

COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452
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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, October 29, 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 25, 2018. (*action required*)

APPOINTMENTS

- 3. None**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, October 25, 2018. (*information only*)
- 5. Lewis County Park Board Meeting Minutes and Agenda:** Minutes of the Lewis County Park Board Meeting of September 25, 2018 and the agenda for the meeting of Monday, October 22, 2018 are presented for review. (*information only*)
- 6. West Virginia Division of Highways Invitation to a Public Workshop for the Coordinated Public Transit-Human Transportation Plan:** The West Virginia Division of Highways has extended an invitation to attend a public workshop held on Tuesday, November 13, 2018 from 10:00 am to 11:30 am at the Upshur County Senior Center to provide input for the Regional Public Transit-Human Services Transportation Plan. (*information only*)
- 7. Victims of Crime Act Grant Award Notification:** Governor Justice sent notification that Lewis County has been awarded a Victims of Crime Act (VOCA) Victims Assistance grant in the amount of \$36,760.00. (*information only*)

BUSINESS

8. **Boards and Committee Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Region VII Planning and Development Council; Lewis County Park Board; Clarksburg Airport Authority; Lewis County Economic Development Authority; County Commissioners Association of West Virginia Regional Round Table; Ribbon Cutting for the Anniversary of the Museum of Glass; Lewis County Drug Take Back Day.
(information only)
9. **Advertisement for the Director for the Lewis County Park:** The Lewis County Commission and Lewis County Park board recently created a job description for the Director of the Lewis County Park. The Lewis County Park Board requests the Commission advertise for a full time park director.
(action required)
10. **Permission to Hire Part Time Park Employee:** The Lewis County Park Board requests permission to hire Thomas Alkire as a part time employee for the Lewis County Park beginning November 2, 2018. *(action required)*
11. **Victims of Crime Act (VOCA) Grant Approval:** Lewis County was awarded a Victims of Crime Act (VOCA) grant in the amount of \$36,730.00. The Commission is asked to execute documentation to accept this award. *(action required)*
12. **2019 Records Management and Preservation Grant Applications:** The Lewis County Clerk and the Lewis County Circuit Clerk has requested the County Commission approve applications for funding from the 2019 West Virginia Records Management and Preservation Grant. The Commission will be asked to sign the applications and are required to prioritize the projects
(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 25, 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 25, 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 25, 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 25, 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 25, 2018

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

Approval of Minutes:

- October 18, 2018

9:15 a.m. Alan Tucker on behalf of the Buckhannon Band of Brothers - Discuss the "Help Us Help Kids 2018" Christmas project

9:30 a.m. Shannon Whited on behalf of the Upshur County Citizen's Corps Council – Discuss continued operations of the Citizen's Corps Council

10:00 a.m. Public hearing and *adoption* 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.

Items for Discussion / Action / Approval:

1. Review and approval of Order to appoint the Sheriff of Upshur County as the Administrator of the Estate of Irene Lucille Wolfe, deceased.*
2. Correspondence from Governor Jim Justice announcing the Victims of Crime Act (VOCA) Grant Award in the amount of \$34,555 to be used to provide direct services to crime victims in Upshur County. Approval for Samuel R. Nolte, Commission President, to sign the Contract Agreement, Standard and Special Conditions, Certifications and Resolution for this grant.*
3. Review suggested revisions to the Upshur County Safe Structures and Sites Ordinance, excluding the municipality of Buckhannon, previously adopted on April 13, 2000. Upon consideration, set dates for public hearings.*
4. Approval and signature of U.S. EPA MBE/WBE Utilization Under Federal Grants and Cooperative Agreements Form 5700-52A.*
5. Approval and signature of the Federal Financial Report Standard Form 425 per the U.S. EPA Brownfields Assessment and Cleanup Cooperative Agreement.*
6. Approval and signature of WV Records Management and Preservation Board Resolution and Grant Applications for Fiscal Year 2019-2020 in the amount of \$15,737 with a 10% cash match by the Upshur County Commission for all grant funds expended. Also, discuss priority ranking for certification form. The grant will allow for preservation and maintenance of county records for public and county use.*

7. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, requesting to hire a full-time case manager and advertise for this position. Upon approval, the position would be 40 hours per week at the starting wage rate of \$12.00 per hour. Applications must be received by the close of business on November 5, 2018.

Item may lead to Executive Session per WV Code §6-9A-4

8. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, requesting to hire a contract counselor, effective immediately. Upon approval, the rate of pay will be \$50 per hour and the counselor will be working as needed to facilitate classes.

