

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304)269-8200
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COMMISSIONERS:
Bobby Stewart, President
Agnes Queen, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, FEBRUARY 20, 2024**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:05 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. 10:10 AM** **Lewis County Convention and Visitors Bureau (CVB) Executive Director, Chris Richards:** Ms. Richards will provide the quarterly report for the Lewis County CVB. (*information only*)
- 4. 10:20 AM** **Proclamation:** The Lewis County Commission will be asked to execute a proclamation in support of Marfan syndrome awareness. (*action required*)

CORRESPONDENCE

- 5. Upshur County Commission Meeting Agenda:** The February 15, 2024 Upshur County Commission meeting minutes are presented for review. (*information only*)
- 6. Jane Lew Public Service District:** The Jane Lew Public Service District agenda and minutes are presented for review. (*information only*)
- 7. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Planning Commission, Leadership Lewis, Fire Board, Chamber of Commerce, Legislative Call, Fire Association, etc.

BUSINESS

- 8. Lewis County Health Department:** The Lewis County Board of Health presents the proposed fee for service increases to align with legislative rule CSR 64-30. A legal ad was placed in the Weston Democrat for the public comment phase. This 30-day period expired on February 14, 2024. (*action required*)

9. **Consideration of Donation to the Lewis County Board of Education:** Lewis County Assessor, John Breen, requests for the 2017 Dodge Jeep Patriot (VIN7977) previously purchased by the Assessors Valuation Fund, to be sold to the Board of Education for \$1 per WV State Code §7-3-3 (2)(5). The vehicle will be used for the Driver Education Program. *(action required)*
10. **Region 4 Local Governance Structure:** The Lewis County Commission will appoint a representative to the WV First Foundation. This committee will consist of 26 members. *(action required)*
11. **Replacement of Air Conditioner Units:** The Commission will consider obtaining bids to replace the four air conditioner units at the Courthouse Annex facility. *(action required)*
12. **Time Sheets, Leave Requests:** Steve Money Penny Annual Leave, David Reed Annual Leave *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

13. **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)*
14. **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)*
15. **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)*
16. **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:

17. **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.

Additional Notices

Ballot Drawing	February 20, 2024	9:00 am
Safe Sites and Structures Hearing	February 20, 2024	1:00 pm
Work Session – LC Park	February 20, 2024	1:30 pm



Proclamation

WHEREAS, Marfan syndrome is a life-threatening genetic connective tissue condition that can involve many parts of the body including the heart and blood vessels, eyes, bones and joints; demonstrated by varying degrees of disability, pain muscular skeletal issues, often resulting in a lifelong series of multi-system health-related maladies; and

WHEREAS, it is estimated that 1 in 5,000 individuals worldwide are born with Marfan syndrome, regardless of race, gender, ethnicity; and

WHEREAS, the number and severity of symptoms associated with Marfan syndrome differ greatly among individuals even among members of the same family; and

WHEREAS, Marfan syndrome is often misdiagnosed and may be an under-diagnosed condition;

WHEREAS, through public awareness, the Lewis County Commission seeks to raise awareness of Marfan syndrome in order to properly diagnose and treat individuals affected by this condition.

NOW, THEREFORE, the Lewis County Commission does hereby proclaim the month of February 2024 to be **MARFAN SYNDROME AWARENESS MONTH**

Bobby Stewart
President

Rod Wyman
Commissioner

Agnes Queen
Commissioner

Attest: Cynthia S. Rowan, County Clerk

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: February 15, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 8, 2024
- 9:15 a.m. Laura Ward, representing Country Roads Transit, providing an annual report and request for continued funding.
- 9:30 a.m. Jeremiah McCourt, Upshur County Parks and Recreation Director, providing an update regarding the upcoming 2024 season.
- Approval of advertisement for Lifeguards, Admission Workers, Concession Stand Workers and Assistant Managers for the 2024 season at the Buckhannon-Upshur Recreational Park Facility. The temporary positions will commence mid-May and continue through mid-September. Applications must be received on or before the close of business on Friday, April 5, 2024. *

Items for Discussion / Action / Approval:

