

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 7, 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 Assessor John Breen Request for Promotion:**
Mr. Breen will request to promote Timothy Riffle as the Lewis County Assessor's Office Chief Deputy with salary increase. *(action required)*
- 4. 10:15 AM** **Carrie Wallace, Region VII:** Ms. Wallace will present the Southern Lewis County Broadband Project final request for funds for consideration.
(action required)
- 5. 10:20 AM** **Ray Smith, Director, Lewis County Economic Development Authority:**
Mr. Smith will provide a quarterly report to Commission. *(information only)*

CORRESPONDENCE & INFORMATION

- 6. Upshur County Commission Meeting Agenda:** March 3, 2023 Upshur County Commission agenda is presented for review. *(information only)*

- 7. Board(s) and Committee(s) Reports:** Commissioners will give reports on any Board(s) or committee(s) meeting attended including: Meeting with United Bank, Ireland Community Meeting, WV Association of Counties Legislative Committee, Lewis County First, Rotary, Lewis Upshur Gateway Community, Region VII, etc. *(information only)*

BUSINESS

- 8. Bank Merchant Agreement and Application from DataMax/Hdl:** DataMax is a collection agency utilized by the Lewis County Sheriff's Tax Office to collect past due taxes. The agency has changed credit card companies and with that, they require that a new merchant agreement and application be signed. Item tabled during 2-28-23 meeting. *(action required)*
- 9. ARP Funding:** Commission will consider marking a specific amount of the American Rescue Plan funds for revenue loss. These funds can be utilized later to match a federal grant. *(action required)*
- 10. Time Sheets and Leave Requests:** Rick Stout Annual Leave

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 11. 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)*
- 12. 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)*
- 13. 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)*
- 14. 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:

- 15. 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.

SPECIAL MEETING/WORK SESSION NOTICES

March 13, 2023 2:00 pm Lewis County Commissioners meet to review budget requests and prepare for upcoming budget meetings

March 14, 2023 11:30 am Elected Officials and Department Heads meet with Lewis County Commissioners to discuss budget requests

(Individual meeting times noted below)

11:30 am Extension
 11:45 am Office of Emergency Management
 12:00 pm Circuit Clerk
 12:15 pm Prosecutor
 12:30 pm Sheriff Tax Office, Home Confinement
 12:45 pm Maintenance
 1:00 pm Assessor
 1:15 pm County Clerk

March 20, 2023 1:30 pm Lewis County Commissioners meet to make budget determinations for each department

March 23, 2023 1:30 pm Lewis County Commissioners reserve date for any remaining budget matters



Lewis County Assessor
County Court House
P.O. Box 706
Weston, West Virginia 26452
(304) 269-8205



John L. Breen
Assessor

To: Lewis County Commission
Cc: Rebecca Carder
Tina Helmick

Lewis County Commission President Agnes Queen,
Roderick Wyman
Robert Stewart III

Beginning April 3rd, 2023, I will be appointing Timothy Riffle as the Lewis County Assessor's Office Chief Deputy. Timothy has a work ethic here in our office that is second to none. His strengths and qualities are admired by everyone in our office. His knowledge of not only the Assessor's Office but the entire courthouse is amazing. I am very pleased at his work and the way he continually offers his help. Timothy and I work very well together and any differences we have had we have been able to sort out without issues. I am very fortunate to have inherited him upon my arrival and I feel he needs to be commended on his love for this office. I am sure the Commission as well as all other county employees will agree with me. He is an asset to all of us. I will be increasing his salary approximately 10% from the Property Valuation Budget. I feel with his knowledge and work ethic he deserves it. Our office would be much less without him here.

Thank You!!!

A handwritten signature in blue ink, appearing to read "John L. Breen".

02-22-2023

Assessor, John L. Breen

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COMMISSIONERS:
AGNES G. QUEEN
President
ROD WYMAN
Commissioner
BOBBY STEWART
Commissioner

March 7, 2023

West Virginia Development Office
Attention: Jennifer Farrell, WVCAD Director
1900 Kanawha Boulevard East
Building 3, Suite 600
Charleston, WV 25305

RE: Southern Lewis County Broadband Grant #18CDBG0012

Dear Ms. Farrell,

As you are aware, the Lewis County Commission was awarded a Community Development Block Grant (CDBG) in 2019 for Broadband development in the county's Southern portion. With the help of the Lewis County Economic Development Authority, we had multiple public meetings, assessed many areas, met with landholders and acquired ten tower sites in the approved census tract. Before construction began, Frontier was awarded most of this area for the Rural Digital Opportunity Fund (RDOF). We then assessed and acquired two sites to service non RDOF covered citizens. Unfortunately, after working with two Internet Service Providers (ISP), the customer base didn't merit the investment and sustainability of their involvement. As we were looking for other alternatives, Region VII advised us that it would be in our best interest to relinquish these funds.

