

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

LEWIS COUNTY COMMISSION 110 Center Avenue, 2nd Floor Weston, WV 26452 Meeting Agenda Tuesday, March 3, 2020

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 28, 2020
(*action required*)

APPOINTMENTS

3. NONE

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for February 27, 2020 is presented for review. (*information only*)
5. **Lewis County Parks and Recreation Board Audit Report:** The Lewis County Parks and Recreation Board Audit report for Fiscal Year 2019 is presented for review. The only audit finding was segregation of duties. (*information only*)

BUSINESS

6. **Board(s) and Committee(s) Reports:** Blueprint; New Business Lead; Board of Equalization and Review; Ireland Neighborhood Watch; Lewis County Economic Development; County Commissioners Association of West Virginia and West Virginia Association of Counties Legislative Conference Call; West Virginia Division of Highways; West Fork Conservation District. (*information only*)
7. **Lewis County Park and Recreation Board:** The Lewis County Park and Recreation Board requests the following members be reappointed to the authority: Betty Hill, Josie Britton and Shirley Taylor. If reappointed their new terms of office will expire March 12, 2023.
8. **Time Sheets and Leave Requests** (*action required*)
Leave Requests: Barb Winans Garry DeMoss David Reed
Monthly Time Sheet: Lucinda Whetsell

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 28, 2020. *(action required)*
10. **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 Friday, February 28, 2020. *(action required)*
11. **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 28, 2020. *(action required)*
12. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, February 28, 2020. *(action required)*

ADJOURNMENT:

13. **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.

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 of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 27, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- February 13, 2020
- February 19, 2020 – Special Meeting

9:15 a.m. Bid Opening and Award- Grounds Keeping Contract for various Commission owned properties located within Upshur County

9:30 a.m. Craig Presar –WVU Extension Office-Presentation of Budget for Fiscal Year 2021

10:00 a.m. Erin Jones --- Altice USA Director of Government Affairs – Introduction and overview of services

Items for Discussion / Action / Approval:

1. Approval of James W. Curry Scholarship Announcement and Application for 2020. *
2. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution in the amount of \$5,000 to the Corridor H Authority during fiscal year 2021. *
3. Correspondence from Beth Rogers, Upshur County Public Library Assistant Director, requesting use of the Upshur County Recreational Park pavilion for the Library's summer reading wrap-up party on July 6th, free of charge. The event is open to all those who take part in the reading program, from young children through senior citizens as a thank you for participating. *
4. Correspondence from Toni Newman, Hodgesville Lions Club Secretary-Treasurer, requesting use of the Upshur County Recreational Park pavilion on July 18th for a multi-club picnic, free of charge. The Lions International Foundation is a nonprofit organization. *
5. Correspondence from Sandra Bennett, President of the WV Strawberry Festival Board of Directors, requesting use of the Courthouse Plaza from May 9th through 17th and further requests that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use in Vendors Alley. *
6. Correspondence from Cornerstone Community Church Pastor John Darnall requesting use of the Courthouse Plaza on May 7th from 6 p.m. to 7:30 p.m. for a prayer meeting on the National Day of Prayer. *

7. Approval and signature of a Consulting Agreement between USI Insurance Services LLC and the Upshur County Commission, effective July 1, 2020. During the term of the agreement, the fee will be \$5,000 quarterly. *
8. Approval and signature of World Vision Product Resources Cooperative Agreement. *
9. Approval and signature of correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY21 grant application. *
10. Review and approval of a Wrecker Service Complaint Form to be utilized by Fire Departments, Emergency Medical Services and Law Enforcement. *
11. Correspondence from Sandra Williams, part-time Deputy Clerk, announcing her resignation effective January 14, 2020. *
Item may lead to Executive Session per WV Code §6-9A-4
12. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Jason K. Knicely, as full-time Animal Control Officer, at the pay wage rate of \$13.26 per hour, effective March 1, 2020. *
Item may lead to Executive Session per WV Code §6-9A-4
13. Approval of advertisement for a part-time Deputy County Clerk. Applications must be received by 4:00 p.m. on March 23, 2020. *
14. 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. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #1 dated February 6, 2020.
2. WV Public Service Commission Initial Joint Staff Memorandum dated February 14, 2020
3. Electronic correspondence from Adrienne L. Hissam, Executive Secretary to the Superintendent, announcing the Board of Education's appointment of Brett Robinson to the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. This term is set to expire on June 30, 2020. *
4. 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, 2020.
5. Upshur County Sheriff's Financial Statement for Period Ending January 2020
6. Appointments Needed or Upcoming:
 - Buckhannon-Upshur Parks and Recreation Advisory Board (BOE appointee – 6/30/2020)

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 Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 9th beginning at 9:00 a.m.
- Tuesday, March 10th beginning at 9:00 a.m.
- Wednesday, March 11th beginning at 9:00 a.m.
- Thursday, March 12th beginning at 9:00 a.m.
- Monday, March 16th 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

Tabled Items

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

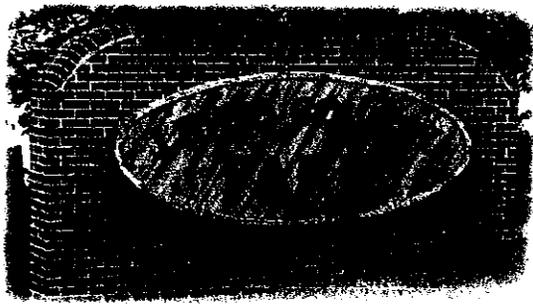
1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

Next Regular Meeting of the Upshur County Commission

March 5, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on March 19, 2020 is CANCELLED****



Lewis County Park

P.O. Box 885 • 257 Smith Run Road • Weston, West Virginia 26452

Phone (304) 269-6599

February 25, 2020

Lewis County Commission
110 Center Ave
Weston, WV 26452

At our Lewis County Park Board meeting, February 24, 2020, it was approved that the following board members, whose terms expire March 12, 2020, be reappointed for an additional 3 year term:

Josie Britton

Betty Hill

Shirley Taylor

Thank you.

Sincerely,

Gene H Edwards, President

Lewis County Parks and Recreation Authority
Lewis County, West Virginia
Schedule of Findings and Responses
June 30, 2019

Findings Related to the Financial Statements Required To be Reported in Accordance with GAGAS
--

FINDING NUMBER 2019-001

Material Weakness – Segregation of Duties

There is insufficient segregation of duties at the Authority. Due to the size of the Authority and the number of employees, there are times when one individual prepares checks, reconciles the bank account, records receipts, prepares deposits, and opens the mail for the Authority.

Proper internal control procedures dictate the responsibility for approving, executing and recording transactions should rest with different individuals. Failure to maintain sufficient segregation of duties could allow errors and/or irregularities to go undetected without the knowledge of the Board of Directors.

In a small operation, such as the Lewis County Parks and Recreation Authority, it is not always possible to have enough staff to properly segregate duties. Understanding this, we recommend the Board of Directors take a more active role in monitoring transactions, such as examining cancelled checks, reconciling accounts, and reviewing bank reconciliations. We recommend these reviews be random and sporadic, rather than scheduled. Such reviews would act as a deterrent to irregularities and would allow the Authority an opportunity to timely detect and correct any errors that may occur.

Officials Response:

The Authority will analyze their internal control structure and the Board of Directors will monitor financial activity. Improvements in the internal control structure will be made as they are financially feasible in the future.