1. Signature and approval of a sub-grant adjustment notice from the WV Division of Homeland Security and Emergency Management Division reflecting a grant adjustment approval to allow the Upshur County Commission to purchase license plate readers for the Upshur County Sheriff's Department utilizing excess grant funds from the FY 2022 Homeland Security Grant Program Award. *
2. Consider entering into a contractual agreement with Upshur Monument Works to add two United States Military emblems, representing the United States Coast Guard and Space Force, to the existing monument that is located in front of the Courthouse. The cost of the task is \$125 and work will commence late Spring 2024. *
3. Consider purchasing a walk-through and hand-held metal detector to replace the existing equipment in the Courthouse. Funds are being provided by a grant award from the West Virginia Court Security Fund supported by the West Virginia Division of Administrative Services Justice and Community Services Section. *
Under separate cover
4. Approval and signature to enter into a Memorandum of Understanding for Regional Crisis Response Organization Team by and between the following political subdivisions, Randolph County, Lewis County, Upshur County, City of Weston, City of Buckhannon, and the City of Elkins. The goal is to optimize the crisis response funds designated through the Emergency Medical Services Salary Enhancement Fund and distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis. *

5. Approval and signature of a Land Use Agreement for the FEMA property located on Norvell Drive - parcel number 7-3-42.1. This property will be utilized by Stanley G. White for the purpose of maintaining a garden.*
6. Discuss real and personal property located in Warren Tax District – Tax Map 8D – Parcel Number 12,13,14 owned by Shelby and William Phillips. Approval and signature of an updated Judgment. Consider sending correspondence to property owner regarding ongoing non-compliance and future possible ramifications. *
7. Consider advertising a Request for Proposals to seek in-house veterinarian services to be provided at the Lewis-Upshur Animal Control Facility. Proposals must be received by the Upshur County Commission no later than 4:00 p.m. on Wednesday, March 13, 2024. All Proposals will be opened, reviewed and evaluated by the Upshur County Commission at 9:30 a.m. on Thursday, March 14, 2024. *
8. Correspondence from Rickie Dunlap, Wildlife specialist with USDA – Wildlife Services, requesting the approval of a Work Initiation Document for Wildlife Damage Management that will grant permission to access Upshur County Property located in Selbyville, WV for the purpose of a River Otter research project. USDA Wildlife Services and the West Virginia Division of Natural Resources are working on a project that involves capturing River Otters, implanting them with a tracking device and releasing them back at the original location where they were captured. *
9. Review and signature of a Certificate of Substantial Completion for the Upshur County Courthouse Annex HVAC Upgrade Project, dated September 20, 2023. *
10. Review and signature of Change Order Number: 002 for the Upshur County Courthouse Annex HVAC Upgrade – dimming switches installed in the Magistrate’s Office and new GRD’s installed in the amount of \$1,834.50. The Change Order will be deducted from the \$18,432.60 remaining Contingency Allowance, which will leave a balance of \$16,598.10 thereafter. *
11. Review and signature of Change Order Number: 003 for the Upshur County Courthouse Annex HVAC Upgrade – credit back to owner in the amount of \$16,598.10. The original Contract Sum was \$643,500 and the new Contract Sum including this Change Order will be \$626,901.90. *
12. Approval and signature of a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 5 - in the amount of five thousand two hundred eleven dollars and twenty-seven cents (\$5,211.27) for an Airport Improvement Program Project at the Upshur County Regional Airport. *
13. Review and authorization of electronic submission of the WV Emergency Management Performance Grant (EMPG) Application for expenditures incurred during calendar year 2022. *
14. Consider request to appoint the Sheriff of Upshur County as the Administrator for the Estate of Kenneth Morgan, deceased. *
15. Consider request to appoint the Sheriff of Upshur County as the Administrator for the Estate of Judith Lynn Fitzgerald, deceased. *
16. Correspondence from Cheyenne Troxell, Director of the 26th Judicial Circuit Community Corrections Program, requesting approval to hire Suzanne Herron, as a full-time secretary, effective February 20, 2024. *
Item may lead to Executive Session per WV Code §6-9A-4 [Under separate cover](#)
17. 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. Training Seminar Schedule for County Officials 2024 provided by the Office of the State Auditor.
2. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for January, 2024. The invoice reflects 2,059 inmate days X \$54.48 per diem rate totaling \$112,174.32. This amount does not include credits and additional debits made during this period.
3. Public Notice from the State of West Virginia Department of Environmental Protection – Division of Water and Waste Management regarding the application for a Class 5 Underground Injection Control Permit for the Upshur County Youth Camp located at 76 Youth Camp Rd., Selbyville, WV 26236. The public comment period begins 2/21/2024 and ends 3/21/2024.
4. Correspondence from Region VII Planning and Development Council explaining the WV Broadband Equity Access and Deployment (BEAD) Challenge Process for local governments should they disagree with the level of internet service reported on the FCC’s National Broadband Map.
5. Buckhannon Upshur County Airport Authority regular audit for the year ended June 30, 2023.

