

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

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, May 7, 2024**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** (*action required*)
- 2. 10:00 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. 10:05 AM** **National Police Week:** The Lewis County Commission will be asked to execute a proclamation in support of National Police Week.
(*action required*)
- 4. 10:10 AM** **West Virginia Community Educational Outreach Service (CEOS) Week:**
The Commission will be asked to execute a proclamation for CEOS Week.
(*action required*)
- 5. 10:15 AM** **Mountain Heart Community Services Provider Appreciation Day:** The Commission will be asked to execute a proclamation in support of Provider Appreciation Day. (*action required*)
- 6. 10:20 AM** **Mountain Heart Community Action Month:** The Commission will be asked to execute a proclamation in support of Community Action Month.
(*action required*)

CORRESPONDENCE

- 7. Upshur County Commission Meeting Agenda:** The May 2, 2024 Upshur County Commission meeting agenda is presented for review. (*information only*)

8. **Jane Lew Public Service District:** The Jane Lew Public Service District agenda for the meeting held April 11, 2024 is presented for review. *(information only)*
9. **Coal Severance Tax Distribution:** Lewis County has received \$13,270.40 in coal severance tax allocation for January, February and March 2024. Last quarter the county received \$12,446.68. The amount for the first quarter of 2023 was \$13,214.33. *(information only)*
10. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Ireland Comprehensive Plan Public Workshop, Weston Neighborhood Watch, Early voting, Lewis County Farmers Market Grand Opening, Lewis County First Bingo, Mon Health Stonewall Jackson Memorial Hospital Physical Therapy Building 10th Anniversary, etc.

BUSINESS

11. **Safe Sites and Structures Committee:** Gary Morris submits a correction document for the address for the Homewood Road Property for approval. *(action required)*
12. **Time Sheets, Leave Requests:** Tina Helmick Time Sheet, Sherry Rogers 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

The Commission meeting scheduled for Wednesday, May 15, 2024 has been canceled.

LEWIS COUNTY COMMISSION
PROCLAMATION
POLICE WEEK
MAY 12-18, 2024

WHEREAS, In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty and those who courageously wear a uniform daily for the safety and protection of other; and

WHEREAS, Our Law Enforcement Officers are the guardians of life and property; defenders of the individual right to be free; warriors in the battle against crime; and are dedicated to the preservation of life and property; and

WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices our law enforcement hero's face daily in their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder and by protecting the innocent against deception of the weak against oppression; and

WHEREAS, The Lewis County Commission honors the valor, service and dedication of all our police officers and salutes the service of each and every one; and

WHEREAS, During National Police Week, the Lewis County Commission commends the brave men and women of our law enforcement community for continually summoning the courage to fulfill their solemn oath to serve and protect, face challenges and protect the Citizens of Lewis County, steadfastly ensure the safety of our communities and provide a much-needed sense of security to our citizens.

NOW THEREFORE BE IT RESOLVED, the Lewis County Commission declares May 12-18, 2024 as Police Week in Lewis County and encourages all citizens to honor the Lewis County Law Enforcement Community.

Given under my hand this 7th Day of May, 2024

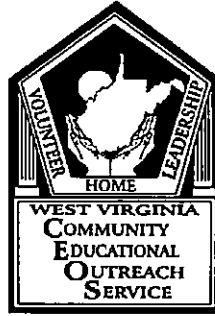
Bobby Stewart, President

Rod Wyman, Commissioner

Agnes Queen, Commissioner

ATTEST:

Cynthia S. Rowan, County Clerk



PROCLAMATION

WHEREAS,

The West Virginia Community Educational Outreach Service (CEOS) and Lewis County CEOS are volunteers with a Mission to broaden SERVICE in our COMMUNITY, continue lifelong EDUCATION to strengthen individuals and families and provide an OUTREACH for leadership.

WHEREAS,

In partnership with West Virginia University Extension Service, the CEOS pledges that its purpose of Education will assist us in meeting the needs of a changing and diverse society.