Item may lead to Executive Session per WV Code §6-9A-4

9. 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. Atlantic Coast Pipeline Construction Update – October 2018
2. U.S. EPA Brownfields Quarterly Progress Report for period July 1, 2018 through September 30, 2018
3. Upshur County Sheriff's Financial Statement for period ending September 2018
4. Upshur County Fire Board, Inc. 2018 Disbursements
5. 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
November 1, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

LEWIS COUNTY PARK BOARD OF DIRECTORS

Minutes of the Meeting of September 25, 2018

Present: Gene Edwards, President, Barbara Paugh, Vice President, Betty Hill, Treasurer, Shirley Taylor, Acting Secretary, Tom Alkire, Maintenance, Alyce Henry, Member, Glenn Brown, Jr., Member, Agnes Queen, County Commissioner, Rod Wyman, County Commissioner, Cindi Whetsell, County Commission Administrator, Missy Foster, Employee, and Rick and Shannon Thomas for public comment.

The meeting was called to order by Gene Edwards. The minutes were read and a motion to approve was made by Glenn Brown, Jr. and 2nd by Alyce Henry. Motion approved.

Shannon and Rick Thomas were present for Public Comment. Shannon Thomas, High School Tennis Coach, talked about her younger days and what the Tennis Courts meant to her. She said her family did not have money and how she won awards for Tennis and received a "full ride" in college because of Tennis. She continued to tell of the Tennis Team who did not have money. She stated that many of the members of the Team had to work one or two jobs. She said one of the members had to use a racket from WalMart. She stated that she had a key. But most of the Team had no access to the Courts because she could not always be there to let them in. She continued, to tell how bad "our" Courts are. Stated Rick Thomas and Rudy Pascasio had to "swab" water off the Courts so they could play. She said we have the worse Courts in the State, remarking that Huntington, Charleston and Bridgeport had much better Courts. She said Bridgeport refused to play on "our" Courts and had reported us. She said we would have to make repairs on the courts. She was asked how many keys they needed. Shirley Taylor remarked, we need to discuss this as a Board as we always do. Shannon was given one key at this time. She (Shannon Thomas) was asked if the School Board could help them or if they could have fund raiser's, She said that didn't work. This issue was tabled at this time as some members of the Board left, Leaving, too few Board Members to vote.

The Treasurer's report was given by Betty Hill. A motion was made by Shirley Taylor to accept the report, 2nd by Glenn Brown, Jr., Motion passed.

Tom Alkire reported that they had burned a brush pile. He said that a pop machine had been broken into. Someone vandalized a shelter by upsetting tables, breaking bottles and dumping trash onto the floor. The new cameras did not get this activity. Tom said someone drove thru the fence. Tom said he was going to retire and wanted to work part time at the Park.

Alyce Henry suggested that the Commissioners check on the Tennis Courts repairs.

Glenn Brown stated the camp sites at other camps charged more than we do and we should raise our prices. This was tabled.

Agnes Queen reported we have a job description for Director. She also said we need to place an ad in the paper by November about the Park. Discussion followed about the contents of the ad.

Shirley Taylor remarked about the Golf sign. The Board voted against having a private name placed on the bottom of the Pool and against have the colors and the Logo of the High School on the Tennis Courts. The Golf Sign has Rotary and Lewis County First on it. An article from the paper was present of regarding the Lions sign being removed from Jane Lew Park because with their name, they were legally responsible.

Two corrections were made to the minutes of the previous meeting: 1) According to Rod Wyman, the County Commission received John Shaffer's registration not requested it.

2) Those willing to serve on the Job Description Committee, not hiring committee are Gene Edwards, Richard Messenger, Glenn Brown, Andrea Clem and Shirley Taylor.

The next meeting will be held Monday October 22, 2018 at 6:00pm at the Courthouse

Respect submitted by Shirley Taylor, Acting Secretary

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday, October 22, 2018 at 6:00 pm at the Courthouse

Call To Order

Reading of the Minutes

Treasurer's report

Public Comment

Director's Report

Old and Unfinished Business

New Business

Adjourn

If you are unable to attend, please contact Gene Edwards at 1-304-269-4836



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Public Transit

1900 Kanawha Boulevard East • Building Five • Room 650
Charleston, West Virginia 25305-0432 • (304) 558-0428
FAX: (304) 558-0174 558-0174 • TDD: (800) 742-6991

Thomas J. Smith, P. E.
Cabinet Secretary

Dear Transportation Stakeholder:

The West Virginia Department of Transportation, Division of Public Transit (DPT) is initiating updates to the Coordinated Public Transit-Human Service Transportation Plan (September 2015). This Coordinated Plan Update is a requirement of the Federal Transit Administration (FTA) Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310) grant program. An update to the transportation needs assessment and strategies in the Coordinated Plan is necessary to remain in compliance with the Fixing America's Surface Transportation (FAST) Act, the 2015 reauthorization of Federal surface transportation programs.

