

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, October 31, 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** **Lewis County Convention and Visitors Bureau (CVB) Executive Director, Chris Richards:** Ms. Richards will provide the quarterly and annual report for the Lewis County CVB. (*information only*)
4. **10:15 AM** **Lewis County Economic Development (LCEDA) Executive Director, Ray Smith:** Mr. Smith will provide the quarterly report for the Lewis County EDA. (*information only*)

CORRESPONDENCE & INFORMATION:

5. **Upshur County Commission Meeting Agenda:** The October 26, 2023 Upshur County Commission meeting agenda is presented for review. (*information only*)
6. **Lewis County Park Board:** The minutes for the September 25, 2023 meeting are presented for review. (*information only*)

7. **West Virginis Public Service District Wireless E911 Subscriber Fee Disbursement:** Lewis County received \$184,986.32 in Wireless E911 Subscriber Fees for the months of July, August and September, 2023. *(information only)*
8. **Board(s) and Committee(s) Reports:** Commission will give reports on any Board(s) or committee(s) meeting attended, including Brownfields meeting, Ireland Community Meeting, National Association of Counties Northeast Region Monthly Videoconference, Lewis County Economic Development Authority, Upshur County Commission, Ribbon Cutting Mountain Misfit Designs, Mon General Stonewall Jackson Memorial Hospital Safety Fair, Trunk or Treat, County Commissioners Association of WV meeting, Region VII Council Meeting, etc. *(information only)*

BUSINESS:

9. **Cynthia S. Rowan, County Clerk Request to Hire Employee:** Lewis County Clerk Cynthia S. Rowan requests advice and consent per West Virginia Code §7-7-7 to hire Rebecca Young as a Deputy County Clerk for a vacancy in the office. If approved, the first day of work will be November 1, 2023. The Clerk also requests the four- month probationary period for benefits be waived. *(action required)*
10. **Lewis County Economic Development Grant Program Resolution:** The WV Development Office is offering a Local Economic Development grant program for fiscal year 2023-24 which is specifically designed to assist communities become better prepared for industrial and related economic development. The Commission will be requested to sign the grant resolution. *(action required)*
11. **Cancellation of November 7, 2023 Meeting:** The Commission will consider cancelation of the November 7, 2023 Commission meeting due to an out-of-town conference. *(action required)*
12. **Cancellation of November 21, 2023 Meeting:** The Commission will consider cancelation of the November 21, 2023 meeting due to the Thanksgiving holiday. *(action required)*
13. **Fund 40 – Opioid Settlement Account:** The WV Secretary of State Office requires Commissions to open a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by each County Commission. The Commission is requested to approve the new bank account and the creation of the Opioid Settlement Fund. *(action required)*
14. **Fund 41 – County Fire Protection Fund:** The WV Secretary of State Office requires Commissions to open a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by each County Commission. The Commission is requested to approve the new bank account and the creation of the County Fire Protection Fund. *(action required)*
15. **Time Sheets and Leave Requests:** Sherry Rogers Sick Leave, Annual Leave, Tina Helmick Annual Leave, Sick 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 up to 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

11:00 AM October 31, 2023 E-911 Updates Work Session

November 7, 2023 meeting canceled – if approved

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 10/31/2023

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 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 26, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - October 5, 2023
 - October 19, 2023
- 9:15 a.m. Upshur County Tobacco Prevention Coalition – Presentation of Great American Smokeout Proclamation *
- 9:30 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Adoption Month Proclamation *
- 9:45 a.m. Annette Fetty-Santilli - Presentation of Proclamation declaring November 2023 as Pancreatic Cancer Awareness Month in Upshur County. *
- 10:30 a.m. Hearing to Consider Objection to 2nd Annual Settlement for the Estate of Doris Jean Carr, deceased.
- 12:00 p.m. Roundtable discussion regarding future property development (*will not lead to official action*).
Item may lead to Executive Session per WV Code §6-9A-4

Items for Discussion / Action / Approval:

1. Consider the request of Upshur County Sheriff J. Michael Coffman to be appointed as the Administrator for the Estate of Howard Barnhart. *
2. Approval and signature of FY 23-24 Prevention Resource Officer Agreement between the Upshur County Board of Education by and through the State Superintendent of Schools as designee for the West Virginia Board of Education, the Upshur County Sheriff's Department, and the Upshur County Commission for a Prevention Resource Officer at the Buckhannon-Upshur High School. *
3. Approval and signature of WV Records Management and Preservation Board Grant Application and Certification Form with ranking, for Fiscal Year 2024-2025. If awarded, there is a 10% cash match requirement to be paid by the Upshur County Commission for all grant funds expended. The grant allows for preservation and maintenance of county records for public and county use. *
4. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act. *
Item may lead to Executive Session per WV Code §6-9A-4 [Under separate cover](#)

