

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
RECESS
SESSION:**

State of West Virginia;

County of Lewis, To-Wit;

In the office of the Clerk of the County Commission of the said County of Lewis, in the recess of said Commission on Tuesday, December 29, 2015.

This day came Charles S. Butcher, husband of Helen C. Butcher, deceased, and presented and offered for probate a paper writing bearing date the 23rd day of April, 1998, purporting to be the Last Will and Testament of his said decedent.

And, it appearing to the Clerk that the said decedent, at the time of her death, had a known place of residence in the County of Lewis, State of West Virginia, and it further appearing that the said paper writing had attached thereto, an affidavit signed by Jana Hall Gissy, Carolyn M. Hamric and Karen J. Rittenhouse. The said affidavit set forth the fact that the said Helen C. Butcher, the Testatrix, signed and declared the said paper writing as and for her Last Will and Testament in their presence and at the time thereof, the said Testatrix was of sound mind and disposing memory and over the age of eighteen. And, at the request of the said Testatrix, they, the said Jana Hall Gissy, Carolyn M. Hamric and Karen J. Rittenhouse signed their names to said paper writing in the presence of the said Testatrix and in the presence of each other as the attesting witnesses thereto.

The said Will being thus proved, is admitted to probate and ordered to be filed and recorded as directed by law.

Attest:

Cynthia S. Rowan Clerk

State of West Virginia;

County of Lewis, To-Wit;

In the office of the Clerk of the County Commission of the said County of Lewis, in the recess of said Commission on Tuesday, December 29, 2015.

WHEREAS, Helen C. Butcher, whose Last Will and Testament was this day fully proved, probated and admitted to record, therein named Charles S. Butcher as Executor thereof and requested that no bond be required of him as such Executor. THEREUPON, personally appeared the said Charles S. Butcher and qualified as Executor of the Will of Helen C. Butcher, deceased, by taking the oath prescribed by law.

It is stated by said Executor that Helen C. Butcher departed this life on the 12th day of December, 2015, aged eighty-four years.

Attest:

Cynthia S. Rowan Clerk

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
RECESS
SESSION:**

State of West Virginia;
County of Lewis, To-Wit;

In the office of the Clerk of the County Commission of the said County of Lewis, in the recess of said Commission on Tuesday, January 5, 2016.

This day came Penny Syrews, daughter of Junior George Hefner, deceased, and presented and offered for probate a paper writing bearing date the 3rd day of August, 2010, purporting to be the Last Will and Testament of her said decedent.

And, it appearing to the Clerk that the said decedent, at the time of his death, had a known place of residence in the County of Lewis, State of West Virginia, and it further appearing that the said paper writing had attached thereto, an affidavit signed by James C. Turner, Donna J. McClain and Joyce A. Riley. The said affidavit set forth the fact that the said Junior George Hefner, the Testator, signed and declared the said paper writing as and for his Last Will and Testament in their presence and at the time thereof, the said Testator was of sound mind and disposing memory and over the age of eighteen. And, at the request of the said Testator, they, the said James C. Turner, Donna J. McClain and Joyce A. Riley signed their names to said paper writing in the presence of the said Testator and in the presence of each other as the attesting witnesses thereto.

The said Will being thus proved, is admitted to probate and ordered to be filed and recorded as directed by law.

Attest:

Cynthia S. Rowan Clerk

State of West Virginia;
County of Lewis, To-Wit;

In the office of the Clerk of the County Commission of the said County of Lewis, in the recess of said Commission on Tuesday, January 5, 2016.

WHEREAS, Junior George Hefner, whose Last Will and Testament was this day fully proved, probated and admitted to record, therein named Penny Syrews as Executrix thereof and requested that no bond be required of her as such Executrix. THEREUPON, personally appeared the said Penny Syrews and qualified as Executrix of the Will of Junior George Hefner, deceased, by taking the oath prescribed by law.

It is stated by said Executrix that Junior George Hefner departed this life on the 31st day of December, 2015, aged ninety years.

Attest:

Cynthia S. Rowan Clerk

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
REGULAR**

SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE

Commission sat pursuant to adjournment of Monday, December 28, 2015.

