

110 Center Avenue  
Weston WV 26452  
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Email:lewiscountycommission@lewiscountywv.org  
Website: lewiscountywv.org



**COMMISSIONERS:**  
Agnes Queen, President  
Patrick Boyle, Commissioner  
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
Tuesday, May 14, 2019  
10:00AM**

**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, May 10, 2019.  
*(action required)*

**APPOINTMENTS**

- 3. 10:10AM**            **Garold W. Morris, Lewis County Fiduciary Commissioner**  
**RE:** Estate of Patty Williams, Deceased. Mr Morris requested that the Lewis County Commission set a date for the Executor of this estate to submit a financial accounting report. This estate was opened January 9, 2013 with the Appraisalment of the Estate submitted December 20, 2108; however, a financial accounting of the estate has not been filed to date. The Commission set the date of May 15, 2019 for an accounting report to be filed with the Lewis County Clerks Office. Mr. Morris will apprise the Commission of the progress on this estate. *(action required)*
- 4. 10:20AM**            **26<sup>th</sup> Judicial Circuit Community Corrections**  
**RE:** The 26<sup>th</sup> Judicial Circuit Community Corrections requests a parking spot for the van they use to transport clients. *(action required)*
- 4. 10:30 AM**            **Consideration of the City of Weston’s Application for Annexation**  
The Lewis County Commission has considered all information contained in the City of Weston’s Application for Annexation by Minor Boundary Adjustment and from the public hearing. Consideration of approval or denial of this application will be entertained. *(action required)*
- 5. 10:40AM**            **Proclamation Honoring our Officers for 'National Police Week' May 12th thru May 18th with a special day on May 15th as *Peace Officers Memorial Day* to remember all fallen officers. *(action required)***

## CORRESPONDENCE

6. **Upshur County Commission Meeting Agendas:** Upshur County Commission Meeting Agendas for May 2 and May 9, 2019 are presented for review. *(information only)*
7. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** April 2019 monthly invoice for Lewis County inmates housed in the Regional Jail: 1,338 X \$48.25 per diem \$64,558.50 is presented for review. *(information only)*
8. **Jane Lew Public Service District Meeting Agenda:** The agenda of May 9, 2019 Regular Meeting of the Jane Lew Public Service District is presented for review. *(information only)*
9. **Shenandoah Cable Television (SHENTEL):** Shenandoah Cable (Shentel) remits the quarterly franchise remittance for January, February, March 2019 in the amount of \$9,455.22. Last quarter (October, November, December 2018) the county received \$9,360.65. *(information only)*
10. **Sheriff's Vehicle Report:** The Sheriff's Vehicle Report including mileage and maintenance for the fleet for April 2019 is presented for review. *(information only)*

## BUSINESS

11. **Board(s) and Committee Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Lewis County Fire Board; Public Hearing regarding annexation.
12. **Lewis County Park Director Seasonal Employee Hiring Requests:** Josh Hinchman, Lewis County Park Director request advice and consent of the commission to hire the following seasonal employees: Treyson Crowl; Brooklyn Queen; Kailyn Bean; Cole Kemper; Kenton Linger; Isaiah Burciaga; Mackenzie McCord; Vincent Snuffer; Tiara Goodwin; Kia Villers,; Sky Nichols; Carlee Burnside; Jenna Montgomery; Melea Stutler; Emily Louk; Olivia Krinvo; Erin Fallon-Freeman; Kathryn Jones; Lorrie McCord; Tonya Ables; Ella McDougal; Jocelyn Hecert; Hailey Bright; Chayten Champman; Adam Watson; Taylor Boggs; Kaylin Pasquale; Stephanie Bishop; Bobbie Westfall and Morgan Brown. *(action required)*
13. **Timesheet and Leave Requests:** *(action required)*

## 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 Friday, May 10, 2019. *(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 Friday, May 10, 2019. *(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 Friday, May 10, 2019. *(action required)*
17. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, May 10, 2019. *(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.**