5. Correspondence from Sheriff J. Michael Coffman, requesting the employment of Robert Jason Phillips, as fill-in Court Security Officer, effective November 5, 2023. *
6. 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. Upshur County Sheriff's Financial Statement for period ending September 30, 2023.
2. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Hank's Christmas Wish World Premier October 28, 2023
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Public Library October 18, 2023
 - James W. Curry Library/Park October 27, 2023
 - c) Meeting Minutes:
 - Upshur County Public Library Board August 30, 2023
 - Tennerton Public Service District September 13, 2023
 - Upshur County Fire Board September 19, 2023
 - Upshur County Parks & Recreation Advisory Board September 26, 2023
 - d) *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.
3. 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. ****

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
 November 2, 2023 --- 9:00 a.m.
 Upshur County Courthouse Annex

MINUTES OF THE LEWIS COUNTY PARK BOARD OF DIRECTORS

Meeting Date of September 25, 2023

Present: Gene Edwards, President, Barbara Paugh, Vice President, Betty Hill, Treasurer, Josie Britton, Secretary, Alyce Henry, Member, Brian McClain, Member, Josh Hinchman, Director, Agnes Queen, County Commissioner, and Rod Wyman, County Commissioner

The meeting was called to order by President Gene Edwards. The minutes from the previous meeting (August 28, 2023) were reviewed. Alyce Henry moved to accept the minutes and Barbara Paugh seconded the motion with all attending in agreement.

Betty Hill went over the treasurer's report. The treasurer's report was approved by Alyce Henry, seconded by Barbara Paugh. All attending were in agreement.

There was no public comment.

Josh Hinchman gave the director's report next. The work for applying the epoxy flooring began last week. It should be completed very soon.

The annual Park conference held at the Bridge this year was very nice. Josh was impressed with the complex and said the meetings were good.

The Board was given a breakdown of pay scales for the maintenance workers after their \$2 an hour raise. They are as follows: \$18.01/20 hr per week; \$12.50/20 hrs per week; \$13.00/40 hrs per week; \$11.25/40 hrs per week; and \$12.00/20 hrs per week

According to the statement of revenues and expenditures for this year's season, both had increased from last year. Water aerobics has particularly increased from last year and Josh would like to buy some items to assist the program for next year, such as weights.

Next season, Park patrons will have the opportunity to rent the gazebo and the sheltered picnic tables inside the pool area. The gazebo will be \$25 during the week or \$35 on the weekends. The sheltered picnic tables will be \$55 during the week or \$65 on the weekends. If either is being rented a "reserved" sign will be placed so nobody else will put their things in those areas. Otherwise, they will both be on a first come, first serve basis as usual.

Josh would also like to increase the rates for pool parties that are on a Saturday or Sunday evening by \$50. Brian McClain made the motion to increase the pool party rates by \$50 on Saturday and Sunday evenings only. Barbara Paugh seconded the motion and all attending were in agreement.

A ditch needs dug for some of the electrical work for the lights. Josh says if he can rent a trencher for about \$240 he can get the work done within a day. He was given permission to rent the trencher.

Josh mentioned he would like to either plant some fruit trees or grapevines close to the property line between the stage and creek. Agnes suggested he reach out to the Farm Bureau or someone in the agricultural field to see if they could help in any way.

There was no old business discussed.

In new business, Agnes proposed that the Park allows the Lewis County Trails to form a sub-committee with us to write grants for the trails. This will prolong the LC Trails from having to file for a 501C3. The Park

will NOT be responsible for anything to do with LC Trails, but Josh will help them write grants during the winter months when he has less to do at the Park. Alyce Henry made the motion to allow the Lewis County Trails to form a sub-committee with the Lewis County Park and to allow Josh to help with the grant writing in the winter months. Brian McClain seconded the motion and all attending were in agreement.

Also in new business, Betty Hill had received a check for \$81,000.00 as the Park's reimbursement amount from the Land and Water grant. This amount is incorrect. Agnes took a copy of the check and will look into this matter and correct it.

Gene Edwards adjourned the meeting after determining the Board will meet again on Monday, October 23, 2023 at the Lewis County COURTHOUSE at 6 pm.