Lewis County Commission remains eager to expand internet service in the underserved areas of our county and wishes not to lose any funding for our county. We had numerous expenses in public meetings, labor in finding and establishing tower sites, legal fees for agreements, and other meetings with providers, boards, and landowners. Still, we will always abide by honoring the requests of grant providers. We hope you do not look at us with disfavor for not finding the path to utilize this grant as the RDOF funded area stopped us. With the extension we received, we hoped to find an alternative use for the grant to get service to these residents without broadband access, but per the advice of Region VII, we must relinquish prior to our extension date. Therefore, we are returning the remaining CDBG funds, totaling \$488,051.11.

The Lewis County Commission greatly appreciates the West Virginia Development Office's investment in our County and are hopeful that we can work together in the future to address this need. If you have any questions, please feel free to contact our office at the number above or Region VII Planning & Development Council at (304) 472-6564.

Sincerely,

Agnes G. Queen
Commission President

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COMMISSIONERS:
AGNES G. QUEEN
President
ROD WYMAN
Commissioner
BOBBY STEWART
Commissioner

March 7, 2023

Mr. Todd Goddard
WV Development Office
1900 Kanawha Boulevard East
Charleston, WV 25305

**RE: Lewis County Commission—Southern Lewis County Broadband Project
CDBG Project #18CDBG0012
Request for Funds #2 - FINAL**

Dear Mr. Goddard:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Administration**—Region VII PDC has provided technical assistance with the procurement of a second internet service provider after Micrologic declined the project. Staff have also attended multiple meetings to discuss progress and a plan to move forward. Ultimately, Lewis County will be relinquishing the remaining grant funds following this draw. Amount requested is \$7,231.86.
2. **Engineering**—No activity. Amount requested is \$0.00.
3. **Construction**—No activity. Amount requested is \$0.00.
4. **Permits/Fees**—No activity. Amount requested is \$0.00.
5. **Legal Fees**—No activity. Amount requested is \$0.00.

The total amount of this request is \$7,231.86. If you should have any questions, please contact our project administrators at 304/472.6564.

Sincerely,

Agnes G. Queen
President

**Community Development Block Grant (CDBG) Program
REQUEST FOR PAYMENT**

TO: West Virginia Development Office
Building 3, Room 700
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-2234

FROM: Lewis County Commission
110 Center Avenue
Weston, WV 26452

Project Name	Southern Lewis County Broadband Project	Project #	18CDBG0012
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Invoice #	195965-2 FINAL	% of Project Complete	2.4%
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Time Period Covered by this Request:	2/8/2021	TO	3/7/2023
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Amount of CDBG Funds on hand at the time of this Request	\$0.00
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COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	BALANCE
Administration	\$ 25,000.00	\$ 4,662.87	\$ 7,231.86	\$ 11,894.73	\$ -	\$ 13,105.27
<i>Direct Costs</i>	\$ 17,000.00	\$ 3,191.34	\$ 4,804.67	\$ 7,996.01		\$ 9,003.99
<i>Indirect Costs</i>	\$ 8,000.00	\$ 1,471.53	\$ 2,427.19	\$ 3,898.72	\$ -	\$ 4,101.28
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arch/Engineering	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00
Permits/Fees	\$ 5,000.00	\$ 54.16	\$ -	\$ 54.16	\$ -	\$ 4,945.84
Legal	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL:	\$ 500,000.00	\$ 4,717.03	\$ 7,231.86	\$ 11,948.89	\$ -	\$ 488,051.11
Less Income						
TOTAL:	\$ 500,000.00	\$ 4,717.03	\$ 7,231.86	\$ 11,948.89	\$ -	\$ 488,051.11