Under separate cover

6. Public Notices:

a) Newsletters and/or Event Notifications:

- None

b) Agendas and/or Notice of Meetings:

- | | |
|---|-------------------|
| • Hodgesville Public Service District | January 2, 2024 |
| • Elkins Road Public Service District | January 9, 2024 |
| • Buckhannon Upshur Airport Authority | February 12, 2024 |
| • Upshur County Family Resource Network | February 12, 2024 |
| • 26 th Judicial Circuit Community Corrections | February 13, 2024 |
| • City Council of Buckhannon | February 15, 2024 |
| • Upshur County Parks & Trails | February 20, 2024 |

c) Meeting Minutes:

- | | |
|---|------------------|
| • Upshur County Solid Waste Authority | January 8, 2024 |
| • Elkins Road Public Service District | January 9, 2024 |
| • Upshur County Safe Structures and Sites | January 11, 2024 |

***Dates and times of monthly board meetings are viewable at:
www.upshurcounty.org -- Upcoming events are listed on the main page.**

7. Appointments Needed or Upcoming:

- None

****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. 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. ****

8. Board of Review & Equalization Meeting Schedule

*Meetings will be held at the Upshur County Administrative Annex unless otherwise noted

- 02/13/2024 1:00 p.m. – 3:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2024 9:00 a.m. – 11:00 a.m. Adjourn Sine Die

9. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex, unless otherwise noted, on the following dates. For a detailed list of meetings, please contact Tabatha Perry at tperry@upshurcounty.org.

- Thursday, March 7th beginning at 10:00 a.m. – Commission Meeting Room, Courthouse Annex
- Friday, March 8th beginning at 8:15 a.m.
- Saturday, March 9th beginning at 9:00 a.m. and concluding no later than 12:00 p.m.
- Monday, March 11th beginning at 1:00 p.m.
- Tuesday, March 12th beginning at 9:00 a.m. (if needed)

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)

None

Next Regular Meeting of the Upshur County Commission

February 29, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

The Commission Meeting on February 22, 2024 has been CANCELLED

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting

February 8, 2024

Present: Nancy Gee (Chairman); Oscar Mills (Secretary); Brad Foster, (Board Member); Stephanie Snow-McKisic, General Manager

Guests:

Absent:

- I. **Call to Order** The meeting was called to order at 4:05 pm by Chairman Gee.

~~ ROUTINE MONTHLY BUSINESS ~~

- II. **Minutes: (1/11/2024)**

MOTION: (Mills/ Foster) to approve attached Minutes of 1/11/2024 regular meeting. **[Carried Unanimously]**

- III. **General Manager's January Reports (Snow-McKisic)**

A. **WATER:**

1. **Bills** (Attached)

MOTION: (Gee/Foster) to ratify payment of attached list of water invoices for January 2024. **[Carried Unanimously]**

2. **Treasury Report** (Attached)

MOTION: (Foster/Mills) to approve attached Water Treasury Report for January 2024. **[Carried Unanimously]**

3. **Water Adjustments Report** (Attached)

MOTION: (Gee/Foster) to approve attached Water Adjustments Report for January 2024. **[Carried Unanimously]**

4. **Water Purchase, Sales & Loss Report** (Attached)