Respectfully submitted by Josie Britton, Secretary

If unable to attend, please contact Gene Edwards at 304-997-9021

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



October 17, 2023

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$184,986.32 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of July, August and September, 2023. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Sharp".

Elizabeth Sharp
Acting Director of Administration

BS:sc

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304) 269-8200
Fax: (304) 269-2416



COMMISSIONERS:
AGNES G. QUEEN
President
ROD WYMAN

LEWIS ECONOMIC DEVELOPMENT GRANT PROGRAM RESOLUTION

WHEREAS: The Lewis County Commission, the governing body, is interest in the Economic well being of its citizens and the community at large, and

WHEREAS: the governing body is prepared to support the appropriate efforts within the community to become totally prepared to promote economic development, and

WHEREAS: The WV Development Office is offering a Local Economic Development grant program for fiscal year 2023-24 that is specifically designed to help WV communities become better prepared for industrial and related economic development, and

THEREFORE BE IT RESOLVED:
That the program requires the existence or formation of a Local Economic Development organization and this governing body designated the Lewis County Economic Development Authority to represent our community for the purposes of participating in this program.

THIS RESOLUTION IS IN FULL EFFECT UPON ITS ADOPTION THIS 31st DAY OF
OCTOBER 2023.

Agnes Queen, President
Lewis County Commission

From: Tina Helmick
Sent: Thursday, October 26, 2023 8:13 AM
To: srogers lewiscountywv.org
Subject: FW: Guidance for new Opioid fund

agenda

From: Tiffany Hess <Tiffany.Hess@wvsao.gov>
Sent: Wednesday, October 25, 2023 5:19 PM
To: LGS-List <LGS@wvsao.gov>
Subject: Guidance for new Opioid fund

To account for the revenues that the counties expect to receive from the opioid lawsuits through the WV Attorney General's office, we have created a new fund in the County Uniform Chart of Accounts.

Fund 40 – Opioid Settlement

Your County Commission must also open up a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by the County Commission in a public meeting.

The bank account should be interest-bearing, and any interest earned will remain in the fund and be subject to the same restrictions as the other revenues in the fund. This fund is a governmental fund and therefore the account requires 3 signatures – President of the County Commission, County Clerk, and Sheriff. Invoices will be processed the same as invoices for all other county governmental funds. The County Clerk will write the checks, and the Sheriff will be responsible for the receipts and maintaining the bank accounts.

To record these revenues, you will use account #324 "Other Grants". The expenditure accounts utilized will be based on the decisions made by the County Commission when these funds are used. Counties should refer to the County Uniform Chart of Accounts when making these decisions.

There will be reporting requirements to the WV First Foundation. Those requirements are to be issued by the foundation at a future date.

We have sent this to elected officials (and tax deputies). Please distribute within your office as needed.

Let us know if we can be of further service to you.

Tiffany Hess

Budget-Finance Specialist
Local Government Services
WV State Auditor's Office
200 West Main St.
Clarksburg, WV 26301
Phone: (304) 558-2261 ext. 0305
Fax: (304) 340-5090

From: Tina Helmick
Sent: Thursday, October 26, 2023 8:13 AM
To: srogers lewiscountywv.org
Subject: FW: Guidance for new County Fire Protection Fund

agenda

From: Tiffany Hess <Tiffany.Hess@wvsao.gov>
Sent: Wednesday, October 25, 2023 5:21 PM
To: LGS-List <LGS@wvsao.gov>
Subject: Guidance for new County Fire Protection Fund

In accordance with the passage of SB1021 (which added WV Code §7-5B-1 & §7-5B-2), we have created a new fund in the County Uniform Chart of Accounts.

Fund 41 – County Fire Protection Fund

Your County Commission must also open up a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by the County Commission in a public meeting.

The bank account should be interest-bearing, and any interest earned will remain in the fund and be subject to the same restrictions as the other revenues in the fund. This fund is a governmental fund and therefore the account requires 3 signatures – President of the County Commission, County Clerk, and Sheriff. Invoices will be processed the same as invoices for all other county governmental funds. The County Clerk will write the checks, and the Sheriff will be responsible for the receipts and maintaining the bank accounts.

To record these revenues, you will use account #323 “State Government Grants”. The expenditure accounts utilized will be based on the decisions made by the County Commission when these funds are used. Counties should refer to the County Uniform Chart of Accounts when making these decisions.

We have sent this to elected officials (and tax deputies). Please distribute within your office as needed.

Let us know if we can be of further service to you.

Tiffany Hess

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Clarksburg, WV 26301
Phone: (304) 558-2261 ext. 0305
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Sent to County Administrators