.65
Citizens Education	25,415.49	5,200.00	0.00	3,591.26	27,024.23
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	4,161.53	0.00	4,161.53	0.00
Sheriff Special Account-state	7,295.94	0.56	0.00	0.00	7,296.50
Acquatic Excess Levy	0.00	0.00	119.03	119.03	0.00
County Building	571,622.39	27.41	0.00	0.00	571,649.80
Board of Health	420,746.75	12,711.85	0.00	22,305.80	411,152.80
Tax Lien	292,894.75	0.00	7,807.11	24,712.08	275,989.78
Delinquent Nonentered	10,965.21	0.00	2,859.13	0.00	13,824.34
Concealed Weapons	47,448.92	1,883.58	0.00	445.00	48,887.50
Assessor Valuaton	258,691.83	66,954.99	0.00	13,860.45	311,786.37
Voters Registration	5,236.31	1.98	0.00	0.00	5,238.29
State Current	0.00	0.67	16,737.64	16,738.31	0.00
Criminal Charges	0.00	261.60	0.00	261.60	0.00
Court Reporter	0.00	50.00	0.00	50.00	0.00
State Police	0.00	425.00	0.00	425.00	0.00
Vehicle License	0.00	30,174.50	0.00	30,174.50	0.00
State Fines	0.00	58.00	0.00	58.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	660.00	602.50	0.00	659.00	603.50
General Current Expenses	0.00	8,393.96	1,914,730.81	1,923,124.77	0.00
Excess Levy	0.00	4,466.06	1,038,837.00	1,043,303.06	0.00
Weston Current	0.00	2.22	55,573.70	55,575.92	0.00
Jane Lew Current	0.00	0.23	5,651.63	5,651.86	0.00
Totals	9,544,972.83	504,430.51	4,459,453.30	3,999,790.40	10,509,066.24

Balance in county depositories -End of Month	\$	13,660,914.10	
Less: Orders Outstanding	-	(4,692,794.14)	
Add: Deposits in Transit	+	1,537,446.28	
Cash in Office at End of Month	+	3,500.00	
Misc. Adjustments (+ or -)			
Total in county Depositories and Office	\$	10,509,066.24	0.00
		Bank errors	
		Total	
		True Balance \$	10,509,066.24

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
 10-11-18
 Dated and sworn to on this date.

Difference 0.00

Subject: 25% Coal Severance Tax

From: afarnsworth@lewiscountywv.org (afarnsworth@lewiscountywv.org)

To: lwhetsell@lewiscountywv.org;

Date: Monday, October 15, 2018 1:22 PM

Hi, we just received notice that the coal severance tax for October 2018 is \$8,144.17 in July it was \$9,727.45.

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

Subject: Oil & Gas Severance Tax

From: afarnsworth@lewiscountywv.org (afarnsworth@lewiscountywv.org)

To: lwhetsell@lewiscountywv.org;

Date: Monday, October 15, 2018 12:51 PM

Hi, we received notice that the 75% Oil & Gas Severance Tax for 2018 is \$84,656.19 up from last year which was \$57,976.69. And the 25% is \$24,897.26 which is also up from last year at \$15,553.25. 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

Lewis -Gilmer e-911

201 Orchard St

Weston, WV 26452

October 10, 2018

To Whom it may concern,

Please find this as my resignation from the position of dispatcher at the Lewis-Gilmer E-911.

This resignation will be effective at the end of my shift on 10-14-2018.

Thank you for your time in this matter

Hope E Bailey



Lewis - Gilmer E-911

William F. Rowan, Director

TTY – Phone: (304) 269-8243 • Fax: (304) 269-8203 • Email: LCE911@LCE-911.com

201 Orchard Street • Weston, WV 26452

To: Cindy Whetsell

10-12-2018

For: Lewis County Commission

Ref: Request to Hire

Commissioners,

I would like to request permission to advertise to hire three (3) full time Employees as Telecommunicators for the Lewis/Gilmer E-911 center. With the resignation of Hope Bailey we now have Three (3) openings.

Thank you in advance

James W. Gum

Operations, Lewis/Gilmer E-911

October 10,2018

Lewis County Commission
110 Center Avenue
Weston, WV 26452

Retirement

Dear Commission,

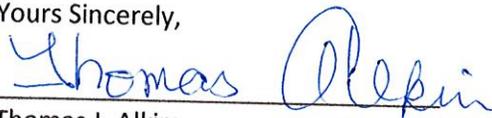
I have been thinking long and hard about this and have come to the final decision of retiring as Maintenance worker from Lewis County Commission. This letter shall serve as formal notice of my retirement.

My journey with Lewis County Commission has not always been smooth, but nonetheless enjoyable. I have always felt at home doing my tasks at Lewis County Courthouse together with some of the most respectable and capable people on the planet. Sadly, after almost 25 years, I shall no longer be with Lewis County Commission. I am looking forward to this new adventure on the next phase of my life.

I shall be focusing on the smooth transition of my job responsibilities in the next few weeks. Please do not hesitate to call me if there is anything that I can help with regarding the turnover of my work. I have left contact details below just in case.

Again, thank you very much for all the opportunities you have given me and I hope you and the company all the best.

Yours Sincerely,



Thomas J. Alkire
211 Pricetown Road
Weston, WV 26452
304-269-2446
304-203-6140

Effective:
November 1, 2018

	B	C	D	E	F	G	H	I
1								
2	<u>Year</u>	<u>Type</u>	<u>Model</u>	<u>VIN</u>	<u>Order</u>	<u>Title</u>	<u>Mileage</u>	
3	1995	Jeep	Cherokee Sport	1J4FJ68S8SL501407	X	X	156994	
4	1997	jEEP	CHEROKEE	1J4GZ58S1VC614854	X	X	218726	
5	1999	JEEP	CHEROKEE	1J4FF68S9XL503417	X	X		
6	2001	JEEP	CLASSIC	1J4FF48S51L508660	X	X	200796	
7	1996	DODGE	PICKUP	3B7HF13Z4TG184862	X	X	203147	
8	1999	DODGE	PICKUP	1B7GL22XXXS140597	X	X		
9	1999	CHEVY	CAVALIER	1G1JC124OX7179443	X	X	183463	
10	2004	SUZUKI	VERONA S/LX	KL5VJ52L64B097308	X	X		
11	2002	PONTIAC	GRAND AM	1G2NF52E32C241373	X		133140	
12								
13	2003	PONTIAC	SUNFIRE	1G2JB12F137135770	X			