

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

**LEWIS COUNTY COMMISSION**  
**110 CENTER AVENUE, 2ND FLOOR**  
**WESTON, WV 26452**  
**MEETING AGENDA**  
**Wednesday, June 12, 2019**  
**2:00 PM**

## **SILENT MEDITATION AND PLEDGE OF ALLEGIANCE**

- 1. 2:00 PM**            **Call Meeting to Order**
- 2. 2:05 PM**            **John Breen, Lewis County Assessor**  
**RE: Exonerations, Consolidations, Apportionments**  
Draft copies will be available for review on Monday, June 10, 2019.  
(*action required*)

## **APPOINTMENTS**

- 3. NONE**

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** The Thursday, June 6, 2019 Upshur County Commission Meeting Agenda is presented for review. (*information only*)
- 5. Sheriff's Monthly Vehicle Report:** Sheriff's Vehicle including mileage for the fleet for May 2019 is presented for review. (*information only*)
- 6. Lewis Gilmer E911 Monthly Call Report:** The report of activities at the Lewis Gilmer E911 Center for the month of May 2019 is presented for review. This includes number of calls by agency and disposition. (*information only*)

## **BUSINESS**

- 7. Board(s) and Committee Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Destination Weston Event; North Central Regional Airport; West Virginia Economic Development Council Training. (*information only*)
- 8. West Virginia Auditor's Office Budget Revision #6:** The Lewis County Commission is asked to execute State Budget Revision #6. This is the last budget revision that will be submitted to the state for Fiscal Year 2019. (*action required*)
- 9. Lewis County Park Employment Request:** Josh Hinchman, Lewis County Park Director, requests Casey Grogg, Amanda Hager and Regena Parmer be approved for temporary summer employment. (*action required*)

**10. Consideration of Proposals from United Bank and Citizens Bank of Weston for Services of Lewis County Accounts for Fiscal Year 2020:** The Lewis County Commission held work sessions with United Bank and Citizens Bank of Weston for services for Lewis County accounts for Fiscal Year 2020. The Commission will review these proposals and choose a provider. *(action required)*

**11. Timesheets and Leave Requests:** *(action required)*

a) Rick Stout                      Annual Leave

**ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

**12. 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 Monday, June 10, 2019. *(action required)*

**13. 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 Monday, June 10, 2019. *(action required)*

**14. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Monday, June 10, 2019. *(action required)*

**ADJOURNMENT:**

**15. 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 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: June 6, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 23, 2019

10:00 a.m. Bid opening for the Upshur County Youth Camp Timber Sale  
*\* Bid acceptance will follow Upshur County Youth Camp Board's review of timber sale bids.*

### Items for Discussion / Action / Approval:

1. Review and Approval of Notice of Public Auction.\*  
*Item may lead to Executive Session per WV Code §6-9A-4(9)*
2. Approval of "Requests for Bids" and Minimum Vehicle Specifications for one sport utility police vehicle. Sealed Proposals must be received no later than 4:00 p.m. on July 10, 2019 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 10:30 am on Thursday, July 11, 2019.\*
3. Correspondence from Sarah Wysor Fink, Member Services Assistant with WV Counties Risk Pool, enclosing the WVCoRP Self-Insurance Renewal Package. Review and Signature of WV Association of Counties Group Self Insurance Risk Pool Coversheet to Member Agreement. The total annual contribution including workers' compensation is \$179,093.\*
4. Memorandum from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Racheal Hulett, BU Recreation Park concession stand worker, effective May 30, 2019 and requesting permission to utilize Brooke Newcome in the concession stand, effective immediately at her current rate of pay.\*
5. Correspondence from Carrie Wallace, County Administrator, requesting the temporary full-time employment of Mildred "Jeanne" Zickefoose at her current rate of pay, effective on or around August 4, 2019 for no more than 12 weeks. If approved, Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing and Mapping Department, but will also work part-time as a Commission Assistant during the upcoming short term vacancy expected in the Commission Office.\*
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 Joseph Armstrong, WV Court Security Board Chairperson, announcing the Court Security Board's approval of a Court Security Grant award in the amount of \$3,275 for the purpose of enhancing the county's court security.
2. Correspondence from Carrie L. Wallace, County Administrator, to the WV Dept. of Transportation Program Coordinator Mark Scoular expressing the Upshur County Commission's official support of the City of Buckhannon's application for funding assistance through the WV Department of Highway Transportation Alternatives Program.
3. Correspondence from Alex Shubert, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Ellamore Fire Department, effective September 1, 2019. ISO's Public Protection Classification Program plays an important role in the underwriting process at insurance companies.
4. Correspondence from Ora L. Ash, Deputy State Auditor, providing a reminder of deadlines for submitting budget revisions.
5. Adrian Public Service District Independent Audit for Fiscal Years Ended June 30, 2016 and June 30, 2017.
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – April 2019
7. Lewis-Upshur Animal Control Facility Cat Report for the month of April 2019
8. Lewis-Upshur Animal Control Facility Animal Report for the month of April 2019
9. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of April 2019
10. Upshur County Building Permits for the month of May 2019
11. Appointments Needed or Upcoming:
  - a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)

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  
June 13, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The regularly scheduled Commission Meeting on June 20, 2019 is CANCELLED due to the Courthouse being closed in observance of West Virginia Day\*\***

## MAY 2019 MILEAGE REQUEST

UNIT LIC.

