

COUNTY COMMISSION OF LEWIS COUNTY

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

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, FEBRUARY 4, 2025**

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*)
- 3. 10:05 AM** **Appointments:** Attorney Gary Morris will provide updates on the Safe Sites and Structures Committee litigation and title insurance. (*information only*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The January 30, 2025 Upshur County Commission meeting agenda is submitted for review. (*information only*)
- 5. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Planning Commission, National Association of Counties Northern Region Monthly Videoconference, Hubcap meeting, Building Commission, etc.

BUSINESS

- 6. Lewis County Park Request:** Josh Hinchman, Park Director, requests to seek bids for an additional parking lot at the Lewis County Park. (*action required*)
- 7. Time Sheets/Annual or Sick Leave Requests:** David Reed Leave Request, Garry DeMoss Leave Request, Sherry Rogers Leave Request (*action required*)

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

8. **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)*
9. **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)*
10. **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)*
11. **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:

12. **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

No Additional Meetings Scheduled

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: January 30, 2025
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 16, 2025
- 10:00 a.m. John C. Allen Regional Hub work session – Discuss property matters
- 11:00 a.m. John C Allen Regional Hub work session -- meeting with Upshur County Rec Complex Group
- 1:00 p.m. Board of Review and Equalization – Review of Property Books
- 2:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Becky Edwards, Senior Companion Program Director, Mid-Ohio Valley Regional Council, requesting funding in the amount of \$500.00 for the Upshur County Senior Companion Program. *
2. Review and sign the West Virginia Department of Environmental Protection - Underground Injection Control Permit Annual Report for the Upshur County Youth Camp. *
3. Review and signature of Request for Payment #16 for the Mt. Hope Water System Improvement Project in the amount of \$4,694.91. *
4. Approval of advertisement for Lifeguards, Admission Workers, Concession Stand Workers and Assistant Managers for the 2025 season at the Buckhannon-Upshur Recreational Park Facility. The temporary positions will commence mid-May and continue through mid-September. Applications must be received on or before the close of business on Monday, March 3, 2025. *
5. Consider approving Upshur County Development Authority board member changes in position, as recommended by the Executive Board:
 - a) Change Aaron Harris from board member to Ex-officio member
 - b) Add Jonathan Rice, representative of SEFPRO, as board member
 - c) Add John Jenkins as Ex-officio member
6. Approval and signature of the following Federal Aviation Administration Outlay Reports and Requests for Reimbursement for Construction Programs for ongoing funding projects located at the Upshur County Regional Airport:
 - a) Request No. 5 –in the amount of one thousand one hundred twenty-seven dollars and eighty-seven cents (\$1,127.87) for the beacon project. *

- b) Request No. 5 - in the amount of one thousand three hundred twenty-six dollars and ninety-seven cents (\$1,326.97) for the beacon project. *
7. Consider approving an Application for Donated Leave and the granting of leave under the Family Medical Leave Act (FMLA). *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
8. 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. Lewis-Upshur Animal Control Facility Annual Report on Animal Euthanasia and Year-to-Date Account of Animals Report for January 1, 2024 through December 31, 2024.
2. Letter from John S. Jenkins, WV First QSF Administrator, regarding the WV Opioid Settlement and Qualified Settlement Fund – Local Government Settlement Payment Requirements.
3. West Virginia State Treasurer’s Office Report: 4th Quarter 2024 Volunteer Fire Department State Distribution.
4. Mt. Hope Water Association Water System Improvement Project Report dated January 20, 2025.
5. West Virginia Department of Transportation Federal STIP – Project Listing by Fund Type – FFY 2023, 2024 and 2025.
6. Statewide Transportation Improvement Program (STIP) Request to Amend/Modify Projects – FFY 2023-2028. There are no Upshur County listings.
7. Freedom of Information Act request and fulfillment from American Transparency.
8. Upshur County E911 Communication Reports – December, 2024. [Under separate cover](#)
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
9. Upshur County Sheriff’s Financial Statement for period ending December 31, 2024.
10. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Tucker Community Foundation: Partnering for Progress February 5, 2025
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Public Library January 22, 2025
 - Upshur County Fire Board January 28, 2025
 - Upshur County Enhanced Emergency Telephone Advisory Board January 28, 2025
 - 26th Judicial Circuit Community Corrections Program January 28, 2025
 - Elkins Road Public Service District February 4, 2025
 - Upshur County Farmland Protection February 4, 2025
 - c) Meeting Minutes:

- Upshur County Enhanced Emergency Telephone Advisory Board September 24, 2024
- Adrian Public Service District December 5, 2024
- Upshur County Building Commission January 22, 2025

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

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

11. Appointments Needed or Upcoming:

- Upshur County Fire Board - County Fire Association Representative

****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. ****

12. Board of Review & Equalization Meeting Schedule

***Meetings will be held at the Upshur County Administrative Annex unless otherwise noted**

- 01/30/2025 1:00 p.m. No appointments ---Review Property Books
- 02/04/2025 1:00 p.m.
- 02/06/2025 10:00 a.m. *Commission Meeting Room, 38 W Main St.
- 02/11/2025 1:00 p.m.
- 02/13/2025 2:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/18/2025 10:00 a.m. Adjourn Sine Die

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)

Tabled 8-1-2024: Review a Resolution from the Upshur County Fire Board requesting the Upshur County Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872. Consider taking action, per W.Va. Code §7-17-12(c)(2).

Next Regular Meeting of the Upshur County Commission
February 6, 2025 --- 9:00 a.m.
Upshur County Courthouse Annex