MOTION: (Mills/Gee) to approve attached Water Purchase, Sales & Loss Report for January 2024. **[Carried Unanimously]**

5. **Water Preventive Maintenance Report -**

- a) **Lines** – walked lines looking for leaks.
- b) **Loss Prevention/leak detection** – water loss 5%
- c) **Fire + Flushing Hydrants** [57 + 25] Nothing. **Map and record changes as they occur. Flushing completed for the season.**
- d) **Valves** [148] – **Exercised 1 full cycle-to be completed by October 2024**
- e) **Meters** [705] – Nothing
- f) **Booster Stations** [3] – checked heaters- cut grass and trim during growing season
- g) **Tanks** [2] –**Big Tank power reset 1/18, 1/22, and 1/26. Paint when inspection shows it is needed.**
- h) **Office Furnace + A/C** – nothing needed
- i) **Vehicles** [½ 2019Truck, ½ crane truck, + ½ Buggy] – nothing
- j) **Generators** [1 big port + 2 small] – .] **Exercised monthly while reading meters. Palco yearly maintenance**

- on all generators.
- k) Expensive Equipment [Mower] – nothing
- l) Critical Inventory – good
- m) Other – nothing

6. Water System Water Leak Detection and Repair Report (*finding & repairing actual leaks*) Visual leak detected at the Maintenance shop on 1/22/24. On 1/23/24, Boone and Jason, with the assistance of 5J Services located the leak. As the repairs started, 2 other leaks erupted. The guys worked from 7:30a-until 8:30pm that night to fix all of the leaks.
7. Cross-Connections/Backflow Report – ongoing
8. New Non-Project Water Taps/Road bores. nothing
9. Other – nothing

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Gee/Foster) to ratify payment of list of Sewer invoices for January 2024. **[Carried Unanimously]**

2. Wastewater Treasury Report (Attached)

MOTION: (Foster/Gee) to approve Sewer Treasury Report for January 2024. **[Carried Unanimously]**

3. Wastewater Adjustments Report (Attached)

MOTION: (Mills/Gee) to approve Sewer Adjustments Report for January 2024. **[Carried Unanimously]**

4. Wastewater Treatment Purchase, Sales & Loss Report (Attached) -

MOTION: (Gee/Foster) to approve Sewer Treatment Purchase, Sales & Loss Report for January 2024. **[Carried Unanimously]**

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines– Repaired the sewer line at 107 Park Ave, per the request of the Lewis Co DHHR
- b) I&I Prevention – Rainfall 4.5
- c) Manholes [643] – Nothing
- d) Duplex + ABS Grinder Pumps [5 + 2] – Amped & Enzymed every Friday 15, 1/12, 1/18 and 1/26.
- e) Lift Stations [10] – Amped & Enzymed every Friday. Station 1, Pump 1-cleared all of the rags and miscellaneous debris. (beside good hope animal hospital) Inspect pits and floats weekly..
- f) Bar Screen [1] – cleaned every week
- g) Vehicles – [½ '19 Ford Truck, ½ crane truck & ½ Buggy] – Washed truck and buggy
- h) Generators [3stat. + 2 port.] Stationary generators were exercised weekly, on 1/8 1/15, 1/22, 1/29. Check on board computer weekly. Yearly maintenance visit from Palco. Exercise the portables monthly and quarterly. Check fluids.
- i) Classroom Furnace & A/C Change filter-semi-annually. Professional inspection spring and fall. Expensive Equipment [mower] – nothing
- j) Critical Inventory nothing
- k) Other- nothing

- 6. Wastewater Repairs Report (fixing unplanned breakdowns)
 - a) On Saturday, 1/13/24, Station 5, Pump 1 went down. Pump 2 went down right after. Rags and debris were pulled from pump 1 and a bolt was tightened on 2, to temporarily fix the issue.
 - b) Station 5, guide rail Pump 2 went down on 1/26 and 1/29. 5J services assisted and the pump was pulled. The rail was fixed and a new bolt installed and shortened, to prevent further issues.
- 7. New Non-Project Sewer Taps/Road Bores – nothing
- 8. Other – nothing

IV. PSD policies and Job Descriptions (Snow-McKisic): nothing

V. Personnel Matters (Snow-McKisic)- As of right now, Boone will be retiring as of March 2025. I am requesting a Water Operator Certification and will be attending class the first week of April. Jeremy Jones has opted to take the classes also.

