

# 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  
Rod Wyman, Commissioner  
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
TUESDAY, MARCH 28, 2023**

## SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM**      **Call Meeting to Order** (*action required*)
- 2. 10:05 AM**      **John Breen, Lewis County Assessor**  
**RE:** Exonerations, Consolidations, Apportionments  
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

## APPOINTMENTS

- 3. 11:00 AM**      **Silling Architects:** Silling Architects will provide updates, information and discussion of the new 911 Center. (*information only*)

## CORRESPONDENCE & INFORMATION

- 4. Upshur County Commission Meeting Agenda:** March 23, 2023 Upshur County Commission agenda is presented for review. (*information only*)
- 5. State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The WV State Auditor's Office has remitted the January 20, 2023 – February 14, 2023 distribution of Public Utilities and IRP Truck Taxes in the amount of \$256,332.59. The general county portion is \$83,270.24. The total for the previous month was \$17,645.86 total and the county portion was \$5,732.30. (*information only*)
- 6. Board(s) and Committee(s) Reports:** Commissioners will give reports on any Board(s) or committee(s) meeting attended including: Lewis County Economic Development Authority, Weston Neighborhood Watch, budget meeting, Lewis Upshur Gateway Community, Lewis County Park Board, etc. (*information only*)

## BUSINESS

7. **Lewis County Park Director Josh Hinchman Request to Hire:** Park Director, Josh Hinchman requests advice and consent per West Virginia Code §7-7-7 to hire Daniel Messenger as seasonal Maintenance working up to 20 hours per week. If approved, his first day of work will be April 1, 2023. *(action required)*
8. **Lewis County Park Director Josh Hinchman Request to Transfer:** Park Director, Josh Hinchman requests the transfer of Garry DeMoss from Courthouse Maintenance to the Lewis County Park for the summer. If approved the transfer will be effective April 3, 2023. *(action required)*
9. **Lewis County Family Resource Network:** The Commission will consider permitting signs, pinwheels, and a flag on the Courthouse lawn and approve the proclamation for Child Abuse Prevention Month which will be presented at the April 4, 2023 Commission meeting. *(action required)*
10. **City of Weston Request:** The Commission will consider a letter of request from the City of Weston to install the necessary equipment on a tower in order to install cameras in the downtown area. *(action required)*
11. **Time Sheets and Leave Requests:** Sherry Rogers Sick Leave *(action required)*

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

12. **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 two business days prior to the meeting date. *(action required)*
13. **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 two business days prior to the meeting date. *(action required)*
14. **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 two business days prior to the meeting date. *(action required)*
15. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*

## ADJOURNMENT:

16. **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.
- Agenda Items may require an executive session.
- 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.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

### **SPECIAL MEETING/WORK SESSION NOTICE**

**March 28, 2023 1:30 pm Work Session: Meeting with Civil Environmental Consultants, Inc.  
Review and update of Brownfield Grant**

IN THE COUNTY COMMISSION OF LEWIS COUNTY, WV

The Lewis County Commissioners hereby order the following applications taken by the Lewis County Assessor, John L. Breen, approved by the Prosecuting Attorney be approved:

Erroneous Assessments:

No Exonerations For this Week.

COMMISSION MEETING 03/28/2023

Approved this the      day of      , 2023.

\_\_\_\_\_  
President, Lewis County Commission

## 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: 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: March 23, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 16, 2023

### Items for Discussion / Action / Approval:

1. Approval of Upshur County 2023 -- 2024 fiscal year budget. \* Under separate cover
2. Review and authorization of electronic submission of the WV Emergency Management Performance Grant (EMPG) Application for expenditures incurred during calendar year 2021 in the amount of \$53,519. The maximum award for Upshur County can be \$36,940. \* Pages 4-5
3. Consider Resignation of Employee \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
4. Approval of advertisement for a full-time maintenance department position. Applications and resumes received by 4:00 p.m. on Friday April 7, 2023 will be reviewed; however, applications may be considered until position is filled. \* Page 6
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. Correspondence from Ora L. Ash, Deputy State Auditor, Local Government Services Division regarding Property Tax Levy Rates and Taxes Levied 2023-2024. Pages 7-8
2. Upshur County E911 Communication Reports – February, 2023 Under separate cover
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
3. Lewis-Upshur Animal Control Facility Reports for the month of February, 2023 Pages 9-13

- Adoption Financial Transactions
- Account of Cats Report
- Animal Report
- Animal Control/Humane Officer Animal Report

## 4. Upshur County Mileage Reports – February, 2023

Pages 14-24

- Addressing and Mapping
- Community Corrections
- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

## 5. Public Notices:

## a) Newsletters and/or Event Notifications:

- Grandparent's Café

Pages 25

## b) Agendas and/or Notice of Meetings:

- Upshur County Parks & Trails
- City Council of Buckhannon

March 21, 2023

Pages 26

April 18, 2023

Pages 27

## Meeting Minutes:

- Tennerton Public Service District

February 8, 2023

Pages 28

c) Meetings: **\*Dates and times of monthly board meetings are viewable at:**

<http://cms4.revize.com/revize/upshurwy/calendar.php>

or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

## 6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2023. (Community Representative)
- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2024. (Fire Service)
- Tennerton Public Service District - unexpired term July 31, 2023.

