

# COUNTY COMMISSION OF LEWIS COUNTY

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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  
AMENDED MEETING AGENDA  
TUESDAY, March 12, 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**      **Dr. Melinda Stewart, Superintendent of Lewis County Schools:** Dr. Stewart will provide information on the upcoming Levy. (*information only*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** The March 7, 2024 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. Lewis-Gilmer E-911 Monthly Report:** The February 2024 Lewis -Gilmer E-911 report is presented for review. (*information only*)
- 6. Fire Department Annual Reports:** The Weston Volunteer Fire Department Annual Report is presented for review. (*information only*)
- 7. State of West Virginia Division of Corrections & Rehabilitation:** The Regional Jail invoice for the Month of February 2024 in the amount of \$46,781.53 is presented for review. The invoice amount for January 2024 was \$37,871.02. The invoice amount for February 2023 was \$34,161.00. As of February 28, 2024 Lewis County has been billed for 7,698 jail beds during fiscal year 2024. The County rate has increased to \$54.48 per bed until we reach 8,857 days. From there the County will be billed \$65.38 every day thereafter until the next fiscal year when the cycle starts over again. (*information only*)
- 8. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Rotary, Lewis County Foundation Board Meeting, Weston

Neighborhood Watch, County Commission Association of WV Legislative call, Building Commission, 911 Advisory Board, Alum Bridge Neighborhood Watch, etc.

## **BUSINESS**

- 9. Lewis – Gilmer E-911:** James Gum, Director, request advice and consent per West Virginia Code §7-7-7 to hire Charlene Thomas as the position of Telecommunicator. This position will be a part time position at no more than 20 hours per week with no benefits. If approved Ms. Thomas' start date will be March 12, 2024. *(action required)*
- 10. Lewis County Park Request to Hire:** Josh Hinchman, Director, request advice and consent per West Virginia Code §7-7-7 to hire Ian Garvin as Seasonal Maintenance working up to 40 hours a week at \$11.50 per hour starting April 15, 2024. Garry Rowan as Seasonal Maintenance working up to 40 hours per week at \$11.75 per hour starting May 1, 2024. Daniel Messenger as Seasonal Maintenance working up to 20 hours a week at \$12.50 per hour starting March 18, 2024. *(action required)*
- 11. Lewis County Circuit Clerk, Beth Burkhart:** Ms. Burkhart submits the retirement of Joan Riffle, Deputy Circuit Clerk. Ms. Riffle's last working day will be March 29, 2024. *(action required)*
- 12. Safe Sites and Structures:** Commission will consider the findings, facts and conclusions submitted by all parties that were involved in the Safe Sites Hearing that was held on February 20, 2024 in relation to the property located at 2180 Old Rt. 33, Weston, West Virginia. *(action required)*
- 13. Time Sheets, Leave Requests:** Sherry Rogers Sick Leave, Joe Frazier Annual Leave *(action required)*

## **ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

- 14. 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)*
- 15. 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)*
- 16. 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)*
- 17. 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:**

- 18. 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**

Health Department Work Session

March 12, 2024

11:00 am