

# COUNTY COMMISSION OF LEWIS COUNTY

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**COMMISSIONERS:**  
Patrick D. Boyle, President  
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Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
June 4, 2018**

## SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. **10:00 AM**      **Call Meeting to Order**
2. **10:05 AM**      **John Breen, Lewis County Assessor**  
**RE: Exonerations, Consolidations, Apportionments**  
Draft copies will be available for review Thursday, May 31, 2018.  
*(action required)*

## APPOINTMENTS

3. **10:10 AM**      **Approval of Fiscal Year 2019 Lewis County Personal Property and Real Estate Tax Books:** Lewis County Clerk Cynthia Rowan will present the Fiscal Year 2019 Personal Property and Real Estate Books for the Commission's acceptance and signature. *(action required)*
4. **10:30 AM**      **Honorable JB McCuskey, West Virginia State Auditor**  
Auditor McCuskey will present his new Open Government Website to the Lewis County Commission and attendees. *(action required)*

## CORRESPONDENCE

5. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for May 31, 2018. *(information only)*
6. **Lewis County Parks and Recreation Board Meeting Agenda and Minutes:** Agenda for the May 29, 2018 Lewis County Parks and Recreation Board and Minutes of the Lewis County Park Board of Directors meeting held on April 23, 2018. *(information only)*

## BUSINESS

7. **Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Economic Development Authority Executive Session; Lewis County Park Board; Hometown Outfitters Grand Opening. *(information only)*

**8. Estate of Rheba Shaffer Consideration of Admission of Copy of a Will to Probate:**

The Lewis County Commission is asked to consider the admission to probate a copy of the will of Reba Shaffer. The family is not able to locate the original. Reference West Virginia Code §41-5-10. *(action required)*

**9. Approval of Fiscal Year 2019 Auditor Adjustments:** The West Virginia State Auditor's Office has concluded the Lewis County Fiscal Year 2016 Audit. The County Commission is asked to approve the audit adjustments which transfer funds from an account erroneously credited on the financial statement to the correct account. This is done with every audit. *(action required)*

**10. Time Sheets and Leave Requests:**

a) Lucinda A. Whetsell                      May 2018 Monthly Time Sheet

**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 Thursday, May 31, 2018. *(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 Thursday, May 31, 2018. *(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 Thursday, May 31, 2018. *(action required)*

**14. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, May 31, 2018. *(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.
- 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.**