

# COUNTY COMMISSION OF LEWIS COUNTY

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**COMMISSIONERS:**  
Agnes Queen, President  
Patrick Boyle, Commissioner  
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
Wednesday, February 27, 2019**

## **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 on Friday, February 22, 2019.  
(*action required*)

## **APPOINTMENTS**

- 3. 10:10 AM**      **William Rowan, OEM Director & E911 Director**  
**RE: Hiring of Telecommunicators**  
The Lewis Gilmer E911 Center has advertised for telecommunicators to fill three vacant positions. The testing and interviews have been completed and the County Commission is asked to consider the hiring of the following: 1) Tera Stout; 2) Kecia Bowman, 3) Lisa Kesner. (*action required*)
- 4. 10:20 AM**      **Cheyenne Troxell, 26<sup>th</sup> Judicial Community Corrections Director**  
**RE: Yearly Report**  
Cheyenne Troxell, 26<sup>th</sup> Judicial Community Corrections Director will provide a report of activities for Calendar Year 2018. (*information only*)

## **CORRESPONDENCE**

- 5. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for February 21, 2019. (*information only*)

## BUSINESS

6. **Boards and Committees Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Broadband Grant Workshop; County Commissioner's Association of West Virginia Conference Call; National Association of Counties Conference Call; Board of Equalization and Review; Auditor's Budget Training; Region 7 Planning & Development Council GIS Meeting; Economic Development Authority Site Visits; West Virginia University Extension Service Committee. *(information only)*
7. **West Virginia State Auditor Budget Revision #4 for Fiscal Year 2019:** The Lewis County Commission is asked to approve budget revision #4 to the West Virginia State Auditor's Office. This budget revision will increase revenues and expenditures by the amount of \$45,314.00. This additional revenue by department: Prosecuting Attorney Earnings \$800.00; Rents and Concession \$9,000.00; Regional Jail Operations Partial Reimbursement \$3,100.00; Interest Earned \$15,000.00; Refunds/Reimbursements from External Sources \$16,614.00; Home Confinement Reimbursements \$800.00. Expenditure increases: County Commission \$44.00; Courthouse Increase \$44,353.00; Sheriff/ Law Enforcement \$917.00. *(action required)*
8. **Time Sheets and Leave Requests:** None

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

9. **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 Friday, February 22, 2019. *(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 Friday, February 22, 2019. *(action required)*
11. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, February 22, 2019. *(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.
- 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.**

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: February 21, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 7, 2019  
• February 14, 2019

### Items for Discussion / Action / Approval:

1. Approval and signature of Federal Aviation Administration Outlay Request Number 3 in the amount of sixty four thousand two hundred sixty five dollars (\$64,265) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.\*
2. Approve an Order to appoint Daya Masada Wright as Co-Administrator for the Estate of Virginia Lee Reed, deceased.\*
3. Approve an Order to appoint Daya Masada Wright as Co-Administrator for the Estate of Patricia Lee Reed Robinson, deceased.\*
4. 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. FY 2019 Court Security Fund Grant Program announcement – Applications due April 3, 2019
2. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, confirming the estimated employer contribution percentage will remain at 10.0% effective July 1, 2019.
3. Upshur County Sheriff's Financial Statement for period ending January 2019
4. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of January 2019
5. Lewis-Upshur Animal Control Facility Cat Report for the month of January 2019

6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee

7. 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 R. Perry at [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org).

- Wednesday, March 13<sup>th</sup> beginning at 9:00 a.m.
- Thursday, March 14<sup>th</sup> beginning at 1:00 p.m.
- Friday, March 15<sup>th</sup> beginning at 9:00 a.m.
- Monday, March 18<sup>th</sup> beginning at 9:00 a.m.
- Tuesday, March 19<sup>th</sup> beginning at 9:00 a.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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Bid award – Dome cleaning and pigeon spike installation project

Next Regular Meeting of the Upshur County Commission  
March 7, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*The regularly scheduled Commission Meeting scheduled for Thursday, February 28, 2019 has been CANCELLED\*

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2018-2019  
 Fund: 1  
 Rev. No. 4  
 Pg. of No. 1

Lewis County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 110 Center Avenue  
 Name: Crystal Haught STREET OR PO BOX  
 Phone: (304) 269-8215 COUNTY  
 Fax: (304) 269-8202 Wesotn 26452 Government Type  
 CITY ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY		REVISED AMOUNT
		APPROVED AMOUNT	(INCREASE) (DECREASE)	
333	Prosecuting Attorney's Earnings	750	800	1,550
340	Rents & Concessions		9,000	9,000
362	Regional Jail Operations Partial Reim.	50,000	3,100	53,100
365	Interest Earned	10,000	15,000	25,000
382	Refunds/Reimbursements (External Sources)	133,673	16,614	150,287
393	Home Confinement Reimbursements	500	800	1,300
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>45,314</b>	

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY		REVISED AMOUNT
		APPROVED AMOUNT	(INCREASE) (DECREASE)	
401	County Commission	310,062	44	310,106
424	Courthouse	2,708,295	44,353	2,752,648
700	Sheriff-Law Enforcement	749,356	917	750,273
	#N/A			
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>45,314</b>	

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div.

AUTHORIZED SIGNATURE OF ENTITY \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_