

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**

Agenda for Tuesday, July 30, 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, July 26, 2019.
(action required)
- 3. 10:10 AM Chris Richards, Executive Director**
Lewis County Convention & Visitors Bureau
RE: The Annual Report of the Lewis County Convention & Visitors Bureau as required by West Virginia State Code will be presented to the Lewis County Commission. The activities and financial report will be included.
(action required)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for July 26, 2019 is presented for review. *(information only)*
- 5. West Virginia Ethics Commission Training Sessions:** The West Virginia Ethics Commission will present trainings on the Ethics Act and the Open Meetings Act on Wednesday, August 21, 2019 at 10:30 am in Sutton at the RETI Training Center, 89 Minnick Drive and on Tuesday, August 20, 2019 at 1pm at the Harrison County Parks & Recreation Center at 43 Recreation Drive in Clarksburg. *(information only)*

BUSINESS

- 6. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Budget Work Session; Blueprint Community Meetings; Lewis County Economic Development Authority. *(information only)*
- 7. Louis Bennett Public Library Board of Trustees Request for Reappointment:** The Lewis County Commission is asked to approve the reappointment of Melissa Skinner to the Louis Bennett Library Board. If reappointed her term will expire June 30, 2024. *(action required)*

8. **Lewis County Fiscal Year 2020 Budget Revision:** Lewis County Commission is asked to approve the Fiscal Year 2020 General County Budget Revision #1. This revision incorporates the unencumbered funds from Fiscal Year 2019 into the Fiscal Year 2020 budget. *(action required)*
9. **Sheriff's Financial Settlement for Fiscal Year 2019:** Sheriff Adam M. Gissy presents the Sheriff's Financial Settlement for Fiscal Year 2019 for approval. *(action required)*
10. **Timesheet and Leave Requests:** *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

11. **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, July 26, 2019. *(action required)*
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 Friday, July 26, 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 Friday, July 26, 2019. *(action required)*
14. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, July 26, 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 or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: July 25, 2019

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

Approval of Minutes:

- July 18, 2019

9:05 a.m. Dr. Joseph Reed – Reading and signature of the Green Bean Weekend 2019 Proclamation declaring August 8-10, 2019 as the Fourth Annual Green Bean and Volunteerism Weekend; Announcement of the upcoming Green Bean Stroll to be held at the River Walk on Saturday, August 10th at 9:00 am.

Dr. Joseph Reed on behalf of the Upshur County Tobacco Prevention Coalition – discuss ways the Commission can promote avoidance and cessation of use.

Items for Discussion / Action / Approval:

1. Correspondence from Craig Presar, WVU Extension Agent, on behalf of the Upshur County Community Education Outreach Service (CEOS) requesting use of the Courthouse Plaza to hold their annual mini fair on Friday, September 6, 2019 from 8:00 am to 3:00 pm. A copy of the Certificate of Liability Insurance has been received.*
2. Approval and signature of a General Contract of Services between the Upshur County Commission and Day Trippin Adventures LLC for services to be provided to the Buckhannon-Upshur Parks and Recreation Advisory Board on September 7, 2019. The Board plans to host a Community Float event and will pay for these services utilizing accumulated fundraising money.*
3. Correspondence from Phil Loftis requesting reappointment to the Buckhannon-Upshur Airport Authority. Upon approval, Mr. Loftis' new term will expire on June 30, 2022.*
4. Approval of the Upshur County Employee Handbook of Personnel Guidelines current revision, dated July 25, 2019. The Policy Board unanimously voted to approve the revision during their regularly scheduled meeting on July 18, 2019.*
5. Correspondence from Deputy William T. Chidester announcing his resignation effective August 2, 2019.*
Item may lead to Executive Session per WV Code §6-9A-4
6. Correspondence Jim and Faith Wilson announcing their resignation as counselors for the 26th Judicial Circuit Drug Court and Community Corrections, effective July 31, 2019.*
Item may lead to Executive Session per WV Code §6-9A-4

7. 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 Janella L. Cochran, LUACF Director, to the City of Buckhannon, announcing her resignation from the Animal Care & Control Commission in her capacity as the LUACF Director, effective immediately.
2. WV Ethics Commission training opportunity – Wednesday, August 21st beginning at 10:30 a.m. at the RETI Training Center in Sutton
3. Upshur County Sheriff's Settlement, Reconciliation of Cash and Commission – Fiscal Year Ending June 30, 2019
4. Upshur County Sheriff's Financial Statement For Period Ending: June 2019
5. Upshur County E911 Communication Reports --- June 2019
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. NACo Prescription Drug Discount Card Program breakdown from 2015 to April 2019
7. Appointments Needed or Upcoming:
 - a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 City Rep.)
 - b. Upshur County Library Board (7/1/19 – 6/30/2024 Board of Education)
 - c. Buckhannon-Upshur Airport Authority (7/1/19 – 6/30/2022 City 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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
August 1, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on August 8, 2019 is CANCELLED ****



WEST VIRGINIA ETHICS COMMISSION

210 BROOKS STREET, SUITE 300
CHARLESTON WV 25301-1804
(304) 558-0664 - FAX (304) 558-2169
ethics@wv.gov

Ethics Act training in Sutton

The West Virginia Ethics Commission will present training on the Ethics Act and the Open Meetings Act on Wednesday, August 21, 2019, at 10:30 a.m. in Sutton at the RETI Training Center, 89 Richard Minnick Drive.

