

**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:
Rod Wyman, President
Agnes Queen, Commissioner
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
AGENDA
TUESDAY, NOVEMBER 2, 2021**

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, October 29, 2021.
(action required)

APPOINTMENTS

- 3. 10:10 AM** **Steve Moneypenny, Lewis County Mapping and Addressing**
RE: Landing Zone Mapping
Mr. Moneypenny will provide maps and details for all landing zones in Lewis County. *(information only)*

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for Thursday, October 28, 2021 is presented for review. *(information only)*
- 5. Shenandoah Cable Franchise Fee Remittance:** Lewis County has received \$9,133.00 from Shenandoah Cable in Cable Franchise Fees for the months of July, August and September 2021. Last quarter the county received \$9,380.39. *(information only)*
- 6. West Virginia Regional Jail and Correctional Facility Notification of Jail Per Diem Rate Increase:** The West Virginia Regional Jail and Correctional Facility will be increasing jail per diem rates from \$48.25 per day to \$54.13 per day beginning July 1, 2022. Based on the number of inmate days Lewis County incurred in last three years this could be an increase of \$100,000.00 annually. *(information only)*

BUSINESS

7. **Boards and Committee Report(s):** Reports by Commissioners of any board(s) or committee(s) attended including: COVID Conference Calls; Division of Highways; Lewis County Park Board; Ireland Neighborhood Watch; West Virginia Broadband Infrastructure Video Conference; Lewis County Economic Development Authority; Framers Cohort; West Virginia Courthouse Facilities Improvement Authority; National Association of Counties Conference Call; Vaccine Clinic; Business Prospect Meeting; Lewis County Farm Bureau. *(information only)*
8. **Timesheet and Leave Requests:**
- | | |
|---------------------|-------------------|
| a) Lucinda Whetsell | Compensatory Time |
| b) David Reed | Annual Leave |

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

9. **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, October 29, 2021. *(action required)*
10. **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, October 29, 2021. *(action required)*
11. **Presentation by the County Clerk of the Orders of the 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, October 29, 2021. *(action required)*
12. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, October 29, 2021. *(action required)*

ADJOURNMENT:

13. 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 sS6-9A-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.
- At any time during the meeting the need for the County Commission to enter an executive session may be present.

Roberts Rules of Order is utilized as a guide 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: October 28, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 21, 2021

9:15 a.m. Justin Bowers, Appalachian Impact - request for use of Hampton Community Building

9:30 a.m. Senator Hamilton - Presentation of funding to the Upshur County Youth Camp Board of Directors

9:45 a.m. (1) Presentation of National First Responders Day Proclamation (2) Presentation of Certificates of Appreciation to First Responder Agencies in Upshur County

2:00 p.m. Supervisor Meeting

3:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Consider Fiduciary Commissioner Daya Masada Wright's Recommendation to Amend the Appraisement for the Estate of Mary A. Given. *
2. Correspondence from Dean Craft, Regional Manager for Shield Roofing & Construction LLC, requesting a change order to extend the completion deadline of the former jail facility roof replacement project from November 1, 2021 to November 30, 2021. *
3. Review and signature of the State of West Virginia Emergency Management Division Performance Grant Award. The sub-grant period is January 1, 2019 -- December 31, 2019 and is in the amount of \$38,000. *
4. Approval and signature of WV Records Management and Preservation Board Resolution, Certification Form with priority ranking, and Grant Applications for Fiscal Year 2020-2021. The Upshur County Clerk requested \$9,795.45 with a 10% cash match by the Upshur County Commission for all grant funds expended. The total project cost is \$10,775. The grant will allow for preservation and maintenance of county records for public and county use. *
5. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of the following individuals as full-time telecommunicators. *
 - Ethan Knight – effective November 1, 2021
 - Heather Wray – effective November 8, 2021

6. Approval of Lewis-Upshur Animal Control Facility Volunteers Heather Ogden, Garrett Davis, Hali Westcott, Charity Warder, Victoria Sisson, Chrystal "Chrissy" Batten, and Ripley Cottrell. * Under separate cover
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, Remote Work Request(s).

For Your Information:

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

1. Correspondence from Samantha L. Woods, Deputy State Auditor for the WV State Auditor Chief Inspector Division, enclosing the audit report of the Upshur County Commission for the fiscal year ended June 30, 2020. Report is available for public review in the Upshur County Commission Office.
Under separate cover
2. Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed October 22, 2021 – Case Number 011421-01 (Washington Tax District – Tax Map 7K – Parcel Number 55.3) The property owner has twenty days to request a hearing before the Upshur County Commission.
3. Appointments Needed or Upcoming:
 - Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District

****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 4, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

****The Commission Meeting on November 11, 2021 is CANCELLED as the Courthouse is CLOSED****