

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304)269-8200
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Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



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

LEWIS COUNTY COMMISSION 110 Center Avenue, 2nd Floor Weston, WV 26452 Meeting Agenda Tuesday, November 17, 2020

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, November 13, 2020.
(*action required*)

APPOINTMENT

3. **10:15AM** **Dennis Bennett**
RE: Mr. Bennett will inform the Lewis County Commission about a sign that will be erected at the mouth of Horse Run Road commemorating the four Wyant Sons who fought in WW II. (*information only*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for November 12, 2020 is presented for review. (*information only*)
5. **Sheriff's Monthly Settlement (Reconciliation):** Lewis County Sheriff Dayton Whitt submits the Sheriff's October 2020 Monthly Settlement (reconciliation) of Lewis County accounts for review. (*information only*)
6. **Jane Lew Public Service District:** The Jane Lew Public Service District November 12, 2020 Meeting Agenda is presented for review. (*information only*)

BUSINESS

7. **Board(s) and Committee(s) Report(s):** The Lewis County Commission will give reports on any board(s)/committee(s) meetings they have attended including: County Commissioner's Association of WV; COVID 19 Conference Calls; NACo Conference Call; Lewis County Fire Board; 2020 General Election Canvas; Lewis County Firefighters Association. (*information only*)

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: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call

Date of Meeting: November 12, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 5, 2020

Items for Discussion / Action / Approval:

1. Approval and signature of an Authorization for Additional Services from Civil & Environmental Consultants, Inc. in the amount of \$2,000. CEC is conducting a Hydrologic and Hydraulic study for Brushy Fork and an unnamed tributary of Brushy Fork on the 13.84-acre property (the Wellness Complex) located off of Ridgeway Road in Buckhannon, WV. The original project focused on the south side of Brushy Fork, the additional services will provide modeling for proposed pads on the north and south side of Brushy Fork, which will be used to finalize the hydraulic report. *
2. Approval and Signature of 2020 EEOP Utilization Report*
3. Approval and signature of FY 21 Court Security Grant (Project No. 20-CS-21) Contract Agreement, Resolution, Certifications, Standard Conditions and Assurances and Special Conditions. The grant award is in the sum of \$71,289 to be used for the purpose of enhancing and upgrading the county's court security. *
4. Consider Resignation of Employee * Under separate cover
Item may lead to Executive Session per WV Code
5. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Seth Cutright for the position of Deputy Sheriff. Upon approval, Mr. Cutright will begin employment on November 22, 2020 at the pay wage rate of \$19.37 per hour. *
Item may lead to Executive Session per WV Code §6-9A-4
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, Remote Work Request(s).

For Your Information:

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

1. Correspondence from Dawn Keller, Senior Regulatory Analyst for SWN Production Company LLC, enclosing the Maintenance Plan/Monitoring and Emergency Action Plan for the Upshur County Freshwater Impoundments. The entire Plan is available for viewing at the Upshur County Office of Emergency Management.
2. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority, announcing the financial assistance request for improvements has been approved. The project involves replacing the shingles and gutters on the former jail facility. The maximum amount of the award is \$97,039 with the County to make a 20% funding match.
3. WV Department of Revenue State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the "assessor's additional duties" and will receive additional compensation as provided in WV Code §7-7-6b.
4. Upshur County Building Permits for the month of October, 2020
5. Federal Communications Commission – Informational Notice of Section 106 Filings
6. Upshur County Mileage Reports – September, 2020
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Appointments Needed or Upcoming:
 - Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative

****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or trperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

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
November 19, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex