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

Chief Elected Official Signature

Date

Agnes G. Queen, President

Printed Name of Chief Elected Official

*Copies of Invoices Required
Invoice Summary Forms Required*

v12-4-2020

CDBG Invoice Summary-Administration

Period Covered by Request

02/08/2021-03/07/2023

18CDBG0012

	Vendor	Invoice #	Description	Inv Date	\$
1.	Region VII PDC	432-2	Project Administration	12/31/2021	\$ 2,203.35
2.	Region VII PDC	432-3	Project Administration	3/31/2022	\$ 277.27
3.	Region VII PDC	432-4	Project Administration	6/30/2022	\$ 2,355.86
4.	Region VII PDC	432-5	Project Administration	9/30/2022	\$ 973.15
5.	Region VII PDC	432-6	Project Administration	12/31/2022	\$ 925.80
6.	Region VII PDC	432-7	Project Administration	1/31/2023	\$ 496.43
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
ADMINISTRATION TOTAL					\$ 7,231.86

Region VII Planning and Development Council
Time by Job Detail
October through December 2021

Date	Name	Billing Status	Duration
432 Lewis Co Broadband			
GIS Services			
10/26/2021	McDaniel, Stacey A	Unbilled	2:30
Total GIS Services			2:30
Project Administration			
10/14/2021	Whitehair, Nicolas S	Unbilled	1:00
10/15/2021	Whitehair, Nicolas S	Unbilled	1:00
10/20/2021	Whitehair, Nicolas S	Unbilled	2:00
10/21/2021	Whitehair, Nicolas S	Unbilled	1:00
10/25/2021	Whitehair, Nicolas S	Unbilled	6:00
10/26/2021	Whitehair, Nicolas S	Unbilled	2:00
11/09/2021	Whitehair, Nicolas S	Unbilled	1:00
11/10/2021	Allen, Dionne T	Unbilled	1:00
11/10/2021	Whitehair, Nicolas S	Unbilled	1:00
11/12/2021	Whitehair, Nicolas S	Unbilled	1:00
11/15/2021	Whitehair, Nicolas S	Unbilled	2:00
11/17/2021	Whitehair, Nicolas S	Unbilled	1:00
12/07/2021	Ball, Peggy L	Unbilled	1:00
12/07/2021	Allen, Dionne T	Unbilled	1:00
12/15/2021	Whitehair, Nicolas S	Unbilled	1:00
Total Project Administration			23:00
Total 432 Lewis Co Broadband			25:30
TOTAL			25:30

Region VII Planning and Development Council
Time by Job Detail
January through March 2022

Date	Name	Billing Status	Duration
432 Lewis Co Broadband			
Project Administration			
01/11/2022	Allen, Dionne T	Unbilled	1:00
01/12/2022	Allen, Dionne T	Unbilled	1:00
02/09/2022	Allen, Dionne T	Unbilled	1:00
03/04/2022	Allen, Dionne T	Unbilled	1:00
03/29/2022	Whitehair, Nicolas S	Unbilled	2:00
03/30/2022	Whitehair, Nicolas S	Unbilled	2:00
03/31/2022	Whitehair, Nicolas S	Unbilled	2:00
Total Project Administration			10:00
Total 432 Lewis Co Broadband			10:00
TOTAL			10:00



Region VII Planning and Development Council
PO Box 849
Buckhannon, WV 26201

Invoice

Date	Invoice #
6/30/2022	432-4

Bill To
432 Lewis Co Broadband Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: 4/1/2022 - 6/30/2022	0.00
Personnel	1,207.81
Fringe Benefits	461.23
Travel	0.00
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	686.82
	2,355.86
	Total \$2,355.86
	Balance Due \$2,355.86

Region VII Planning and Development Council
Time by Job Detail
 April through June 2022

