

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 21, 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. **10:10 AM** **Recess Regular Meeting for Public Hearing on Alley Closure Request for an abandoned alley, part of South Rose Drive in Turner Town.**
(action required)
4. **10:10 AM** **Public Hearing for Alley Closure detailed under item 3.** *(action required)*
5. **10:15 AM** **Reconvene Regular Meeting** *(action required)*

6. **10:15 AM** **Tracey Weber RE:** Mr. Weber has submitted a petition for alley closure for an abandoned alley in Turner Town. The Lewis County Commission will consider this closure. *(action required)*

CORRESPONDENCE & INFORMATION

7. **Upshur County Commission Meeting Agenda:** March 16, 2023 Upshur County Commission meeting canceled. *(information only)*
8. **State Tax Department budget amount estimate:** The WV State Tax Department provides the fiscal year 2023-2024 budget for the Statewide Computer Network, Software, Mailing and Postage Charges and Support in the amount of \$38,752.00 *(information only)*
9. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any Board(s) or committee(s) meeting attended including: Local Emergency Planning Committee, Weston Rotary, Conquer the Complex, National Association of Counties Rural Action Caucus, Hubcap Kick Off event, Lewis County First, Irish Spring Festival, Lewis Upshur Gateway Community Collaborative, Conquer the Complex, Jane Lew Lions Club, The Office Hotspot & Grill Ribbon Cutting, Fire Association meeting, etc. *(information only)*

BUSINESS

10. **Lewis County Family Resource Network:** Lewis County Family Resource Network Parents as Teacher Program Memorandum of Understanding will be presented to the Lewis County Commission for consideration. *(action required)*
11. **West Fork Conservation District:** The West Fork Conservation District Board of Supervisors respectfully requests funding of \$5,000.00 for the operation, maintenance, and repair program for the Polk Creek Watershed Structures. Last year the request granted was in the amount of \$5,000.00. *(action required)*
12. **Jane Lew Public Service District:** The retirement of Board Member Thomas E. Bailey is presented for acceptance. *(action required)*
13. **Employee Identification and Key Cards:** The Commission will consider the purchase of new employee identification and key cards. *(action required)*
14. **Lewis County Park Board Reappointments:** The Lewis County Park and Recreation Board submits the following persons for consideration of reappointment; Josie Britton, Betty Hill, and Robert Taylor. The terms will expire March 12, 2026. *(action required)*
15. **Time Sheets and Leave Requests:** Barbara Winans Annual Leave *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

16. **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)*
17. **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)*

- 18. 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)*
- 19. 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:

- 20. 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.

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: March 16, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- March 1, 2023 – Special Meeting
- March 2, 2023

Items for Discussion / Action / Approval:

1. Approval of "Request for Proposals" for the Exterior Doors Replacement Project funded by the Courthouse Facilities Improvement Authority. A mandatory pre-bid conference will be held on Tuesday April 4, 2023 at 2:00 pm. Sealed bids must be received no later than 4:00 pm on Wednesday April 12, 2023 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, April 13, 2023. * Pages 4-22
2. Discussion and approval of creating a Recreational Complex Advisory Committee to provide input and ideas for the indoor/outdoor recreational complex to be located on the newly acquired property within Upshur County consisting of 70.87 acres. *
3. Approval of Requests for Bids and Minimum Vehicle Specifications for one Sport Utility Vehicle for the Upshur County Sheriff's Law Enforcement Office. Sealed proposals must be received no later than 4:00 p.m. on Wednesday April 12, 2023 at the Administrative Annex located at 91 West Main Street, Suite 101. Bids received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, April 13, 2023. * Pages 23-25
4. Review CEC proposed scope of work and fee schedule for planning and design services for the recently acquired Recreational Complex property. Discuss potential negotiations and/or execute contract for services. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under Separate Cover
5. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and PayFlex Systems USA, Inc. * Pages 26-33
6. Correspondence from Dirk Burnside announcing his resignation from the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Mr. Burnside is a Commission appointee, representing the community and his term expires on June 30, 2023. * Page 34
7. Correspondence from Steven M. Linger, requesting reappointment to the Upshur County Fire Board, Inc. Upon approval, Mr. Linger's term will expire on June 30, 2026. * Page 35