WHEREAS,

For their significant service and contribution to the well being of family and community,

BE IT KNOWN, that the LEWIS COUNTY COMMISSION

Hereby proclaims May 19-25, 2024 as

COMMUNITY EDUCATIONAL OUTREACH SERVICE (CEOS) WEEK

IN WITNESS WHEREOF, given under our hand and seal.

Bobby Stewart, Commission President

Date: May 7, 2024

Rod Wyman, Commissioner

Attest:

Agnes Queen, Commissioner

Cindy Rowan
Clerk of the Lewis County Commission



1200 Harrison Avenue, Suite 400
Elkins, WV 26241
(304) 637-2840
fax (304) 637-2845
1-877-862-3103

Dreama D. Padgett, Chief Executive Officer

Child Care Resource & Referral
Consulting Services • Construction
Employment Training • Energy Assistance
Head Start / Early Head Start • Parents As Teachers
Information & Referral • Information Technology
Medicaid Waiver • PREP • VITA / EITC
Weatherization • WV Birth To Three

Proclamation

Provider Appreciation Day

May 10, 2024

WHEREAS, MountainHeart Community Services, Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on this day and

WHEREAS, Child Care has provided a safe, nurturing place for the enrichment and development of millions of children nationwide and is a vital force in our economy; and

WHEREAS, the pandemic illuminated how indispensable child care providers are for the well-being and economic security of West Virginia young children, families, and communities.

WHEREAS, child care programs, which are mostly small businesses, run and staffed predominantly by women, continue to recover from the health and financial hardships stemming from the pandemic to meet the needs of more families and

WHEREAS West Virginia recognizes that child care has been and continues to be a lifeline for families, communities, and the economy. As such, it has provided much-needed support to providers to help sustain the viability of child care by issuing payment for enrollment versus attendance and offering grants and professional development opportunities.

WHEREAS, the future depends on the quality of the early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children's future.

Now, therefore, the Lewis County Commission hereby proclaims May 10, 2024, as Provider Appreciation Day in Lewis County, WV, and urges all citizens to recognize Child Care Providers for their important work, and how valuable they are for our communities.

Bobby Stewart
President

Agnes Queen
Commissioner

Rod Wyman
Commissioner

Attest
Cynthia Rowan, Lewis County Clerk

*Working together with individuals, families,
and communities to provide resources for a better life.*

www.mountainheartwv.org

AN EQUAL OPPORTUNITY EMPLOYER



Community Action 60th Anniversary and Community Action Month Proclamation

WHEREAS, Community Action has made essential contributions across this Nation for 60 years, inspiring a spirit of hope, creating opportunities for millions of people to be a part of the American Dream, and improving communities; and

WHEREAS, Community Action remains committed to a nation that creates opportunities for all people to thrive, builds strong, resilient communities, and ensures a more equitable society; and

WHEREAS, Community Action is a robust state and local force connecting people to life-changing services and creating pathways to prosperity in 99% of all American counties; and

WHEREAS, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; and

WHEREAS, Community Action strategies and innovative solutions evolve as the needs of individuals, families, and communities in cities, suburbs, and rural areas change; and

WHEREAS, Community Action is experienced in advancing opportunities by coordinating federal state, local and private resources to achieve results for people and communities; and

WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; and

WHEREAS, Community Action is recognizing 60 years of innovation, impact, and providing proven results for Americans.

NOW, THEREFORE, the Lewis County Commission hereby proclaims the month of May, as Community Action Month in Lewis County in recognition of the hard work and dedication of Lewis County, WV Community Action Agencies.