*\*\*\*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 [chughes@upshurcounty.org](mailto:chughes@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](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  
March 30, 2023 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission Meeting scheduled for April 6, 2023 is CANCELLED\*\*  
\*\*\*There will be a special meeting held on April 18, 2023 at 9 a.m. to lay the levy\*\*\***



# State of West Virginia

Office of the State Auditor  
County Collections Division  
State Capitol, Building I, Suite W-118  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25303

**John B. McCuskey**  
State Auditor and  
Commissioner of Delinquent  
and Nonentered Lands

Toll Free: (888) 509-6568  
Telephone: (304) 558-2262  
Fax: (304) 558-4156  
www.wvsao.gov

March 1, 2023

Honorable David B. Gosa  
Sheriff & Treasurer  
Lewis County  
110 Center Ave  
Weston, WV 26452

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$256,332.59 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 01/20/2023 to 02/14/2023.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2022 County Current Expense	78,139.28	5,130.96	83,270.24
2022 School Current	106,007.11	6,960.89	112,968.00
2022 School Excess Levy	56,391.44	3,702.91	60,094.35
<b>Totals</b>	<b>\$240,537.83</b>	<b>15,794.76</b>	<b>\$256,332.59</b>

Any bond money collected is being forwarded to the Municipal Bond Commission for credit.

If this office can be of future assistance, please contact Russell Rollyson at (304) 558-2251, Extension 2183.

Sincerely,

John B. McCuskey  
State Auditor

JBM/pu

77897



**lewiscountycommission lewiscountywv.org**

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**From:** jhinchman lewiscountywv.org  
**Sent:** Thursday, March 16, 2023 1:31 PM  
**To:** Tina Helmick; rcarder lewiscountywv.org; lewiscountycommission lewiscountywv.org  
**Subject:** Request to hire

Request to hire Daniel Messenger as seasonal maintenance working up to 20 hours a week at \$10.50 an hour. Starting April 1, 2023.

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599

**From:** Tina Helmick  
**Sent:** Thursday, March 16, 2023 1:35 PM  
**To:** Rick Stout; aqueen4500@aol.com; bobbystewart00@gmail.com; 'centralwv@yahoo.com'  
**Cc:** jhinchman lewiscountywv.org; srogers lewiscountywv.org  
**Subject:** Request to transfer Gary to the park for the summer (Agenda)

Josh called today to submit his request to transfer Gary D. to the park for the summer. We will get these and other requests on the next agenda.

Thank you and have a wonderful day,

*Tina J Helmick, MSW*  
Lewis County Commission  
Administrator

# **Child Abuse Prevention Month 2023**

**WHEREAS, every day, and especially after the COVID-19 crisis that our communities have experienced, preventing child abuse and neglect is a community concern that depends on involvement among people throughout the community; and**

**WHEREAS, child maltreatment occurs when people find themselves in stressful situations without community resources, and don't know how to cope; and**

**WHEREAS, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and**

**WHEREAS, child abuse and neglect not only directly harms children, but also increase the likelihood of criminal behavior, substance use disorder, health problems such as heart disease and obesity, and risky behavior; and**

**WHEREAS, the citizens of Lewis County should become involved in supporting families in raising their children in a safe, nurturing environment; and**

**WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social services agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community; and**

**WHEREAS, child maltreatment knows no social or economic boundaries and occurs in every neighborhood in America;**

**NOW, THEREFORE, the Lewis County Commission proclaims the month of April 2023, as "CHILD ABUSE PREVENTION MONTH" in Lewis County and encourage the citizens of this great community to show that they care by committing themselves to fighting child abuse and neglect.**

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*Lewis County Commission*

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*Lewis County Commission*

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*Lewis County Commission*

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*Lewis County Clerk*



March 21, 2023

Lewis-Gilmer E911  
201 Orchard Street  
Weston, WV 26452

**Re:** Co-location of WISP network equipment on tower behind TALA

Dear Director and team—

On behalf of the City of Weston, I'm seeking authorization to use our contractor Ravenrock Networks to co-locate wireless internet service provider (WISP) equipment on the tower behind the Trans-Allegheny Lunatic Asylum (TALA) to develop a private wireless network within the City of Weston. This network will be utilized initially to provide internet to various locations within the City. These locations will deploy cloud-based security cameras at intersections to facilitate public protection and law enforcement activities.

