

# COUNTY COMMISSION OF LEWIS COUNTY

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**COMMISSIONERS:**  
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**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
AMENDED MEETING AGENDA  
TUESDAY, May 2, 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**      **National Firefighters Day Proclamation:** The Lewis County Commission will be asked to execute a proclamation in support of National Firefighters Day. (*action required*)
- 4. 10:15 AM**      **Community Educational Outreach Service (CEOS) Proclamation:** The Lewis County Commission will be asked to execute a proclamation in support of The Community Educational Outreach Service (CEOS). (*action required*)
- 5. 10:20 AM**      **Weston City Manager Nate Stansberry:** Mr. Stansberry will request information and clarification on the Animal Control policy. (*information only*)

## **CORRESPONDENCE & INFORMATION:**

- 6. Upshur County Commission Meeting Agenda:** April 27, 2023 Upshur County Commission agenda is presented for review. (*information only*)

7. **WV State Treasurers Office Coal Severance Tax Distribution:** Lewis County has received \$13,214.33 in 25% Coal Severance Tax Distribution for this quarter. Last quarter the county received \$13,776.41. *(information only)*
8. **Jane Lew Public Service District:** The Jane Lew Public Service District March 9, 2023 meeting minutes are presented for review. *(information only)*
9. **Brian Cooper, PE, WV Department of Transportation Division of Highways District 7 Engineer:** Mr. Cooper extends an invitation to Commission and elected officials to attend an informative meeting to be held at the District 7 Headquarters May 18, 2023. *(information only)*
10. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any Board(s) or committee(s) meeting attended including: Lewis County Economic Development Authority, Hub Cap meeting, Northeast Region Monthly Videoconference, Stonewall Dam inspection and meeting, , Public Water Meeting, Hope Gas Open House, Lewis Upshur Gateway Community, Ribbon Cutting event for IHOP etc. *(information only)*

#### **BUSINESS:**

11. **Lewis County Assessor, John Breen:** Mr. Breen requests advice and consent per West Virginia Code §7-7-7 to hire Alexis Beam as a Deputy Assessor. If approved her first day of work will be May 8, 2023. *(action required)*
12. **Lewis County Assessor, John Breen:** Mr. Breen requests advice and consent per West Virginia Code §7-7-7 to hire Terri Vandall as a Deputy Assessor. If approved her first day of work will be May 8, 2023. *(action required)*
13. **Lewis County Sheriff's Tax Department Requests to Change the Current Credit Card Company:** The Sheriff's Tax Department will request to change the current credit card company from Point and Pay to Certified Payments. This action will better accommodate the public by allowing additional taxes and fees to be paid online. *(action required)*
14. **Lewis County Prosecuting Attorney Letter of Retirement:** The Lewis County Prosecuting Attorney's Office presents a letter of retirement from Tammy Jones effective May 31, 2023 for consideration. *(action required)*
15. **Lewis County Prosecuting Attorney Request to Advertise Vacant Position:** The Lewis County Prosecutor, Christina Flannigan requests to advertise the position of paralegal. *(action required)*
16. **Jane Lew Public Service District:** The Jane Lew Public Service District requests Nancy Gee as the Board appointment to complete Thomas Bailey's unexpired term. The term will expire July 1, 2028.
17. **Frontier Nondisclosure Agreement:** Frontier is requesting a nondisclosure agreement signed by Commission in order to discuss upcoming projects in Lewis County that are not otherwise public at this time. *(action required)*
18. **2023 West Virginia Secretary of State HAVA (Help America Vote Act of 2002) Security Sub-Grant Application:** The Commission will consider applying for the 2023 HAVA Security-Sub Grant which assists with election costs. The funds will be used to purchase election equipment in the form of a DS450 High-throughput Scanner and Tabulator to replace the older 850 model. The cost of the machine is \$59,920.00 after the allotted \$10,000 trade in from the old machine. If the grant is awarded, the County will be required to provide 50% match funding to purchase the machine. Commission will consider applying for the grant and approving the 50% match in funding if the grant is awarded.

- 19. Time Sheets and Leave Requests:** James Gum Sick Leave Sherry Rogers Annual Leave  
Tina Helmick Time Sheet (*action required*)

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

- 20. 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*)
- 21. 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*)
- 22. 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*)
- 23. 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:**

- 24. 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**

**May 8, 2023 5:30 PM**

**Brownfield Assessment Meeting**

**Lewis County Courthouse – Commission Chambers**