150 Gissy 6LB698 / 14 CHARGER 29,777

151 Hyre Temp / 18 POLICE INTERCEPTOR 13,019

152 Carpenter 3370 / 14 EXPLORER 72,430

153 Clark 1234 / 13 POLICE INTERCEPTOR 63,818

154 Lopez Temp / 18 POLICE INTERCEPTOR 5,801

155 Hendershot 3929 / 18 POLICE INTERCEPTOR 6,600

156 Carey 1643 / 11 TAHOE 89,045

157 Newbrough 3170 / 13 POLICE INTERCEPTOR 83,151

158 Brightbill 1910 / 13 POLICE INTERCEPTOR 89,606

159 Jones 2727 / 10 TAHOE 108,000

160 Frum 2966 / 12 CAPRICE 93,344

161 Miller 2868 / 09 TAHOE 85,993

170 Cayton 2829 / 11 TAHOE 101,345

171 Kirkpatrick 2726 / 11 DODGE NITRO 42,152

172 Posey 2824 / 11 TAHOE 109,049

174 Bush 1233 / 10 DODGE NITRO 55,015

1500 Deputy Reserves 2511 / 07 CROWN VIC 117,156

1500 Deputy Reserves 1232 / 07 CROWN VIC 110,059

2007 Chevy Sub. 82,200

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

**Thank You**





2019 LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS COUNTY		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
	10-27	287	238	308	490	622								1945
	10-28	267	213	233	483	538								1734
	III & CIB	145	215	235	225	344								1164
	OTHER	8	14	49	36	63								170
	DVP	34	38	16	64	97								249
CITY	10-27	222	140	296	274	230								1162
	10-28	167	132	238	195	153								885
	III & CIB	29	18	24	41	56								168
	OTHER	5	1	21	13	16								56
	DVP	17	7	19	31	25								99
STATE	10-27	113	207	214	183	230								947
	10-28	90	127	142	134	100								593
	III & CIB	22	40	29	57	43								191
	OTHER	5	3	1	0	9								18
	DVP	24	37	26	25	34								146
DNR	10-27	7	12	21	5	12								57
	10-28	11	19	6	11	9								56
	III & CIB	6	0	2	4	0								12
	OTHER	4	0	0	0	0								4
	DVP	1	1	5	7	2								16
PROSECUTOR	10-27	22	12	30	38	10								112
	10-28	0	0	0	0	0								0
	III & CIB	80	36	91	152	39								398
	OTHER	0	4	0	0	0								4
	DVP	0	0	0	0	0								0
PROBATION	10-27	6	4	7	2	9								28
	10-28	1	0	0	0	0								1
	III & CIB	37	19	18	15	48								137
	OTHER	0	0	0	0	5								5
	DVP	0	0	0	0	0								0
SWJS PARK	10-27	0	0	0	7	1								8
	10-28	4	0	0	2	0								6
	III & CIB	0	0	0	7	0								7
	OTHER	0	0	0	0	0								0
	DVP	0	0	0	0	0								0
FAMILY COURT	III & CIB	21	3	0	0	0								24
DAY REPORT	10-27	7	6	5	5	5								28
	10-28	0	0	0	0	0								0
	III & CIB	14	6	11	11	3								45
	OTHER	25	9	27	28	3								92
	DVP	0	0	0	0	0								0
													TOTAL TRANSACTIONS	10567

2019 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	154	58	214	51	57								534
	10-28	134	41	199	55	68								497
	III & CIB	118	61	112	43	40								374
	OTHER	7	6	23	4	4								44
	DVP/WAR	8	1	10	11	0								30
CITY	10-27	36	68	89	63	60								316
	10-28	34	32	89	55	50								260
	III & CIB	9	12	33	4	4								62
	OTHER	0	0	0	1	1								2
	DVP/WAR	2	1	3	5	0								11
STATE	10-27	73	112	170	123	76								554
	10-28	52	99	155	95	81								482
	III & CIB	26	40	22	45	14								147
	OTHER	1	2	0	5	1								9
	DVP/WAR	18	33	36	29	27								143
DNR	10-27	0	8	4	0	1								13
	10-28	1	2	6	0	1								10
	III & CIB	0	3	0	0	0								3
	OTHER	0	0	0	0	0								0
	DVP/WAR	0	0	0	0	0								0
PROSECUTOR	10-27	0	0	0	0	0								0
	10-28	0	0	0	0	0								0
	III & CIB	6	0	11	6	0								23
	OTHER	0	0	0	0	0								0
	DVP/WAR	0	0	0	0	0								0
CAMPUS	10-27	1	0	5	0	6								12
	10-28	1	0	5	4	4								14
	III & CIB	2	0	2	0	7								11
	OTHER	0	0	1	0	0								1
	DVP/WAR	0	0	0	0	0								0

Total Transactions 3552

[Print](#) | [Close Window](#)

**Subject:** Add to agenda 6/11/19

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

**Date:** Tue, Jun 04, 2019 3:46 pm

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

Need approval to hire

Casey Grogg

Amanda Hager

Regena Parmer

Joshua Hinchman

Director

Lewis Co Park

304-269-6599

Copyright © 2003-2019. All rights reserved.