Officials and employees of area counties and cities; members of county and city boards and commissions, and the public are invited to attend. The training will last approximately one hour and 15 minutes. Registration is not required.

The training is part of the Ethics Commission's efforts to educate governmental officials and employees of the requirements of the Ethics Act and the Open Meetings Act. Training sessions are being conducted around the state by the Commission. Sessions have been held in various cities around the state.

Information regarding the Ethics Act, the Open Meetings Act and the Ethics Commission may be obtained from the Commission's website at www.ethics.wv.gov. For questions regarding the training, contact the Ethics Commission at (304)558-0664.



WEST VIRGINIA ETHICS COMMISSION

210 BROOKS STREET, SUITE 300
CHARLESTON WV 25301-1804
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Ethics and Open Meetings Act training in Clarksburg

The Ethics Commission will present training on the Ethics Act and the Open Meetings Act on Tuesday, August 20 at 1:00 p.m. at the Harrison County Parks & Recreation Center at 43 Recreation Drive in Clarksburg,

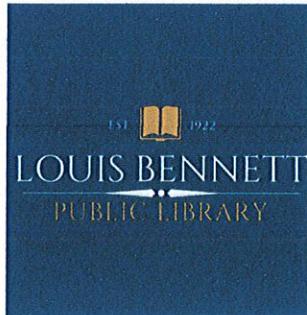
Officials and employees of area counties and cities; members of county and city boards and commissions, and the public are invited to attend. The training will last approximately one hour and 15 minutes. Registration is not required.

The training is part of the Ethics Commission's efforts to educate governmental officials and employees of the requirements of the Ethics Act and the Open Meetings Act. Training sessions are being conducted around the state by the Commission. Sessions have been held in Parkersburg, Charles Town, Triadelphia and Beckley and a session is scheduled in Welch on July 25.

Information regarding the Ethics Act, the Open Meetings Act and the Ethics Commission may be obtained from the Commission's website at www.ethics.wv.gov. For questions regarding the training, contact the Ethics Commission at (304)558-0664.

Louis Bennett Public Library

148 Court Ave.
Weston, WV 26452
Phone: (304) 269-5151
Fax : (304) 269- 7332
Website: louisbennett.lib.wv.us



Lewis County Commission
Lewis County Court House
110 Center Ave.
Weston, WV 26452

June 30, 2019

Dear Commission,

The Louis Bennett Public Library Board of Trustees met on June 10, 2019, the Board voted to renew the term of Mrs. Melissa Skinner, 224 Woddlyn Drive Weston, WV 26452. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to be 'K. Johnson', is written over a horizontal line. The signature is stylized and loops back.

Katrina Johnson

Director

Budget Resolution

At a regular session of the County Commission, held **July 30, 2019** the following order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget of the **GENERAL COUNTY FUND, FY 2019/2020**, for the County of **LEWIS**. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on budget revision number **1 (one)**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

	<i>(circle one)</i>	
	yes	no
_____ Agnes G. Queen		
_____ Patrick D. Boyle		
_____ Roderick B. Wyman		

WHEREUPON, Agnes G. Queen, President, declared said resolution duly adopted, and it is therefore **ADJUDGED AND ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to affix his signature on the attached "*Request for Revision to Approved Budget*" to be sent to the State Auditor for approval.

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY 2019/2020
 Fund: 1
 Rev. No. 1
 Pg of No. 1 of 2

Lewis County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue
 Name: Crystal Haught STREET OR PO BOX COUNTY
 Phone: (304) 269-8215 Government Type
 Fax: (304) 269-8202 Weston 26452 ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	2,500,000	1,130,073		3,630,073
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,130,073

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	289,062	14,731		303,793
403	Circuit Clerk	291,181	750		291,931
406	Assessor	320,699	9,591		330,290
424	Courthouse	2,038,638	871,765		2,910,403
443	State Grants	10,000		10,000	
699	Contingencies	862,486	113,007		975,493
700	Sheriff-Law Enforcement	754,455	7,239		761,694
716	Dog Warden/Humane Society	171,614		27,106	144,508
730	Courthouse Security	132,051	5,227		137,278
800	Local Health Department		5,000		5,000
905	Fair Associations/Festivals		2,500		2,500
957	Family Law Master		5,000		5,000