VI. Announcements: (Snow-McKisic) –

I have been trying to get a billing issue resolved with First Energy since October. I have spent countless hours on the phone, on hold. My first call to them being the first week in November, without a resolution at this point. I have been given inconsistent information from reps and have yet to speak with a supervisor because I cannot get anyone to transfer me to someone with authority. 4 times, they have attempted to send techs out to see what the issue is at the meter and all 4 times, they didn't read the work order and failed to call so we could let them in the gate. Our bill is now over \$11,000 with them and I am open to suggestions on how to resolve this issue. The shortest call I have had with First Energy was 1 hour and 27 minutes.

VII. Correspondence: (Snow-McKisic) – none

Follow-Up Assignments

✓ Snow-McKisic will check and see if the Mon Power Office in Fairmont is open to the public. If so, she go to the office and try to get the billing issue resolved.

~~ OLD BUSINESS ~~

VIII. UPDATE ON THE LCEDA SEWER EXPANSION (Gee or Snow-McKisic) A total of 8 Engineering firms sent in proposals, showing interest in wanting to conduct the study for a possible sewer expansion. The top 3 firms were interviewed and each panel member scored all 3 firms. Once a winner had been determined, we will update. (Nancy and I were present and voted).

~~ NEW BUSINESS ~~

IX. Late Received Agenda Items (Snow-McKisic) - none

X. Adjournment: The meeting was adjourned by Chairman (Gee) at 5:02 p.m.

Nancy Gee, Chairman

Oscar Mills, Secretary

Attachments:

- Jan '24 Bills Paid (Water/Wastewater)
- Jan '24 Treasury Reports (Water/Wastewater)
- Jan '24 Adjustments Reports (Water/Wastewater)
- Jan '24 Water/Wastewater Treatment Purchase, Sales & Loss Reports

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, PSD Attorney (Bowles Rice)
- Commission/Sherry Rogers
- Ray Smith
- Board Members



LEWIS COUNTY HEALTH DEPARTMENT
125 COURT AVE
WESTON, WV 26452
PHONE: 304-269-8218 FAX: 304-269-8220

PROPOSED FEE FOR SERVICE INCREASES

BED & BREAKFAST FEE:

PER PERMIT	CURRENT FEE FOR PERMIT	PROPOSED FEE FOR PERMIT
	\$50.00	\$70.00

CAMPGROUND FEE

\$5.00 PER SITE \$50.00 MINIMUM FEE

PROPOSED----\$7.00 PER SITE\$70.00 MINIMUM FEE

CHILDCARE CENTER FEE:

NUMBER OF CHILDREN	CURRENT FEE	PROPOSED FEE
FAMILY DAY CARE 7-12	\$50.00	\$70.00
DAY CARE CENTER 13-25	\$100.00	\$148.00
DAY CARE CENTER 26 & OVER	\$150.00	\$218.00

FOOD ESTABLISHMENT FEE:

SEATING CAPACITY	CURRENT FEE FOR PERMIT	PROPOSED FEE FOR PERMIT
0-20	\$ 100.00	\$125.00
21-50	\$200.00	\$250.00
51-80	\$300.00	\$375.00
81 AND OVER	\$400.00	\$500.00

***IF THE FACILITY HAS A LIQUOR LICENSE FROM THE WV ALCHOLIC BEVERAGE CONTROL ADMINISTRATION—AN ADDITIONAL (\$100.00-CURRENT) (\$148.00-PROPOSED) WILL BE ADDED TO EACH SEATING CAPACITY AMOUNT**

HOTEL/MOTEL FEE:

NUMBER OF ROOMS	CURRENT FEE	PROPOSED FEE
0-20	\$100.00	\$148.00
21-50	\$200.00	\$295.00
51-80	\$300.00	\$442.00
81 & OVER	\$400.00	\$590.00