PRESENT: Honorable Agnes G. Queen, President, Patrick D. Boyle and
Thomas V. Fealy, Commissioners.

The foregoing proceedings of this Commission were approved and signed by the
President.

IN RE: ORGANIZATION MEETING

On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to recess the regular
meeting and go into the organization meeting at 10:02 AM.

**IN RE: ELECTION OF AGNES G. QUEEN,
PRESIDENT OF THE LEWIS COUNTY COMMISSION**

The first order of business was to elect a President of the Lewis County Commission. Upon
motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous, Agnes G. Queen was elected
as the President of the Lewis County Commission. Commissioner Queen was then given the Oath of
Office by Cynthia S. Rowan, Clerk of the Commission and recorded in Oath of Office Book: 2 Page:
224.

IN RE: HOURS OF OPERATION FOR THE LEWIS COUNTY OFFICES

Currently the hours of operation for Lewis County Office are 8:00 AM to 4:00 PM, Monday thru
Friday except for holidays, on motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous
to approve the current hours of operation for 2016.

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
REGULAR
SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

IN RE: SCHEDULE OF DATES FOR 2016 COUNTY COMMISSION MEETINGS

The following is a list of the dates for the 2016 County Commission meetings being approved upon motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous:

LEWIS COUNTY COMMISSION SCHEDULE OF MEETINGS FOR 2016

All Meetings begin at 10am

JANUARY		JUNE		NOVEMBER
Monday	January 4, 2016	Monday	June 6, 2016	Monday November 7, 2016
Monday	January 11, 2016	Monday	June 13, 2016	Monday November 14, 2016
Tuesday	January 19, 2016	Tuesday	June 21, 2016	Monday November 21, 2016
Monday	January 25, 2016	Monday	June 27, 2016	Monday November 28, 2016
FEBRUARY		JULY		DECEMBER
Monday	February 1, 2016	Tuesday	July 5, 2016	Monday December 5, 2016
Monday	February 8, 2016	Monday	July 11, 2016	Monday December 12, 2016
Tuesday	February 16, 2016	Monday	July 18, 2016	Monday December 19, 2016
Monday	February 22, 2016	Monday	July 25, 2016	Tuesday December 27, 2016
Monday	February 29, 2016			
MARCH		AUGUST		
Monday	March 7, 2016	Monday	August 1, 2016	
Monday	March 14, 2016	Monday	August 8, 2016	
Monday	March 16, 2016	Monday	August 15, 2016	
Monday	March 21, 2016	Monday	August 22, 2016	
Monday	March 28, 2016	Monday	August 29, 2016	
APRIL		SEPTEMBER		
Monday	April 4, 2016	Tuesday	September 6, 2016	
Monday	April 11, 2016	Monday	September 12, 2016	
Monday	April 18, 2016	Monday	September 19, 2016	
Monday	April 25, 2016	Monday	September 26, 2016	
MAY		OCTOBER		
Monday	May 1, 2016	Monday	October 3, 2016	
Monday	May 9, 2016	Tuesday	October 11, 2016	
Monday	May 16, 2016	Monday	October 17, 2016	
Monday	May 23, 2016	Monday	October 24, 2016	
Tuesday	May 31, 2016	Monday	October 31, 2016	

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
REGULAR
SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

IN RE: AGENDA, NOTICE OF MEETINGS, AND MEETING MANAGEMENT

On motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous to approve the following rules:

1. Regular meeting agendas will be posted and available to the public before closure two business days prior to the meeting date.
2. Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the county commission or as required by statute.
3. Appointment to speak with the county commission must be scheduled before 10 AM three business days prior to the meeting. Appointments will be given a 10 minute time allowance.
4. Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
5. Allow only input or recommendation from other constitutional official, staff or public that is not listed specifically on the agenda if requested by the Commission or if required by statute.
6. If not scheduled on the agenda you must sign up for public comment 15 minutes at a minimum prior to the start of a meeting. No decisions can be made by the Commission. Public comment is limited to 5 minutes per person.
7. Motion required for consideration of vote – no second required.
8. All votes unanimous unless otherwise stated.
9. Roberts Rules of Order is utilized as a guide only. The commission controls the meeting management discussion and input.