8. Approval of advertisement for the Upshur County Civil Service Testing of Deputy Sheriffs. This testing will be part of the criteria used to establish an eligibility list for appointment to entry level positions as Deputy Sheriff. Applications will be accepted until the close of business on Friday, April 7, 2023. *

Pages 36-37

9. 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. Letter of Support for the Upshur County Regional Airport proposed expansion project. * Pages 38-39
2. Correspondence from Carol J. Smith, County Clerk, regarding the 2023-2024 Public Utility Values. * Pages 40-57
3. West Virginia Department of Transportation Notice of public meeting regarding transportation needs to be held Tuesday, April 4, 2023 from 10:00 am to noon at the Upshur County Senior Center. Pages 58-59
4. Upshur County Building & Floodplain Permits for the month of February, 2023 Pages 60-61
5. Public Notices:
 - a) Newsletters and/or Event Notifications:

• Meals on Wheels Celebration-Upshur Senior Center	March 21, 2023	Page 62
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 - b) Agendas and/or Notice of Meetings:

• Elkins Road Public Service District	March 7, 2023	Page 63
• Upshur County Convention & Visitor’s Bureau	March 8, 2023	Page 64
• City Council of Buckhannon	March 13, 2023	Page 65
• Buckhannon-Upshur Airport Authority	March 13, 2023	Page 66
• Community Corrections *Special Board Meeting	March 13, 2023	Page 67
• City Council of Buckhannon (3/16 reschedule*)	March 14, 2023	Pages 68-69
 - Meeting Minutes:

• Adrian Public Service District	February 2, 2023	Page 70
• Hodgesville Public Service District	February 7, 2023	Pages 71-73
• Elkins Road Public Service District	February 7, 2023	Pages 74-77
• Upshur County Solid Waste Authority	February 13, 2023	Pages 78-79
• Adrian Public Service District	February 15, 2023	Page 80
 - c) Meetings: *Dates and times of monthly board meetings are viewable at:
<http://cms4.revize.com/revize/upshurwv/calendar.php>
 or go to 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, 2024.

(Fire Service)

****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. ****

7. Budget Hearing Schedule

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

- Tuesday, March 14th beginning at 1:00 p.m.
- Wednesday, March 15th beginning at 8:45 a.m.
- Thursday, March 16th beginning at 10:15 a.m.
- Friday, March 17th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

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
March 23, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

****The Commission Meeting scheduled for April 6, 2023 is CANCELLED*****



Dave Hardy
Secretary of Revenue

Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

March 8, 2023

Honorable Members of the
Lewis County Commission
Lewis County Courthouse
110 Center Ave
Weston, West Virginia 26452-1964

Dear Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing a FY 2023-2024 budget for the Statewide Computer Network, Software, Mailing and Postage Charges and Support.

Lewis County	\$38,752
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You should consult with your county assessor to determine if he or she plans a higher level than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can help you to determine an appropriate dollar amount for such a revision.

Should you have questions regarding this information, please feel free to contact Christina Turley at 304-558-1221.

Sincerely,

Deanna Sheets
Director
Property Tax

DS/ct

cc: Assessor of Lewis County

Memorandum of Understanding

Agreement between _____

and the **Lewis County Family Resource Network (LCFRN) Parents as Teacher Program**, as of March 1, 2023 & ending only when terminated by either party. This agreement establishes a collaborative relationship to provide comprehensive services and support through a joint effort in focusing on positive support to families in the LCFRN Parents as Teachers service area – Harrison, Marion, Lewis, and Upshur counties.

SERVICES PROVIDED:

1. To meet the needs of families and young children;
2. To link families with appropriate formal and informal services, agencies, & community partners;
3. To support families through a strengths-based approach;
4. To help families make informed choices about parenting and caregiving;
5. To offer families appropriate educational opportunities;
6. To provide, receive and share appropriate referrals based upon family need;
7. To help coordinate services and identify service gaps within the communities served.

IT IS MUTUALLY AGREED THAT:

1. Including families in conversations as part of the solution is a primary factor in spurring real change;
2. That, in West Virginia, generational poverty, substance use disorders, and mental illness are primary factors for consideration in a large percentage of families we serve, meaning that these areas require our focus;
3. Each party signing this agreement will strive to support families to the best of their ability;
4. This agreement is not legally binding and any conflicts arising as a result of this Memorandum of Understanding will be communicated to the other party with a goal of resolution.

This agreement is reviewed annually on or around July 1st and may be amended by any party at any time during its duration.