9:18 AM
 09/29/22

Date	Name	Billing Status	Duration
432 Lewis Co Broadband			
Project Administration			
04/01/2022	Whitehair, Nicolas S	Unbilled	1:00
04/05/2022	Whitehair, Nicolas S	Unbilled	2:00
04/06/2022	Whitehair, Nicolas S	Unbilled	1:00
04/07/2022	Whitehair, Nicolas S	Unbilled	1:00
04/08/2022	Allen, Dionne T	Unbilled	1:00
04/08/2022	Whitehair, Nicolas S	Unbilled	1:00
04/12/2022	Whitehair, Nicolas S	Unbilled	3:00
04/18/2022	Whitehair, Nicolas S	Unbilled	1:00
04/19/2022	Whitehair, Nicolas S	Unbilled	2:00
04/20/2022	Whitehair, Nicolas S	Unbilled	1:00
04/26/2022	Whitehair, Nicolas S	Unbilled	1:00
04/27/2022	Whitehair, Nicolas S	Unbilled	1:00
05/02/2022	Whitehair, Nicolas S	Unbilled	1:00
05/03/2022	Whitehair, Nicolas S	Unbilled	1:00
05/04/2022	Whitehair, Nicolas S	Unbilled	1:00
05/05/2022	Allen, Dionne T	Unbilled	1:00
06/02/2022	Allen, Dionne T	Unbilled	1:00
Total Project Administration			21:00
Total 432 Lewis Co Broadband			21:00
TOTAL			21:00

11:32 AM

10/25/22

Region VII Planning and Development Council

Time by Job Detail

June 16 through September 15, 2022

<u>Date</u>	<u>Name</u>	<u>Billing Status</u>	<u>Duration</u>
432 Lewis Co Broadband			
Project Administration			
07/06/2022	Allen, Dionne T	Unbilled	1:00
07/14/2022	Whitehair, Nicolas S	Unbilled	1:00
07/14/2022	Wallace, Carrie L	Unbilled	1:30
07/20/2022	Wallace, Carrie L	Unbilled	1:00
07/20/2022	Whitehair, Nicolas S	Unbilled	1:00
08/04/2022	Allen, Dionne T	Unbilled	1:00
08/15/2022	Wallace, Carrie L	Unbilled	0:30
08/16/2022	Wallace, Carrie L	Unbilled	0:30
08/17/2022	Wallace, Carrie L	Unbilled	0:30
08/22/2022	Wallace, Carrie L	Unbilled	0:45
08/23/2022	Wallace, Carrie L	Unbilled	0:30
08/24/2022	Wallace, Carrie L	Unbilled	0:30
08/30/2022	Wallace, Carrie L	Unbilled	0:30
09/06/2022	Wallace, Carrie L	Unbilled	0:15
09/07/2022	Allen, Dionne T	Unbilled	1:00
09/13/2022	Wallace, Carrie L	Unbilled	0:30
09/14/2022	Wallace, Carrie L	Unbilled	0:15
Total Project Administration			<u>12:15</u>
Total 432 Lewis Co Broadband			<u>12:15</u>
TOTAL			<u><u>12:15</u></u>

11:32 AM

10/25/22

Region VII Planning and Development Council

Time by Job Detail

June 16 through September 15, 2022

Filters applied on this Report:

Activity Date: Custom

Class: 432 Lewis Co Broadband



Region VII Planning and Development Council
PO Box 849
Buckhannon, WV 26201

Invoice

Date	Invoice #
12/31/2022	432-6

Bill To
432 Lewis Co Broadband Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: October 1, 2022 - December 31, 2022	0.00
Personnel	416.23
Fringe Benefits	163.34
Travel	0.00
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	346.23
	925.80
	Total \$925.80
	Balance Due \$925.80

Region VII Planning and Development Council
Time by Job Detail
October through December 2022

Date	Name	Billing Status	Duration
432 Lewis Co Broadband			
GIS Services			
10/24/2022	McDaniel, Stacey A	Unbilled	2:00
Total GIS Services			2:00
Project Administration			
10/05/2022	Wallace, Carrie L	Unbilled	0:30
10/06/2022	Wallace, Carrie L	Unbilled	1:00
10/11/2022	Allen, Dionne T	Unbilled	1:00
10/19/2022	Wallace, Carrie L	Unbilled	0:45
10/24/2022	Wallace, Carrie L	Unbilled	0:45
10/26/2022	Wallace, Carrie L	Unbilled	1:00
10/27/2022	Wallace, Carrie L	Unbilled	0:30
10/31/2022	Wallace, Carrie L	Unbilled	0:15
11/09/2022	Allen, Dionne T	Unbilled	1:00
11/14/2022	Wallace, Carrie L	Unbilled	0:15
12/05/2022	Whitehair, Nicolas S	Unbilled	0:30
12/07/2022	Allen, Dionne T	Unbilled	1:00
12/07/2022	Wallace, Carrie L	Unbilled	0:15
Total Project Administration			8:45
Total 432 Lewis Co Broadband			10:45
TOTAL			10:45