IN RE: SCHEDULE OF DATES FOR 2016 BOARD OF EQUALIZATION AND REVIEW

A list of dates for the 2016 Board of Equalization and Review approved upon motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous. Any citizens wanting an appointment should go to the Assessor before they schedule with the commission as most problems can be solved in the office of the Assessor. Any unresolved issue could then be scheduled for a Board of Equalization and Review Hearing. Dates are as follows:

February 1, 5, 11, 16, 19 (Minerals only, as set by the WV State Tax Department), and 25, 2016. All meetings at 9:00 AM unless otherwise noted in the Lewis County Courthouse County Commission Meeting Room, 2nd Floor, 110 Center Avenue, Weston, WV with the exception of the February 19, 2016 Mineral Hearing Date which will be at 10:00 AM at the same location.

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
REGULAR
SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

IN RE: DATE TO LAY LEVY

On motion of Patrick D. Boyle, second by Thomas V. Fealy, to set the third Tuesday in April, April 19, 2016 at 9:00 AM to lay the levy as per WV Code.

IN RE: BOARD AND AUTHORITY APPOINTMENTS OF COMMISSIONERS - 2016

The following appointments to boards and authorities upon motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous:

Lewis County Ambulance Authority	Thomas Fealy
26 th Judicial Circuit Community Corrections	Thomas Fealy
Lewis County Convention & Visitors Bureau	Patrick Boyle
Lewis County 911 Advisory Board	Patrick Boyle
Lewis County Fire Board	Patrick Boyle
Lewis Upshur Emergency Planning Committee	Cindy Whetsell, Administrator
Lewis County Economic Development	Agnes Queen
Lewis County Safe Sites & Structures	Patrick Boyle
Lewis County Park Board	Agnes Queen
Region VII Planning & Development Council	Agnes Queen
Lewis County Planning Commission	Cindy Whetsell, Administrator
Central WV Community Action	Cindy Whetsell, Administrator
Region VI Work Investment Board	Thomas Fealy
WVU Extension	Agnes Queen

All Commissioners may attend the following:

- Lewis County Firefighters Association
- Lewis Gilmer Solid Waste
- Lewis County REAP

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
REGULAR**

SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE

IN RE: HOLIDAY CALENDAR FOR 2016

The following list of holidays was approved by the Commission upon motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous. A list of the same is to be given to each official and department head for their information.

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 G. QUEEN
Commissioner
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

LEWIS COUNTY HOLIDAY LIST 2016

Friday, January 1, 2016	New Year's Day
Monday, January 18, 2016	Martin Luther King Day
Monday, February 15, 2016	President's Day
Tuesday, May 10, 2016	Primary Election
Monday, May 30, 2016	Memorial Day
Monday, June 20, 2016	WV Day
Monday, July 4, 2016	Independence Day
Monday, September 5, 2016	Labor Day
Monday, October 10, 2016	Columbus Day
Tuesday, November 8, 2016	General Election
Friday, November 11, 2016	Veterans Day
Thursday, November 24, 2016	Thanksgiving
Friday, November 25, 2016	Thanksgiving
Monday, December 26, 2016	Christmas
Monday, January 2, 2017	New Year's

OR ANY OTHER LEGAL HOLIDAY DECLARED BY THE PRESIDENT OR GOVERNOR

APPROVED:

JANUARY 4, 2016

Agnes G. Queen
PRESIDENT

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REGULAR
SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

IN RE: ORGANIZATION MEETING

On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to recess the organization meeting and go into the regular meeting at 10:20 AM.