**PROCLAMATION FOR NATIONAL POLICE WEEK  
MAY 12-16, 2019**

*WHEREAS*, there are approximately 900,000 law enforcement officers serving in the communities across the United States, including the dedicated members of the Lewis County Sheriff's Department;

*WHEREAS*, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

*WHEREAS*, since the first recorded death of a police officer in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

*WHEREAS*, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

*WHEREAS*, May 15, 2019 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U. S. flags should be flown at half-staff;

**THEREFORE, BE IT RESOLVED**,  
Agnes Queen, President and the Lewis County Commission formally designate May 12th thru May 18th, 2019 as Lewis County Police Week and publicly salutes the service of law enforcement officers in our community and all communities across our nation.

\_\_\_\_\_  
Agnes Queen, President

\_\_\_\_\_  
Patrick Boyle, Commissioner

\_\_\_\_\_  
Rod Wyman, Commissioner

Attested: \_\_\_\_\_  
Cynthia Rowan, Lewis County Clerk

## Upshur County Commission Meeting 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 2, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• April 25, 2019

9:05 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Foster Care Awareness Month Proclamation

9:45 a.m. Property inspections

### Items for Discussion / Action / Approval:

1. Discuss resident concerns regarding the bridge on County Route 4/15 over French Creek named "U.S. Army CPL Sherald P. Brady Memorial Bridge". The closure of the bridge by the WV Division of Highways commenced on April 17<sup>th</sup>.\*
2. Discuss the previously considered floodplain fee revision to the Upshur County Floodplain Ordinance.\*
3. Approval and signature of the Upshur County Youth Camp Timber Sale Request for Proposals, Prospectus and Agreement.\*
4. Review and Signature of WV Counties Risk Pool Self Insurance Renewal Package and Coverage Intent Form.\*
5. Approval and signature of Lincoln Financial Group Amendments and revised policies changing the open enrollment period to May 15<sup>th</sup> through June 15<sup>th</sup>, effective July 1<sup>st</sup>. The following policies will be revised to reflect this new open enrollment period: voluntary vision, voluntary life and dental.\*
6. Correspondence from Tasha Harris and Craig Presar, WVU Extension Agents, requesting the donation of pool passes to be used as awards at the first annual Regional Livestock Clinic on May 4<sup>th</sup>. There are currently over 100 participants signed up to for the clinic.\*
7. Correspondence from Craig D. Presar, WVU Extension Agent, requesting use of the large pavilion during the week of June 24<sup>th</sup> through 28<sup>th</sup>, free of charge. The Upshur County Extension Service plans to host a 4-H Cloverbud Day Camp and anticipates that 25 area youth will be in attendance. In addition to the aforementioned request, Mr. Presar is also requesting to utilize the pool for one hour each afternoon and for the pool entry fees for the camp participants and registered staff to be waived.\*

8. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution in the amount of \$5,000 to the Corridor H Authority during fiscal year 2020.\*
9. Correspondence from Marcella Garrison on behalf of the Animal Outreach Project, Inc. announcing the receipt of a WVSNP grant in the amount of \$7,000 and requesting use of spay/neuter funds to serve as the \$4,550 match.\*
10. Correspondence from Sheriff David H. Coffman requesting the advertisement for two (2) part-time courthouse security positions. Applications must be received by 4:00 p.m. on May 14, 2019. Upon approval, these positions will be funded beginning July 1, 2019.\*
11. Approval of seasonal employment of B-U Recreational Facility staff, effective May 12, 2019.\*
12. 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 Jerry Arnold, City of Buckhannon Street Commissioner, notifying the Commission of the City of Buckhannon's Addressing and Mapping change of address for the Maintenance Building from 40 Chancery Street to 2 Chancery Street, effective immediately.
2. Upshur County Mileage Reports – March 2019
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
3. Appointments Needed or Upcoming:

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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