The DPT is working with RLS & Associates, Inc. to update the plans. A local public meeting is scheduled for **Tuesday, November 13, 2018 from 10:00 AM to 11:30 AM at Upshur County Senior Center, 28 N Kanawha St, Buckhannon, WV 26201**. The meeting will be an opportunity to discuss gaps in transportation service, opportunities, and priorities for addressing the identified gaps through coordinated transportation. Transportation stakeholders will be asked to share their concerns about the challenges to coordinating services. A second, follow-up meeting will be held in the spring of 2019 to prioritize goals and strategies for transportation coordination.

All grant applications for Section 5310 funding must be clearly stated in the recommended goals and strategies of the updated Coordinated Plan. Therefore, your participation in the process is required if you intend to apply for Section 5310 funding. If you submit an application for a project not included in the plan, it may not be approved due to the requirements set by the FAST Act. If you represent an agency, please encourage your clients to attend and provide input. If you are unable to attend the meeting, please contact Christy Campoll with RLS & Associates, Inc. at (317) 439-1475 or ccampoll@rlsandassoc.com. To sign up to participate in the meeting online through GoToMeeting, please register at www.surveymonkey.com/r/WVSignUp by Friday, October 26.

Please Attend:
**A Public Workshop to Update the Regional
Public Transit-Human Services Transportation Plan**

Recognizing that transportation services are essential for Seniors, People with Disabilities, Individuals and Families with Low Incomes, and the General Public to access employment, education, health services, and community programs,

West Virginia Department of Transportation, Division of Public Transit
Cordially invites you to attend a public workshop to contribute to the plan.

Please come and provide your input and insights to discuss unmet transportation needs, gaps in transportation services, and recommended strategies to improve transportation and mobility options in and around Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur Counties.

All are invited!

Organizations that are or plan to be applicants for Federal Transit Administration Section 5310 must participate in the planning effort.

<p>Tuesday, November 13, 2018 10:00 AM to 11:30 AM Upshur County Senior Center 28 N. Kanawha Street, Buckhannon, WV 26201</p>

Kelly Shawn from RLS & Associates, Inc. will facilitate the meeting. Please RSVP by October 30 by calling 800-684-1458 or emailing ccampoll@rlsandassoc.com

Parking is available at Upshur County Senior Center. For a directory of transportation providers in your county, visit <https://transportation.wv.gov/publictransit/Pages/OnlineDirectory.aspx>.

Meeting facility is wheelchair accessible. If language translation services are needed, please call Zach at 800-684-1458 in advance, or notify your local agency so that they may coordinate with the meeting facilitators.

Take our online survey on transportation needs!
www.surveymonkey.com/r/WVMOBILITY



Jim Justice
Governor of West Virginia

October 12, 2018

The Honorable Patrick Boyle
President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Dear Commissioner Boyle:

I am pleased to inform you that I have approved a Victims of Crime Act (VOCA) Victim Assistance grant award to the Lewis County Commission, in the amount of \$36,760. This grant will fund staff in the Lewis County Prosecutor's Office to provide direct services to crime victims in Lewis County.

Please let me know if our Division of Justice and Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Jim Justice".

Jim Justice
Governor

JJ/bjw

c: Christina Flanigan

PLEASE ADVERTISE NOVEMBER 7 AND NOVEMBER 14

BILL TO LEWIS COUNTY PARK, 110 CENTER AVENUE, WESTON, WV 26452

Lewis County Commission and the Lewis County Park Board are accepting applications for a Park Director for the Lewis County Park. This is a full time benefited position. Successful applicants must hold a high school diploma or equivalent. Prior management experience and knowledge of park and pool operations preferable.