INDIVIDUAL SEWAGE DISPOSAL SYSTEMS AND INNOVATIVE ALTERNATIVE TYPE SEWAGE SYSTEM PERMIT FEE:

CONVENTIONAL SINGLE-FAMILY DWELLING:

CURRENT \$150.00 PROPOSED \$218.00

- **SEE FEES FOR SERVICE FOR ADDITIONAL FEE REQUIREMENTS**

ALL OTHER TYPES OF SYSTEMS:

CURRENT \$244.00 PROPOSED \$ 442.00

INDUSTRIAL CAMPGROUND

NO CURRENT FEE PROPOSED \$118.00 PER PERMIT

LABOR CAMP FEE:

NO CURRENT FEE. PROPOSED \$148.00

MASS GATHERING FEE:

CURRENT FEE \$50.00 PROPOSED FEE \$70.00

MOBILE FOOD ESTABLISHMENT FEE:

CURRENT \$100.00 PROPOSED \$175.00

- **Mobile food establishment reciprocity permits issues to in-state vendors are not subject to an additional fee as long as they comply with the 14-day notice rule.**

MANUFACTURED HOME COMMUNITY FEE:

CURRENT FEE---

UNIT	PROPOSED FEE	PROPOSED FEE
UP TO 10 UNITS	\$100.00	\$148.00
11-20 UNITS	\$125.00	\$177.00
21-30 UNITS	\$200.00	\$265.00
31 AND OVER	\$250.00	\$325.00

ORGANIZED CAMP

CURRENT FEE \$75.00

PROPOSED FEE \$107.00

RECREATIONAL WATER FACILITY FEE

CURRENT FEE \$100.00

PROPOSED FEE \$148.00

RETAIL PERMIT FEES

PER CHECK OUT STATION	CURRENT FEE FOR PERMIT	PROPOSED FEE FOR PERMIT
# OF STATIONS TIME FEE	\$50.00	\$70.00

SCHOOLS

NO CURRENT FEE

PROPOSED FEE \$70.00 PER SITE.

- **THE LEWIS COUNTY BOARD OF HEALTH CURRENTLY OFF SETS THIS FEE DUE TO FUNDING RECEIVED FROM THE BOARD OF EDUCATION LEVEY. IF THAT FUNDING IS NOT RECEIVED THEN THIS FEE WILL BE CHARGED.**

SUBDIVISION FEE

CURRENT FEE NONE

PROPOSED FEE \$14.00 PER LOT WITH \$118.00 MINIMUM FEE

TEMPORARY FOODSERVICE ESTABLISHMENT FEE

- **THIS PERMIT IS GOOD FOR A MAXIMUM OF 14 DAYS. THIS PERMIT MUST BE TIED TO AN EVENT.**

CURRENT FEE \$50.00

PROPOSED \$70.00

TEMPORARY TATTOO STUDIO FEE

- **THIS FEE IS FOR A MAXIMUM OF 14 CONSECUTIVE CALENDAR DAYS. PERMIT WILL BE ISSUED FOR THE LENGTH OF THE EVENT WITH EXPIRATION DATE NO LONGER THAT 14 DAYS.**

NO CURRENT FEE

PROPOSED FEE

NUMBER OF ARTISTS	PROPOSED FEE
1-5	\$200.00

6-10	\$ 400.00
10-15	\$600.00
16-20	\$800.00
21 OR MORE	\$1000.00

**IN STATE TEMPORARY FOOD ESTABLISHMENT NON-POTENTIALLY HAZARDOUS
FOOD PERMIT FEE:**

NO CURRENT FEE

PROPOSED FEE: \$70.00

VENDING MACHINE PERMIT FEE

CURRENT FEE \$50.00 PER MACHINE WITH MAXIMUM \$300.00 PER SITE

PROPOSED FEE \$70.00 PER MACHINE WITH MAXIMUM \$425.00

WATER WELL PERMIT NEW OR REPAIR

CURRENT FEE \$100.00

PROPOSED FEE \$ 148.00

PRORATING OF FIXED FEES

PROPOSED

# OF MONTHS FROM FIXED EXP DATE	% OF ANNUAL FEE TO BE PAID
< 3 MONTHS	25% OF ANNUAL FEE
3 MONTHS TO < 6 MONTHS	50% OF ANNUAL FEE
6 MONTHS TO < 9 MONTHS	75% OF ANNUAL FEE
9 MONTHS TO < 12 MONTHS	100% OF ANNUAL FEE