**Tabled Items**

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

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

## Upshur County Commission Meeting Agenda

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Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 9, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 2, 2019
- 9:05 a.m. Doyle Cutright, E-911 Communication Center Director – Discuss job responsibilities and request pay increase for the E-911 Communication Center Assistant to the Director position. These wages are charged to the 911 fund.
- 10:00 a.m. Jennifer Piercy, County Commissioners' Association of WV Communications Director – Presentation of award to the 2019 County Government Essay Contest Winners Alayna Whitehair, 1<sup>st</sup> place, and Regan McCauley, honorable mention.
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board

### Items for Discussion / Action / Approval:

1. Approval and signature of the Upshur County Flood Control Dam and Channel Operation, Maintenance Funding Agreement in the amount of \$2,000. Annual contributions will be used to address the operation and maintenance of the Peck's Run Watershed. \*
2. 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 \$6,168. This is for Request for Funds #12.\*
3. Approval of pool opening advertisement. The Upshur County Pool will open to the public, for the season, on May 25, 2019\*.
4. Approval of seasonal employment of additional B-U Recreational Facility staff, effective May 12, 2019.\*
5. 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. Memo from Mike Manley with Software Systems regarding billing for other vendor related services.
2. Letter from Maureen Lewis, Administrative Law, with the Secretary of State, State of West Virginia, requesting the filing of a list of all Public Service Districts (PSD's) and their current board members along with the board member's term of office by July 1, 2019.
3. Correspondence from Wolf Run Mining LLC enclosing the legal advertisement for Wolf Run Mining LLC, Permit No. U-28-83, in compliance with the surface mining laws of WV.
4. Correspondence from David W. McCauley, City of Buckhannon Mayor, to the WV Dept. of Transportation Cabinet Secretary Byrd E. White, III, requesting a traffic study of U.S. Route 33 in Buckhannon.
5. WV counties receive disaster designation article – May 3, 2019
6. Upshur County Building Permits for the month of April 2019
7. Appointments Needed or Upcoming:

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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

1. Approval and signature of the Upshur County Youth Camp Timber Sale Request for Proposals, Prospectus and Agreement.\*

Next Regular Meeting of the Upshur County Commission  
May 16, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The regularly scheduled Commission Meeting on May 30, 2019 is CANCELLED\*\***

**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: 41192a8e**

**Statement Date: 5/6/2019**

**Month Of Service: April, 2019**

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 April, 2019. 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: April

NUMBER OF INMATE DAYS: 1338

PER DIEM RATE: \$48.25

AMOUNT DUE - April, 2019                      \$64,558.50

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

# Jane Lew Public Service District

70 Park Avenue  
Jane Lew, WV 26378

## Regular Meeting

May 9, 2019 4:00 PM

### ~~ Public Board Meeting Agenda ~~

I. Call to Order (Mills)

~~ ROUTINE MONTHLY BUSINESS ~~

II. Minutes (04/11/2019)

III. General Manager's April Reports (Bailey for Gee)

A. WATER:

1. Water Bills
2. Water Treasury Report
3. Water Adjustments Report
4. Water Purchase, Sales & Loss Report
5. Water Preventive Maintenance Report (*preventing unplanned breakdowns*)
6. Leak Detection Report
7. Water Repairs Report (*fixing unplanned breakdowns*)
8. Cross Connections/Backflow Report
9. New Taps (non-project)
10. Other

B. WASTEWATER:

1. Wastewater Bills
2. Wastewater Treasury Report
3. Wastewater Adjustments Report
4. Wastewater Treatment Purchase, Sales & Loss Report
5. Wastewater Preventive Maintenance Report (*preventing unplanned breakdowns*)
6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
7. New Taps (non-project)
8. Other

IV. New Extensions and Road Bores (Gee)

V. PSD Policies and Job Descriptions (Flaxer)

VI. Personnel (Gee)

VII. Announcements (Gee)

VIII. Correspondence (Gee)

~~ OLD BUSINESS ~~

IX. Section 3.8 Proposed Employee Personal Vehicles Policy, 3rd reading (Flaxer)

X. Purchase of New Side-by-Side (Gee)

XI. Section 1.3 Amended Licensing and Certification, 2nd reading (Flaxer)

~~ NEW BUSINESS ~~

XII. NEW 2019/20 PSD Budget (Gee) –

XIII. Late-Received Agenda Items (Gee)

XIV. Adjournment (Mills)

Shenandoah Cable Television, LLC  
**FRANCHISE FEE PAYMENT SUMMARY**  
Lewis Co, WV

April 24, 2019

Enclosed please find payment in accordance with our franchise agreement.