ACCEPTANCE BY:

Name

Date

LCFRN / Parents as Teachers

Date



WEST FORK CONSERVATION DISTRICT

87 Ollie Lane Suite 102- Mt. Clare, WV 26408 - Phone (304) 627-2160

March 8,2023

Lewis County Commission
110 Center Ave
Weston, WV 26457

RE: Polk Creek Dam

Dear County Commissioners,

The West Fork Conservation District Board of Supervisors respectfully requests funding of \$5,000.00 for the operation, maintenance, and repair (OM&R) program for the Polk Creek Watershed Structures. Last year you gave the District \$5,000.00 of which we were very grateful. As you have known, these dams have reduced flooding many times over the years. The maintenance items are important and will always be needed to maintain the integrity of the dams and to protect county citizens. These are vital structures for the county, and we are sincere when we thank you for working with us as partners to maintain them.

Thank you for your attention to this request and we look forward to hearing from you. If you should have any questions, please give me a call at 304-627-2160.

Sincerely,

Dee Altman
Administrative Specialist

Jane Lew Public Service District

P.O. Box 845

Jane Lew, WV 26378

Phone/Fax (304) 884-7111/ (304) 884-8922

Facsimile Cover Sheet

Date: 3-10-23

FAX #: _____

Please Deliver The Following To:

name: Lewis County Commission

pany: Lewis Co Commission

Address: Weston WV

From: Stephanie Snow-McKisic General Manager-Jane Lew PSD

Comments: RE: Immediate resignation of Thomas Bailey from the PSD Board of Directors. Please feel free to call me if you have any questions. 304 884-7111 (ofc) or 304 997-2379 (cell)

We are transmitting 2 page(s) including this cover sheet.

If you do not receive all the page(s), please notify us as soon as possible at (304) 884-7111.
Thank You.

Thomas E. Bailey

225 Stone Lick Rd, Jane Lew WV 26378

Tele: 304 884-7218; E-mail bailey135@frontier.com

March 9, 2023

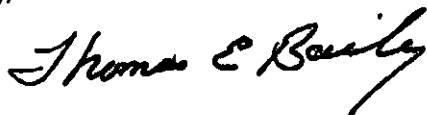
Lewis County Commission
110 Center Ave
Weston, WV 26452

Dear County Commission:

Please accept this letter as my retirement from the Jane Lew Public Service District Board of Directors, effective immediately. It has been my pleasure to serve on the board for over 20 years.

The decision to retire at this time, was not an easy one to make but due to personal reasons, it is best for me and my family. I would appreciate your quick acceptance of my retirement.

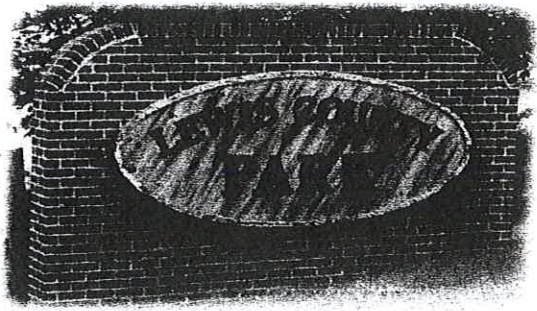
Sincerely,



Thomas E. Bailey

CC emailed to:

James V. Kelsh, Attorney for JL-PSD
Stephanie Snow-McKisic, General Manager for JL-PSD
Oscar R. Mills, member of JL-PSD
Brad Foster, member of JL-PSD



Lewis County Park

P.O. Box 885 • 257 Smith Run Road • Weston, West Virginia 26452

Phone (304) 269-6599

March 15, 2023

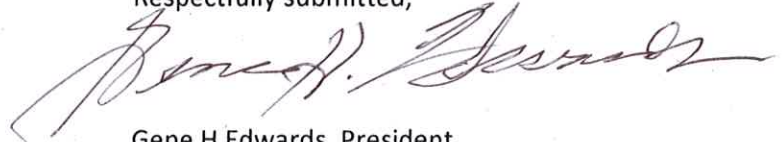
Lewis County Commission
110 Center Ave
Weston, WV 26452

This is a request to reappoint the following to the Lewis County Park and Recreation Board:

Josie Britton
Betty Hill
Robert Taylor

Their terms expire March 12, 2023²⁶. These would be excellent reappointments.

Respectfully submitted,



Gene H Edwards, President