LATE FEE FOR EXPIRED PERMITS

CURRENT FEE \$25.00 AFTER 30 DAYS

**PROPOSED FEE: A LATE FEE OF 25% WILL BE ASSESSED 10 DAYS AFTER AN
EXPIRED PERMIT. PAYMENT MUST BE RECEIVED WITHIN 10 DAYS OF THE
EXPIRATION DATE TO AVOID THE LATE FEE ASSESSMENT. (Sited per Code)**

FOOD HANDLER CARD

CARD TYPE	YEARS	FEE
WV LOCAL CARD	1	\$5.00
WV LOCAL CARD	2	\$10.00
WV LOCAL CARD	3	\$15.00
WV STATEWIDE CARD	1	\$15.00
WV STATEWIDE CARD	2	\$20.00
WV STATEWIDE CARD	3	\$25.00

ENVIRONMENTAL SERVICE FEE SCHEDULE

SERVICE	CURRENT FEE	PROPOSED FEE
WATER SAMPLE	\$65.00	\$75.00
REINSPECTION FEE	\$50.00	\$65.00
HOMEOWNERS SEPTIC OR WATER WELL PUMP INSTALLATION EXAM	\$50.00	\$65.00—GOOD FOR ONE YEAR AND ONE SYSTEM
COPY OF PUBLIC RECORDS	\$0.25PER COPY	\$0.25 PER COPY BLACK & WHITE COPY ONLY
PLAN REVIEW FEE	\$40.00	\$50.00
DUPLICATE PERMIT	\$10.00	\$10.00
HAU SITE VISIT	\$100.00	\$125.00
HOME LOAN EVALUATIONS		\$200.00
PIC TRAINING COMPLETED BY LCHD STAFF	\$75.00 FOR 5 YEARS	\$75.00 FOR 5 YEARS
PIC EXAM PROCTOR FEE	NONE	\$50.00
OFFSITE FOOD WORKER TRAINING	NONE	NONE
COPY OF FOOD HANDLER CARD	NONE	\$2.00

MONONGALIA COUNTY COMMISSION

243 HIGH STREET, ROOM 202
COURTHOUSE
MORGANTOWN, WEST VIRGINIA 26505

Jeffrey L. Arnett, Commissioner
Thomas C. Bloom, Commissioner
Sean P. Sikora, Commissioner



Telephone: 304 291-7257

January 31, 2024

Lewis County Commission
Attention: Commission President
110 Center Avenue
Weston, WV 26452

RE: Region 4 Local Governance Structure – Appointment of a representative to committee

Dear Sir or Madam,

On January 25, 2024, representatives from the local governments in Region 4 met to discuss how the governance structure should be dictated to facilitate project submissions to the WV First Foundation. Attached are the minutes of the meeting for your reference.

Among the attendees in person and via web conference, it was determined that the committee will consist of 26 members and made up in the following manner:

- One member appointed by the County Commission within the county
- One member appointed to represent municipal governments within the county
Please note: If there are multiple municipalities within the county, the municipal governments of that county will need to meet and appoint one individual that will represent the municipalities
- Members are not required to be an individual holding an elected position

We are requesting that the name and contact information of your selected representative be submitted to the Monongalia County Commission no later than March 1. Once the list of appointees is compiled, we will send out a complete listing to all local governments. Information can be sent to rmcclure@monongaliacounty.gov or via regular mail to: 243 High Street Room 202, Morgantown, WV 26505.

If you have any questions, please contact me at your earliest convenience.

We look forward to hearing from you.

For the Commission,

A handwritten signature in blue ink that reads "Renetta McClure". The signature is written in a cursive style.

Renetta McClure
County Administrator
Monongalia County Commission

REGION 4 LOCAL GOVERNMENTS
DISCUSSION ON REGIONAL GOVERNANCE STRUCTURE
JANUARY 25, 2024
9:30 A.M.