Payment Frequency:	Quarterly
Month(s) Covered:	Jan - Mar
Year(s) Covered:	2019
Percent of Revenue:	3%
Applicable Revenue:	\$315,174.00
Fee (%):	3%
<b>Fee Due to Franchisor:</b>	<b>\$9,455.22</b>

I certify that this information is true and correct to the best of my knowledge.



Ryan Bowles, Tax Accounting Associate  
[Ryan.Bowles@emp.shentel.com](mailto:Ryan.Bowles@emp.shentel.com)  
540-941-4133

*Last qtr 2018  
\$360.65*

# APRIL 2019 MILEAGE REQUEST

## UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 29,587

151 Hyre Temp / 18 POLICE INTERCEPTOR 11,503

152 Carpenter 3370 / 14 EXPLORER 71,425

153 Clark 1234 / 13 POLICE INTERCEPTOR 62,260

154 Lopez Temp / 18 POLICE INTERCEPTOR 4,110

155 Hendershot 3929 / 18 POLICE INTERCEPTOR 5,326

156 Carey 1643 / 11 TAHOE 87,663

157 Newbrough 3170 / 13 POLICE INTERCEPTOR 81,764

158 Brightbill 1910 / 13 POLICE INTERCEPTOR 87,824

159 Jones 2727 / 10 TAHOE 107,101

160 Frum 2966 / 12 CAPRICE 91,580

161 Miller 2868 / 09 TAHOE 83,758

170 Cayton 2829 / 11 TAHOE 100,244

171 Kirkpatrick 2726 / 11 DODGE NITRO 41,712

172 Posey 2824 / 11 TAHOE 108,414

174 Bush 1233 / 10 DODGE NITRO 54,274

1500 Deputy Reserves 2511 / 07 CROWN VIC 117,156

1500 Deputy Reserves 1232 / 07 CROWN VIC 109,580

2007 Chevy Sub. 82,200

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

**Thank You**

**Subject:** Hires for approval

**From:** [jhinchman@lewiscountywv.org](mailto:jhinchman@lewiscountywv.org)

**Date:** Tue, May 07, 2019 2:15 pm

**To:** [lewiscountycommission@lewiscountywv.org](mailto:lewiscountycommission@lewiscountywv.org)

Can I get these people on next weeks Commission agenda for approval to hire. Thank you

Rehires

Treyson Crowl, Brooklyn Queen, Kaitlyn Bean, Cole Kemper, Kenton Linger, Isaiah, Burciaga, Mackenzie McCord, Vincent Snuffer, Tiara Goodwin, Kia Villers, Sky, Nichols, Carlee, Burnside, Jenna Montgomery, Melea Stutler, Emily Louk, Olivia Krinov, Erin Fallon-Freeman, Kathryn Jones, Lorrie McCord,

New Hires

Tonya Ables, Ella McDougal, Jocelyn Hecert, Hailey Bright, Chayten Chapman, Adam Watson, Taylor Boggs, Kaylin Pasquale, Stephanie Bishop, Bobbie Westfall,

Joshua Hinchman

Director

Lewis Co Park

304-269-6599

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Subject: Approval to hire

From: Joshua Hinchman <jhinchman@lewiscountywv.org>

Date: Tue, May 07, 2019 5:35 pm

To: lewiscountycommission@lewiscountywv.org

Also need Morgan Brown approved for hire. Thanks

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599  
Lewiscountypark.com

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