Applications and additional information are available at the Lewis County Commission Office, 110 Center Avenue, 2nd Floor, Weston, WV 26452. Application and Resume must be submitted no later than Noon November 16, 2018 to the Lewis County Commission, 110 Center Avenue, Weston, WV 26452. EOE

LEWIS COUNTY

JOB DESCRIPTION

POSITION TITLE: Lewis County Park Director

SUPERVISOR: Lewis County Commission and Lewis County Park Board

Job Summary

Supervises, coordinates and monitors the day-to-day operation and safety of the Lewis County Park. Supervises all employees; ensures that property and facilities are maintained; supervises park programs and events. Strives to provide a safe, clean and enjoyable environment for the community to utilize by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities:

- Participate in the hiring process for lifeguards and supervisory staff.
- Conduct regular in-service training with all employees, schedule lifeguard training recertification and first aid class, and provide employees with pertinent policy manuals.
- Prepare park for opening and closing each season, including assisting the maintenance department with necessary cleaning, painting, mowing, etc.
- Oversee daily maintenance of the park facilities.
- Regularly tour facilities to assess enhancement/development possibilities and report the same to the Lewis County Park Board.
- Inform public of the activities offered at the Park. Advertise activities to the public including the use of social media outlets. Keep posts updated regularly. Respond promptly to all inquiries.
- Make patrons aware of the park rules through informational posting and enforcement.
- Monitor activities to ensure adherence to rules and safety procedures, or arrange for the removal of unruly patrons.
- Monitor and regulate pool chemicals. Prepare and remit required reports.
- Schedule use of the recreational facilities, prepare and mail contracts, update reservations on a shared calendar, maintain contact with renters during inclement weather.
- Schedule swim lessons.
- Schedule events throughout the year at the park.

- Inventory chemicals, cleaning supplies, paper products, office supplies and concession items daily. Reorder and pick-up when necessary.
- Collect admission and rental fees from customers
- Sell refreshments to customers.
- Record details of attendance, sales, receipts, reservations and repair activities. Prepares report to be provided to the Lewis County Park Board monthly.
- Prepare and remit the following reports annually to the Lewis County Commission: 1) weekly attendance/revenue 2) concession sales.
- Make daily deposits to the bank and provide the Treasurer with a copy of each deposit slip, as well as, the deposit confirmation from the bank.
- Communicate regularly with the County Commission staff and the Park Board regarding safety, staff, facility/maintenance and attendance.
- Other duties as may be assigned.

Supervisory Responsibilities:

- Manage subordinate supervisors who oversee employees in all areas of the park.
- Is responsible for the overall direction, coordination and evaluation of these supervisors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include: training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

Education and/or Experience:

- High school diploma or equivalent is required.
- Previous managerial experience and knowledge of pool operations preferable.

Certifications, Licenses, Registrations (are required to be obtained before or with employment):

- Certified Pool Operators License
- Valid West Virginia Food Handlers Card
- Current driver's license
- Training in first aid/CPR.

Knowledge, Skills and Abilities:

- Job Knowledge- Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current development; required minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Sales Skills- Maintains customer satisfaction; maintains records and promptly submits information; manages vendors.
- Problem Solving- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service-manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meeting commitments.
- Communications- Exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Oral Communication- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.
- Written Communication- Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Delegation- Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.
- Leadership- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Recruitment and Staffing- Presents positive, realistic view of the organization; analyzes and forecasts staffing needs.
- Cost Consciousness- Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity- Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Personal Appearance- Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality- Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

- Dependability- Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternative plan.
- Judgement- Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision making process; makes timely decisions.
- Safety and Security- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees and customers.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, proportions, percentage, area, circumference, surface area and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carryout instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Internet Explorer, Google Chrome, Microsoft Excel and Microsoft Word.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment:

The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions that can vary from cold temperature to extreme heat. The employee is frequently exposed to toxic or caustic chemicals. The employee is regularly exposed to wet and/or humid conditions; and moving mechanical parts. The noise level in the work environment is usually loud.

Subject: Agenda Item County Commission

From: Richard Messenger (rmessenger32@gmail.com)

To: cindywhetsell@yahoo.com;

Date: Monday, October 22, 2018 11:41 PM

Cindy:

The Lewis County Park Board would like for the Lewis County Commission to consider hiring Thomas J. Alkire as a Temporary Employee for up to (20) twenty hours per week for the next one year beginning November 1, 2018. We understand that his salary would be \$16.01 per hour. It is the feeling of the Park Board that Tom could fill in running the Park in the absence of a Park Director until that position is filled. He would then be a valuable asset to the new Park Director as he or she assumes that position.

Could this be an agenda item for the October 29, 2018 meeting?

Richard Messenger
530 Valley Chapel Rd.
Weston, WV 26452
(C) 304-476-8410