1. Call to Order

2. Welcome from Monongalia County Commissioner Tom Bloom

3. Roll Call of Local Governments

- Richard Roach, Mayor, Town of Gassaway
- Lisa Godwin, Commissioner, Braxton County Commission
- Kim Harrison, Mayor, Town of West Union
- Mark Rogers, Interim City Manager, City of Bridgeport
- Lexie Mayfield, Recorder, Town of Lumberport
- David Hinkle, President, Harrison County Commission
- Agnes Queen, President, Lewis County Commission
- Priscilla Hamilton, Finance Director, City of Fairmont
- Lt. Mike Keller, City of Fairmont Police Department
- Charlie Rosic, Mayor, Town of Grant Town
- Lora Michael, Mayor, City of Mannington
- Mike Basnett, Mayor, Town of Worthington
- Lloyd White, BOH, Marion County Commission Representative
- Craig Corkrean, Chief of Police, Town of Granville
- Sharon Doyle, Mayor, Town of Star City
- Tom Bloom, Commissioner, Monongalia County Commission
- Jeff Arnett, Commissioner, Monongalia County Commission
- James Cottrell, Mayor, Town of Masontown
- Rita Nicholson, Town Clerk, Town of Tunnelton
- Don Smith, President, Preston County Commission
- Samantha Stone, Commissioner, Preston County Commission
- Hunter Thomas, Commissioner, Preston County Commission
- Jerry Marco, Mayor, City of Elkins
- Kevin Stead, City Manager, City of Grafton
- Alan Tomson, Mayor, Town of Davis
- Bruce Kolsun, Mayor, City of Parsons
- Kristie Tenney, President, Upshur County Commission
- Laura Pysz, County Administrator, Harrison County Commission
- Tina Helmick, County Administrator, Lewis County Commission
- Paula Graves, City of Fairmont
- Annette Wright, City of Clarksburg
- Tiffany Fell, City Manager, City of Clarksburg
- Bobby Stewart, Commissioner, Lewis County Commission

4. Discussion topics

a. Regional Governance Structure

Commissioner Bloom presented two options for the regional governance structure. Option one would be one representative from each county. Option two is each

county would choose one representative from the county and the cities would also choose one representative.

A motion was made by Agnes Queen, Lewis County Commission, for option two, for each county to choose one representative from the county and the cities would also choose one representative. The motion was seconded by Mayor Al Tomson, Town of Davis. Commissioner Queen clarified the motion to add that the representatives should be an elected official with the county and an elected official within the city.

An amendment to the motion was made by Interim City Manager Mark Rogers, City of Bridgeport, that would allow selections from counties and cities to be anyone of their choosing, and not be required to be an elected official of those jurisdictions. Motion was seconded by Lloyd White, Marion County Commission representative. The motion for the amendment was unanimously carried.

The body voted for the original motion by Commissioner Queen to proceed with option two, that would designate that the regional governance structure be made up of one representative from the county, and one representative chosen by the municipalities within that county for a total of 26 members. Motion passed 21-1 in favor of the original motion.

A motion was made by Commissioner Kristie Tenney, Upshur County Commission and seconded by Lloyd Wright to have the Monongalia County Commission send out notifications to each municipality and County Commission to name an appointee and have names submitted to Commissioner Bloom by March 1, 2024. The motion was carried unanimously.

b. Process to identify projects for Region 4 to submit to WV First Foundation

A motion was made by Mayor Jerry Marco, City of Elkins, and seconded by City Manager Kevin Stead, City of Grafton to send a letter to WV First Foundation stating the Region 4 Local Governments are in the process of selecting individuals to meet and choose projects for the WV First Foundation to fund and ask the First Foundation to provide rules for submitting projects. The motion was carried unanimously.

5. Proposal of next meeting date

A motion was made by Commissioner Queen and seconded by Lisa Mace Godwin, President, Braxton County Commission for the Region 4 Local Governments to meet on a quarterly basis. The motion was unanimously carried.

6. Adjournment

A motion was made by Commissioner Godwin, seconded by Lloyd White and unanimously carried to adjourn.