This network will also have the potential to supply internet to other City facilities where unencumbered straight line, line of sight is available. The tower behind TALA has been researched to be the best location for these activities within or near the City of Weston. The source of our signal will come from the Weston Municipal Building and then be repeated through the equipment and router we install at the tower site. We are also requesting space within the tower facility to establish our service.

I've included notes from our contractor (Ravenrock) of the needed locations and equipment needs we are requesting. We are more than welcome to revisit any of these proposals to best suit the present or future needs of the tower. Please do not hesitate to contact me to setup a meeting or let me know what is needed for further next steps.

Thanks—

Nate Stansberry, City Manager Weston, WV

**Specifications provided by Ravenrock Networks**

**Tower:**

**Desired Height To Mount Equipment:** 100' above ground-level for one (1x) Sector-Antenna (equipment defined below, radio + dish), 90' above ground-level for one (1x) Backhaul-Antenna (equipment defined below, 1x unit)

**Direction (Face) of Tower to Mount Equipment:** Both Sector-Antenna and Backhaul-Antenna would be mounted facing City Hall (90-105 degrees Azimuth)

**Cabling to Equipment:** There will be two (2x) tower-grade ethernet cables to the equipment, one each to the Sector and Backhaul; all cabling will be installed and secured to the tower in a non-permanent but workmanlike manner, these can trace a leg of the tower all the way to the base

**Building:**

**Co-location space in the Building:** We will install a locking, glass-front, wall-mount, switch rack in the building. This rack will be installed in a non-permanent but workmanlike manner and occupy approximately 22"x18"x14" of mounting space. Cabling to/from equipment will terminate into this rack. A single power-cord will run from this rack to a normal 3-prong outlet.

**Power/Cooling Requirements:** To run ALL of the requested equipment we simply need 1x "normal" 3-prong outlet, with a 15-amp or larger breaker. There is no need for specialized cooling or heating requirements as these systems are designed to "severe environment" installations. This amount of equipment should utilize no-more than \$40-50/month of electricity.

**Equipment List (to be hung):**

**Sector-Antenna Radio:** Ubiquiti 5GHz LTU Rocket - "Incorporating Ubiquiti's proprietary LTU technology, the LTU-Rocket is a Point-to-MultiPoint (PtMP) 5 GHz Access Point featuring 2+ Mpps processing, proprietary RF filtering, and flexible GPS sync for superior performance. Channel width flexibility (10/20/30/40/50/60/80/100 MHz\*) allows independent TX and RX channel frequency configurations anywhere within the radio band to avoid local interference. A custom co-processor is included for future performance and feature upgrades." (Spec sheet attached)

**Sector-Antenna Dish:** Ubiquiti UISP AirPrism 3x30 Sector - "An innovative sector antenna for your Point-to-MultiPoint (PtMP) applications, the airPrism® 5 GHz 3x30° HD Sector Antenna. The airPrism antenna features significant advances in noise isolation and beam performance to complement the Rocket® 5ac Prism™ radios (not included) for co-location deployments." (Spec sheet attached)

**Backhaul-Antenna:** Ubiquiti UISP AirFiber XR - "Multi-gigabit, 60 GHz bridge designed to create long-distance links and deliver 5.4 Gbps total throughput (2.7 Gbps duplex) over them. It's also equipped with a 5 GHz backup radio for operational redundancy, as well as a Bluetooth radio to simplify setup via the UISP® Mobile app." (Spec sheet attached)

**Equipment List (in the building rack):**

**Router:** Ubiquiti EdgeMax Router (model TBD), designed for a 1-u rack-mount, to be mounted inside the rack provided in the facility (example Spec sheet attached)

**Battery Backup:** APC 1500VA (exact model TBD), designed for a 1-u rack-mount, to be mounted inside the rack provided in the facility.

**Implementation Plan:**

The implementation of this equipment for this network will be conducted by a tower-climbing team with significant amount of WISP installation experience over the last 6+ years. All work will be conducted in a non-permanent, workmanlike fashion, to allow full implementation of the equipment. Backhaul unit will operate in the 60Ghz (non-licensed) frequency band with a "backup" connection available on the 5Ghz (non-licensed) frequency band. The 5Ghz Sector Antenna and Dish will be configured to operate in the 5Ghz LTU (non-licensed) frequency band. All equipment will be set to continually scan and modulate frequencies to allow for "self-healing" of the network and mitigation of potential interference with other ISP operators in the region.