Bobby Stewart
President

Agnes Queen
Commissioner

Rod Wyman
Commissioner

Attest _____
Cynthia Rowan, Lewis 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: May 2, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 25, 2024
- 9:15 a.m. Kathy McMurray – Executive Director of Mountain CAP of WV, providing service highlights for 2023.
- 9:30 a.m. Peggy Rittenhouse, Community Outreach & Resource Specialist – Presentation of Community Action Month Proclamation and Provider Appreciation Day Proclamation. *
- 9:45 a.m. Sue McKisic, representing the Upshur – Buckhannon Health Department Board of Health – Presentation of a proposed rule entitled “Upshur – Buckhannon Health Department Fees for Permits and Services”. The Upshur – Buckhannon Health Department is seeking approval of this proposed rule, which establishes fees for environmental permits and services. *
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Approve request from 3A Towing, LLC for voluntary removal from the Upshur County Wrecker Rotation List, effective April 24, 2024. *
2. Consider request from Cheyenne Troxell, 26th Judicial Community Corrections Program Director, to transfer Jessica Stanley from part-time case aide to full-time case manager, effective May 6, 2024.*
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
3. Approval of employment of additional Upshur County Youth Camp Staff, effective May 27, 2024. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
4. Approval of Lewis Upshur Animal Control Facility volunteer, Dorothy Crabtree. *
[Under separate cover](#)
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 the Office of the State Auditor and Chief Inspector Division announcing an audit of financial statements of the governmental activities of the Upshur County Commission for the fiscal year ended June 30, 2023. The audit will begin on or near April 29, 2024 and a report will be available approximately August 26, 2024.
2. Notification from the Pilcrow Foundation stating that the James W. Curry Public Library has been awarded a grant through their April 2024 Children’s Book Project. The books provided through the project will be for the library’s permanent collection. The library will be responsible for raising \$400 and the foundation will match the contribution two-to-one, for a total of \$1,200 worth of books.
3. Correspondence from the Monongalia County Commission Office rescinding the letter dated April 12, 2024 concerning the WV First Foundation Regional Director vacancy. Each local government must send one delegate to the May 9th meeting who is authorized to vote on the selection of a Regional Director. Local governments may submit a nomination prior to or during the meeting. *
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:

• Region VII Planning & Development Council	April 29, 2024
• Community Corrections	April 30, 2024
• City Council of Buckhannon	May 2, 2024
• Buckhannon – Upshur Chamber of Commerce	May 8, 2024
 - c) Meeting Minutes:
 - None

***Dates and times of monthly board meetings are viewable at:**

www.upshurcounty.org -- Upcoming events are listed on the main page.

5. Appointments Needed or Upcoming:
 - Mountaineer Trail Network Authority –corporation or landowner representative (7/1/2024 – 6/30/2028)*

****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. ****

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

May 9, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

The meeting scheduled for May 16, 2024 has been CANCELLED.

The County Commission will begin Canvassing for the May 14th Primary Election on
Monday, May 20, 2024 starting at 9:00 a.m. in the County Clerk area

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

April 11, 2024 4:00 PM

~~ Public Board Meeting Agenda ~~

- I. Call to Order (Gee)

~~ ROUTINE MONTHLY BUSINESS ~~

- II. Minutes (3/14/2024)

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

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 (Snow-McKisic)

- V. Personnel (Snow-McKisic)

- VI. Announcements (Board or Snow-McKisic)

- VIII. Correspondence (Snow-McKisic)

~~ OLD BUSINESS ~~

~~ NEW BUSINESS ~~

- IX. Late-Received Agenda Items (Snow-McKisic)

- X. Adjournment

From: Tina Helmick
Sent: Thursday, April 25, 2024 12:11 PM
To: srogers lewiscountywv.org
Subject: FW: Coal Severance

From: afarnsworth lewiscountywv.org <afarnsworth@lewiscountywv.org>
Sent: Thursday, April 25, 2024 12:08 PM
To: Tina Helmick <thelmick@lewiscountywv.org>
Subject: Coal Severance

Hi, I just wanted to let you know that we just received the Coal Severance Tax in the amount of \$13,270.40. The last time that we received it was January 2024. We received \$12,446.68 at that time. Can you please add this to one of the next agendas?
Thanks!

Amanda Farnsworth
Lewis County Assistant Chief Tax Deputy
110 Center Ave
Weston, WV 26452
Phone 304-269-8222
Fax 304-269-8698