NET INCREASE/(DECREASE) Expenditures 1,130,073

APPROVED BY THE STATE AUDITOR
 BY: _____ Date
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

REVENUES

Account Number	Account Name	Explanation	Amount
001-299-002.0	Unencumbered Balance	2018/2019 Carryover	\$ 1,130,073.00
TOTAL REVENUE			\$ 1,130,073.00

EXPENSES

Account Number	Account Name	Explanation	Amount
001-401-105.0	Co. Commission Insurance	Additional Expenses	\$ 231.00
001-401-214.0	Co. Commission Travel	Additional Expenses	\$ 3,500.00
001-401-223.0	Co. Commission Professional Services	Additional Expenses	\$ 1,000.00
001-401-224.0	Co. Commission Audit	Additional Expenses	\$ 10,000.00
TOTAL 401			\$ 14,731.00
001-403-105.0	Circuit Clerk Insurance	Additional Expenses	\$ 750.00
TOTAL 403			\$ 750.00
001-406-105.0	Assessor Insurance	Additional Expenses	\$ 9,591.00
TOTAL 406			\$ 9,591.00
001-424-106.0	Courthouse Retirement	Additional Expenses	\$ (300.00)
001-424-211.0	Courthouse Telephone	Additional Expenses	\$ 3,000.00
001-424-213.0	Courthouse Utilities	Additional Expenses	\$ 5,000.00

001-424-215.1	Courthouse R&M Buildings and Grounds	Additional Expenses	\$ 500,000.00
001-424-216.0	Courthouse R&M Equipment	Additional Expenses	\$ 75,000.00
001-424-217.0	Courthouse R&M Vehicles	Additional Expenses	\$ 2,500.00
001-424-218.0	Courthouse Postage	Additional Expenses	\$ 15,000.00
001-424-220.0	Courthouse Legal Publications	Additional Expenses	\$ 2,500.00
001-424-222.0	Courthouse Dues & Subscriptions	Additional Expenses	\$ 5,000.00
001-424-223.0	Courthouse Professional Services	Additional Expenses	\$ 20,500.00
001-424-226.4	Courthouse Employees Basic Life Insurance	Additional Expenses	\$ 200.00
001-424-226.6	Courthouse Unemployment	Additional Expenses	\$ 10,000.00
001-424-230.0	Courthouse Contracted Services	Additional Expenses	\$ 100,000.00
001-424-341.0	Courthouse Supplies & Materials	Additional Expenses	\$ 14,865.00
001-424-343.0	Courthouse Auto Supplies	Additional Expenses	\$ 3,000.00
001-424-459.1	Courthouse Equipment	Additional Expenses	\$ 40,000.00
001-424-459.2	Courthouse Computer Equipment	Additional Expenses	\$ 15,000.00
001-424-459.4	Courthouse Law Enforcement Vehicles	Additional Expenses	\$ 45,000.00
001-424-459.5	Courthouse Law Enforcement Equipment	Additional Expenses	\$ 15,500.00
		TOTAL 424	\$ 871,765.00
001-443-341.1	CP Grant/ Misc Grants	Decreased Expenses	\$ (10,000.00)
		TOTAL 443	\$ (10,000.00)
001-699-000.0	Contingencies	To Balance Budget	\$ 113,007.11
		TOTAL 699	\$ 113,007.11
001-700-105.0	Law Enforcement Insurance	Additional Expenses	\$ 7,239.00
		TOTAL 700	\$ 7,239.00
001-716-566.0	Contribution to Dog and Kennel	Budget Submission Error	\$ (32,105.83)
001-716-566.0	Contribution to Dog and Kennel	Additional Expenses	\$ 5,000.00
		TOTAL 716	\$ (27,105.83)
001-730-103.0	Courthouse Security Salaries	Additional Expenses	\$ 4,855.12
001-730-104.0	Courthouse Security FICA	Additional Expenses	\$ 371.42
		TOTAL 730	\$ 5,226.54

001-800-567.0	Health Department Contributions	19/20 Contribution	\$ 5,000.00
		TOTAL 800	\$ 5,000.00
001-905-568.0	Fairs and Festivals Contributions: Jamboree	19/20 Contributions	\$ 2,500.00
		TOTAL 905	\$ 2,500.00
001-957-568.0	Visitation Center Contribution	19/20 Contribution	\$ 5,000.00
		TOTAL 957	\$ 5,000.00
001-987-215.0	Capital Projects/Buildings	Budget Submission Error	\$ 32,105.83
001-987-215.0	Capital Projects/Buildings	To Balance Budget	\$ 100,263.35
		TOTAL 987	\$ 132,369.18
		TOTAL EXPENSES	\$ 1,130,073.00