The Commission Meeting scheduled for November 26, 2020 has been CANCELLED

Lewis County Financial Statement
Month Ending- October 2020

Lewis County
11/10/2020 @ 08:34:14 AM

Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance	
General County	5,367,214.62	\$634,213.95	\$938,588.25	\$1,044,139.87	5,895,876.95
Coal Severence	5,178.01	\$4,422.31	\$0.00	\$0.00	9,600.32
General School	35,177.46	\$5,194.20	\$0.00	\$0.00	40,371.66
Magistrate Court	2,213.84	\$946.91	\$0.00	\$1,818.99	1,341.76
Worthless Check	28,786.00	\$57.11	\$0.00	\$0.00	28,843.11
Dog and Kennel	19,431.68	\$1,262.91	\$0.00	\$21,286.23	(591.64)
Home Detention	4,023.95	\$761.00	\$0.00	\$633.39	4,151.56
Emergency 911 Fund	3,973,060.32	\$22,745.69	\$0.00	\$86,262.26	3,909,543.75
Lewis County Aquatic Fund	727,843.89	\$179.47	\$0.00	\$0.00	728,023.36
Citizens Education	23,246.76	\$5.76	\$0.00	\$0.00	23,252.52
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$3,143.16	\$0.00	\$3,143.16	0.00
Sheriff Special Account-State	8,302.17	\$2.05	\$0.00	\$0.00	8,304.22
County Building	578,559.61	\$88.78	\$0.00	\$0.00	578,648.39
Board of Health	547,065.50	\$83,866.67	\$0.00	\$49,476.30	581,455.87
Tax Lien	165,614.51	\$1,651.17	\$0.00	\$2,245.00	165,020.68
Delinquent Nonentered	20,668.98	\$2,501.94	\$0.00	\$319.03	22,851.89
Concealed Weapons	54,319.20	\$236.48	\$0.00	\$0.00	54,555.68
Assessor Valuation	352,178.04	\$4,511.65	\$0.00	\$24,434.13	332,255.56
Voters Resistration	4,590.17	\$0.00	\$0.00	\$0.00	4,590.17
State Current	0.00	\$2.99	\$1,455.75	\$1,458.74	0.00
Criminal Charges	0.00	\$580.00	\$0.00	\$580.00	0.00
Court Reporter	0.00	\$50.00	\$0.00	\$50.00	0.00
State Police	0.00	\$300.00	\$0.00	\$300.00	0.00
Vehicle License - DMV	0.00	\$20,401.50	\$0.00	\$20,401.50	0.00
State Fines	0.00	\$0.00	\$0.00	\$0.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	569.50	\$424.50	\$0.00	\$564.50	429.50
General Current Expenses	0.00	\$4,358.09	\$838,609.16	\$842,967.25	0.00
Excess Levy	0.00	\$389,386.61	\$60,109.70	\$449,496.31	0.00
Weston Current	0.00	\$19.21	\$9,360.81	\$9,380.02	0.00
Jane Lew Current	0.00	\$1.84	\$896.07	\$897.91	0.00
COVID-19 PANDEMIC	78,842.45	\$0.00	\$0.00	\$6,116.05	72,726.40
LC Blueprint Community	6,626.25	\$833.33	\$0.00	\$0.00	7,459.58
Small Cities Blk Grant-Broadband	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$12,003,513.62	\$1,182,149.28	\$1,849,019.74	\$2,565,970.64	\$12,468,712.00

Balance in county depositories - End of Month	\$13,859,986.78	Bank Errors	
Less: Orders Outstanding	\$2,073,130.24	Bank Errors	
Add: Deposits in Transit	\$678,355.46		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$12,468,712.00	Bank Errors	
		Total	
		True Balance	\$12,468,712.00

I, D. Whitt, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

D. Whitt /ajf Lewis
 Sheriff & Treasurer County
11-9-2020

Dated and sworn to on this date.

Difference

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Revised

Regular Meeting November 12, 2020 4:00 PM

~~ Public Board Meeting Agenda ~~ MEETING BY TELECONFERENCE

I. Call to Order (Flaxer)

~~ ROUTINE MONTHLY BUSINESS ~~

II. Minutes (10/08/2020)

III. General Manager's October Reports (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. Water Repairs Report (*fixing unplanned breakdowns*)
7. Leak Detection Report (*finding and fixing leaks*)
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. PSD Policies and Job Descriptions (Flaxer)

V. Personnel (Gee)

VI. Announcements (Gee)

VII. Correspondence (Gee)

~~ OLD BUSINESS ~~

~~ NEW BUSINESS ~~

VIII. Rate Increase - Water & Sewer (Gee)

IX. Wage increase for employees (Gee)

X. Late-Received Agenda Items (Gee)

XI. Adjournment



Dave Hardy
Secretary of Revenue

STATE TAX DEPARTMENT

Dale W. Steager
State Tax Commissioner

November 5, 2020

President, Lewis County Commission
Lewis County Courthouse
P. O. Box 466
Weston, West Virginia 26452-0466

Dear Commission President:

This letter and attachment certify that John Breen, Assessor of Lewis County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Breen to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in blue ink that reads "Dale W. Steager".

Dale W. Steager
State Tax Commissioner

DWS/ct

Attachment

cc: Assessor of Lewis County
Clerk of Lewis County