

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
Tuesday, February 5, 2019**

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, February 1, 2019.
(*action required*)

APPOINTMENTS

NONE

CORRESPONDENCE

- 3. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for January 31, 2019. (*information only*)
- 4. West Virginia Regional Jail and Correctional Facility Monthly Invoice:** Lewis County's January 2019 invoice for prisoners housed in the regional jail system for the month of December, 2019 in the amount of \$57,900.00 for 1200 inmate days X \$48.50 per diem. (*information only*)

BUSINESS

- 5. Boards and Committees Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Community Leadership Conference Call; County Commissioners Association of WV Legislative Conference Call; Surplus Vehicle Auction; Board of Equalization and Review. (*information only*)
- 6. Consider Cancellation of February 12, 2019 Lewis County Commission Meeting:** The Lewis County Commission will be attending out of town training on February 12, 2019. The commission is asked to consider cancelling their February 12, 2019 meeting. (*action required*)
- 7. Time Sheets and Leave Requests:**
 - a) Lucinda A Whetsell January Monthly Time Sheet

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 8. 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, February 1, 2019. *(action required)*
- 9. 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, February 1, 2019. *(action required)*
- 10. 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, February 1, 2019. *(action required)*
- 11. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, February 1, 2019. *(action required)*

ADJOURNMENT:

- 12. 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.**

THE LEWIS COUNTY COMMISSION WILL BE HOLDING A FISCAL YEAR 2019 REVIEW AND FISCAL YEAR 2020 GOAL SESSION WITH ELECTED OFFICIALS AND DEPARTMENT HEADS. THIS WORK SESSION WILL BEGIN AT 11:00 AM.

Upshur County Commission Meeting 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: January 31, 2019

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

- January 17, 2019
- January 24, 2019

9:05 a.m. Certification of Election Results

9:15 a.m. Swearing in of E-911 telecommunicators – Emergency Communication Center located at 181 Pallottine Drive

10:00 a.m. Charles Friend – Discuss the possibility of developing a County baseball field

11:30 a.m. Heather Sparks, Chief Tax Deputy—Final Disposition List for Tax Year 2017. Approval and signature of the Affidavit of Acceptance by the Upshur County Commission.*

Items for Discussion / Action / Approval:

1. Approval of Upshur County Commission’s mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services.*
2. Approval and signature of FFY 2018 Stop Violence Against Women Act (VAWA) Grant Application in the amount of \$30,000.*
3. Appointment of the Sheriff of Upshur County as Administrator of the Estate of Virginia Lee Reed, deceased.*
4. Consider a request for the Sheriff of Upshur County to reopen and be appointed as the Administrator of the Estate of Lyle Vernon Harris, deceased. Additional assets were discovered after the estate was closed.*
5. Approval and signature of correspondence to Hodgesville PSD and Tennerton PSD requesting a copy of their adopted budget and audit as required by WV Code §16-13A-10 and §16-13A-11 respectively.*
6. Memorandum from Tabatha Perry, Assistant County Administrator, recommending for the Commission to replace Rob Hinton with Doug Bush as the County Commission representative on the WesMonTy Resource Conservation and Development Board of Directors, effective immediately. Pursuant to the Board’s bylaws, this term is for a period of two years.*
7. Approval of Lewis - Upshur Animal Control Facility Volunteer Sara Mcle.*

8. 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. U.S. EPA Brownfields Quarterly Progress Report for period October 1, 2018 through December 31, 2018
2. Upshur County Sheriff's Financial Statement for period ending December 2018
3. Upshur County E911 Communication Reports --- December 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
4. Upshur County Mileage Reports – December 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
 - Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee

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. Request for use of \$5,000 from spay/neuter funds to supplement project initiatives of the Animal Outreach Project
2. Correspondence from Richard Harlow, President of the Upshur County Firefighter's Association, expressing an interest to serve on the Upshur County Fire Board upon Joe Malcolm's term expiration on June 30, 2019. Upon approval, Mr. Harlow's term will commence on July 1, 2019 and expire on June 30, 2022.*

Next Regular Meeting of the Upshur County Commission
February 7, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

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: 121182a8e

Statement Date: 1/5/2019

Month Of Service: December, 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 December, 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: December

NUMBER OF INMATE DAYS: 1200

PER DIEM RATE: \$48.25

AMOUNT DUE - December, 2018 \$57,900.00

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

NOTICE

To: Lewis County Elected Officials & Department Heads
From: Lewis County Commission
CC:
Date: January 22, 2019
Re: FY 2019 Work Session

The Lewis County Commission will be holding a work session with county Elected Officials and Department Heads on **TUESDAY, FEBRUARY 5, 2019**. The purpose of these work sessions is to review each department budget after completion of the first six months of the fiscal year and discuss goals for the upcoming new fiscal year.

The following appointments have been scheduled:

11:00 AM	Prosecuting Attorney
11:20 AM	Circuit Clerk
11:40 AM	Sheriff (Law Enforcement, Tax, Court Security and others)
1:10 PM	Assessor
1:20 PM	County Clerk
1:40 PM	911/Office of Emergency Management
2:10 PM	Extension Service
2:20 PM	County Commission
2:30 PM	Overall Budget

If the time you are scheduled does not work, please contact our office immediately.