IN RE: TAX EXONERATIONS

There were no erroneous assessments and no land consolidations

IN RE: MINUTES, INVITATIONS, NOTIFICATIONS, CORRESPONDENCE

1. **West Virginia Statewide Transportation Improvement Program (STIP) Draft Federal Transit Administration Expenditures Plan for 2016-2021 is Available for Review** – The West Virginia Transportation Improvement Program (STIP) draft of federal expenditures for 2016-2021 is available for public comment via download or view at www.go.wv.gov/dotcomment.
2. **Lewis County Assessor T. Chad Kelley's 2016-2017 Proposed Property Valuation Fund Budget** – The Lewis County Assessor, T. Chad Kelley has submitted his departments Fiscal Year 2016-2017 budget for the Property Valuation Fund as per WV Code 11-1C-8. The county has received a copy of the projected budget and justifications for review. Mr. Kelley has requested 2% of the previous year's projected tax collections. This money is to be used for the purpose of maintaining current valuations and performing periodic reevaluation of property.
3. **Lewis County Convention and Visitors Bureau Meeting Minutes and Agenda** – Minutes of the December 1, 2015 Lewis County Convention and Visitors Bureau meeting and the agenda for their January 5, 2016 meeting was filed.

**IN RE: APPROVAL TO HIRE P. WAYNE AMMONS
AS LEWIS COUNTY DEPUTY ASSESSOR**

T. Chad Kelley, Lewis County Assessor requests advise and consent per West Virginia Code §7-7-7 to hire P. Wayne Ammons as a Lewis County Deputy Assessor. This is to fill a vacant position. This position was advertised and approved by the Property Valuation and Training Committee. On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to approve the request. On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to approve waiver of the 90 day probation period on insurances. Oath of office was given by President Agnes G. Queen and recorded in Oath of Office Book 2 Page 225.

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
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SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

**IN RE: APPROVAL TO HIRE ABRAHAM J. HUMMEL
AS LEWIS COUNTY DEPUTY**

Sheriff Adam Gissy requests advise and consent per West Virginia Code §7-7-7 to hire Abraham J. Hummel as a Lewis County Deputy. This is to fill a vacant position. This position was advertised and approved by the Lewis County Civil Service Commission. On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to approve the request. On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to approve waiver of the 90 day probation period on insurances. Oath of office was given by President Agnes G. Queen and recorded in Oath of Office Book 2 Page 226. The hiring agreement approved on motion of Patrick D. Boyle second by Thomas V. Fealy, vote unanimous, was signed and recorded in Miscellaneous Book 18 Page 175.

**IN RE: APPROVAL TO HIRE MICHAEL R. FRANKLIN
AS PART TIME COURT SECURITY OFFICER**

Sheriff Adam Gissy requests advise and consent per West Virginia Code §7-7-7 to hire Michael R. Franklin as a part time Court Security Officer. This is to fill a vacant position. This position was advertised. On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to approve the request. Oath of office was given by President Agnes G. Queen and recorded in Oath of Office Book 2 Page 227.

IN RE: BOARD AND COMMITTEE REPORTS

Cynthia S. Rowan, County Clerk attended the Walkersville Volunteer Fire Department banquet to recognize their volunteers and members of the community. Gary Hall was recognized as the member with the most years of service and Clara Mae Spray was recognized for her community service.

IN RE: APPROVAL OF WORK SESSIONS WITH THE CITY OF WESTON

Mayor Julia Spelsberg requested the County consider having work sessions with the City. The Mayor has proposed a possible meeting schedule for consideration. The Lewis County Commission tabled this request until the County Administrator could obtain more information. The Mayor has indicated the meeting on March 30, 2016 would be moved to March 23, 2016 to avoid any conflict with the Easter Holiday. Additional dates will be: June 29, August 31, and November 30, 2016, all at 6:00 PM. Meetings will be held at a different restaurant to be determined the month prior to the meeting and each attendee will pay for his/her own meal. The Mayor requests the first meeting be limited to the City Council and County Commission as participants and then subsequent meetings may include other elected officials. On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to proceed. All meeting will be advertised and open to the public.

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
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SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

**IN RE: APPROVAL OF CONTRACT WITH MOUNTAIN STATE WASTE FOR
COLLECTION AND DISPOSAL AT THE LEWIS COUNTY COURTHOUSE**

A Collection and Disposal service agreement from Mountain State Waste for collection at the Lewis County Courthouse. Monthly charge is \$352.41 plus fees. On motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous to approve signing of the agreement.