Region VII Planning and Development Council
PO Box 849
Buckhannon, WV 26201

Invoice

Date	Invoice #
1/31/2023	432-7

Bill To
432 Lewis Co Broadband Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: 1/1/2023-1/31/2023	0.00
Personnel	216.82
Fringe Benefits	85.17
Travel	0.00
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	194.44
	496.43
	Total \$496.43
	Balance Due \$496.43

11:08 AM

02/15/23

Region VII Planning and Development Council

Time by Job Detail

December 16, 2022 through January 15, 2023

<u>Date</u>	<u>Name</u>	<u>Billing Status</u>	<u>Duration</u>
432 Lewis Co Broadband			
Project Administration			
01/10/2023	Whitehair, Nicolas S	Unbilled	1:00
01/11/2023	Allen, Dionne T	Unbilled	1:00
01/13/2023	Whitehair, Nicolas S	Unbilled	0:30
Total Project Administration			<u>2:30</u>
Total 432 Lewis Co Broadband			<u>2:30</u>
TOTAL			<u>2:30</u>

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 2, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 23, 2023

9:15 a.m. Bid opening and potential award – 2023 Upshur County Groundskeeping Contract. *

9:30 a.m. Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director - Overview of 2022 season and discuss the upcoming 2023 season.

Approval of advertisement for Lifeguards, Admission Workers, Concession Stand Workers and Assistant Managers for the 2023 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 Friday, April 14, 2023. * Page 4

9:45 a.m. Terry Gould, Hodgesville Public Service District Manager – Request to extend water services to serve customers on Murphy’s Station Road. * Page 5

10:00 a.m. Jason Keeling, on behalf of the American Red Cross Allegheny Highlands Chapter -- Provide overview of services provided locally, request for funding and presentation of Proclamation declaring March as Red Cross Month. * Pages 6-7

11:00 a.m. Upshur County Recreational Complex Planning Group Work Session.

Items for Discussion / Action / Approval:

1. Approval and signature of 2023 Board of Review and Equalization (BORE) meeting minutes. * *Under Separate Cover*
2. Correspondence from Shane Jenkins, President of the WV Strawberry Festival Board of Directors, requesting (1) financial assistance in the amount of \$5,500, (2) use of the Courthouse Plaza on May 13th through May 21st and (3) use of the Sheriff’s Department for associated services, assistance from the E911 Communications Center and the Upshur County Department of Homeland Security and Emergency Management as necessary. * Pages 8-10
3. Correspondence from Brian Elmore announcing his resignation from the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Mr. Elmore is a Commission appointee, representing fire service providers, and his term expires on June 30, 2024. * Page 11
4. Approval of Lewis-Upshur Animal Control Facility volunteer, Karissa Harper. *

5. Consideration and approval of Upshur County Maintenance Department volunteer, Loretta L. Koone. *
Under Separate Cover
6. Consider resignation of employee * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4 (A)
7. Consider resignation of employee * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4 (A)
8. Correspondence from Carol J. Smith, County Clerk, requesting approval to transfer Maranda Peggs from her current temporary position in the County Clerk's Office to full-time Deputy Clerk. Upon approval, the change in employment will be effective March 26, 2023. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
9. Approval of Upshur County Youth Camp advertisement for seasonal positions. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications will be accepted until all positions are filled. * **Page 12**
10. 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 January 2023 **Pages 13-14**
2. Public Notices:
 - a) Newsletters and/or Event Notifications:

• James W. Curry Library Calendar of Events	March 2023	Page 15
• The Yellow Door at Hampton	March 15 & 29, 2023	Page 16
	April 12 & 26, 2023	
• B-U Chamber of Commerce Annual Dinner	March 16, 2023	Page 17
 - b) Agendas and/or Notice of Meetings:

• Upshur County Fire Board, Inc. *Special Meeting	February 28, 2023	Page 18
• City Council of Buckhannon	March 2, 2023	Page 19
- Meeting Minutes:

• Wes-Mon-Ty RC&D Board of Directors	January 5, 2023	Page 20
• Upshur County Fire Board, Inc.	January 12, 2023	Page 21
• Upshur County Parks & Recreation Board	January 17, 2023	Pages 22-23
- 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.

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. ****

4. 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 16, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

*****The Commission Meeting scheduled for Thursday; March 9, 2023 is CANCELLED*****