IN RE: ECONOMIC DEVELOPMENT AUTHORITY UPDATE

No update.

IN RE: TIMESHEETS

Lucinda A. Whetsell and Michael Herron presented monthly timesheets to the commission for approval.

IN RE: APPROVAL OF TRANSFER OF COMPENSATORY/ANNUAL TIME TO SICK TIME

As per the Lewis County Personnel Policies and Procedures Handbook the following employees request compensatory time and/or annual leave be converted to sick leave:

Stella W. Poling – 45 hours comp time

Sergeant Michael D. Cayton – 70 hours annual leave

Lucinda A. Whetsell – 28 hours annual leave and 37.25 comp hours

On motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous to approve the requested conversion of hours.

IN RE: RECESS ORDERS

On motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous to approve the following actions taken by the Lewis County Clerk, Cynthia S. Rowan, in recess of the County Commission from December 24, 2015 to December 31, 2015:

Wills Lodged:

Nannie Kathleen Bowyer, deceased
Goldie R. Bancroft, deceased

Wills Probated:

Helen C. Butcher, deceased

Qualifications Orders Granted:

Charles S. Butcher qualified as Executor of the estate of Helen C. Butcher, deceased

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
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SESSION: MONDAY, JANUARY 4, 2016, 10:00 AM, LEWIS COUNTY COURTHOUSE**

**IN RE: APPROVAL OF ORDERS (MINUTES) FOR DECEMBER 28, 2015
MEETING**

On motion of Thomas V. Fealy, second by Patrick D. Boyle, vote unanimous, to approve the orders (minutes) as presented.

IN RE: APPROVAL OF EXPENSES FOR CURRENT PERIOD

On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous, to approve the following expenses (claims):

DOG AND KENNEL CLAIMS

ORDERED, that drafts be issued payable out of the 2016, Levy, DOG AND KENNEL FUND for the following amounts and to the parties hereinafter named, account of CLAIMS filed for payment as following:

2698	Guttman Oil Company	01/04/2016	58.09
	Dog and Kennel	TOTAL	58.09

E-911 EMERGENCY COMMUNICATIONS CLAIMS

ORDERED, that drafts be issued payable out of the 2016, Levy, E-911 EMERGENCY COMMUNICATION FUND for the following amounts and to the parties hereinafter named, account of CLAIMS filed for payment as following:

8059	Century Link	01/04/2016	22.70
	E-911	TOTAL	22.70

MISCELLANEOUS CLAIMS

ORDERED, that drafts be issued payable out of the 2016, Levy, GENERAL COUNTY FUND for the following amounts and to the parties hereinafter named, account of CLAIMS filed for payment as following:

72094	Guardian	01/04/2016	3,548.16
72095	Guttman Oil Company	01/04/2016	483.00
72096	Merit Training Programs	01/04/2016	990.00
72097	National Assoc of Countie	01/04/2016	450.00
72098	U S Bank Equip Finance	01/04/2016	1,818.00
	General County	TOTAL	7,289.16

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
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JUSTICE FINES CLAIMS

ORDERED, that drafts be issued payable out of the 2016, Levy, JUSTICE FINES FUND for the following amounts and to the parties hereinafter named, account of CLAIMS filed for payment as following:

163	General County Fund	12/31/2015	95,868.37
164	WV State Auditor	12/31/2015	12,970.00
	General School/Justice Fines	TOTAL	108,838.37

IN RE: CHECKS RECEIVED

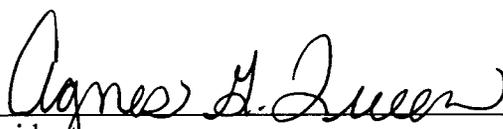
Lewis County EMS	\$36,614.99
Lewis County Park	\$495.19

IN RE: MOTION TO ADJOURN MEETING

On motion of Patrick D. Boyle, second by Thomas V. Fealy, vote unanimous to adjourn the meeting at 11:30 AM.

ORDERED, That this Commission doth now adjourn until Monday, January 11, 2016.

Given under my hand this 4th day of January, 2016.



President