

COUNTY COMMISSION OF LEWIS COUNTY

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

LEWIS COUNTY COMMISSION

110 Center Avenue, 2nd Floor

Weston, WV 26452

Meeting Agenda

Tuesday, August 25, 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, August 21, 2020.

(action required)

APPOINTMENTS

3. 10:10AM

Josh Hinchman, Director, Lewis County Park

RE: West Virginia Department of Transportation Recreational Trails Grant

Mr. Hinchman requests the Lewis County Commission execute a West Virginia Department of Transportation Recreation Trails Grant or funding to expand the Lewis County Park Walking Trail. Additionally, the installation lighting, benches and play activities along the trail are included in the grant. *(action required)*

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for Thursday, August 20, 2020 is presented for review. *(information only)*
5. **Lewis County Parks and Recreation Meeting Agenda and Minutes:** The August 24, 2020 meeting agenda for the Lewis County Parks and Recreation Meeting for August 24, 2020 and the minutes of the July 27, 2020 meeting are presented for review. *(information only)*
6. **Sheriff's July 2020 Financial Settlement:** West Virginia Code requires a Sheriff who is leaving office have a financial settlement completed. Sheriff Adam Gissy presents the July 2020 Financial Settlement for the one month in Fiscal Year 2021 he served as Sheriff. *(information only)*

BUSINESS

7. **Board(s) and Committee(s):** Health Department and 1st Responder COVID 19 Conference Calls; Lewis County Park. *(information only)*
8. **Request for Appointment to the Lewis Gilmer Solid Waste Authority:** The Lewis Gilmer Solid Waste Authority requests the Lewis County Commission appoint a member to the board to fill the vacancy created by the resignation of Glenn Brown, Jr.*(action required)*
9. **Time Sheets and Leave Requests:** The Lewis County Commission is asked to approve the following time sheets and leave requests: *(action required)*
 - a) Joe Frazier Annual Leave

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

10. **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, August 21, 2020. *(action required)*
11. **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, August 21, 2020. *(action required)*
12. **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, August 21, 2020. *(action required)*
13. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, August 21, 2020. *(action required)*

ADJOURNMENT:

14. **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: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-717-275-8940 or 1-712-832-8330
Access Code: 898 8882 to enter the conference call

Date of Meeting: August 20, 2020

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

- August 6, 2020
- August 13, 2020

9:15 a.m. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency --- Chewing Case Number 101019-02 (Warren Tax District – Tax Map 7C – Parcel Number 42.10)

Items for Discussion / Action / Approval:

1. Approval and signature of the Administrative Services Agreement and Business Associate Agreement with PayFlex Systems USA, Inc. *
2. Review and signature of Change Order #3 for the Upshur County Youth Camp Brownfields Project. This Change Order reflects costs associated with pavilion construction oversight and report updates. These services are needed to meet the Voluntary Remediation Program Land Use Covenant obligations. Additional costs of thirteen thousand dollars (\$13,000) are being requested. These funds are being provided through a U.S. Environmental Protection Agency Brownfields Cleanup grant. *
3. Correspondence from the Elkins Road PSD Board of Directors requesting the reappointment of Larry J. Heater to the Elkins Road PSD Board of Directors. Upon approval, his term will renew on October 1, 2020 and expire on September 30, 2026. The Board voted to recommend Mr. Heater's reappointment during a regular monthly meeting held on August 4, 2020. *
4. Correspondence from Carrie L. Wallace, County Administrator, requesting the temporary part-time employment of Ethan E. Linger, Laikelyn J. Leggett, John E. Coffman, Kirsten D. Currence, and Kasey R. Currence, effective August 20, 2020. Upon approval, these employees will work as needed to provide additional sanitation efforts at the Courthouse and Annex that are necessary due to COVID-19. Their pay wage rate will be \$10 per hour, charged to the Governor's COVID-19 Block Grant. *
Item may lead to Executive Session per WV Code §6-9A-4
5. Correspondence from Carrie L. Wallace, County Administrator, requesting the temporary part-time employment of Amber Powers, effective August 20, 2020. Upon approval, Ms. Powers will provide additional sanitation efforts at the Courthouse and Annex that are necessary due to COVID-19. Her pay wage rate will be \$10 per hour, charged to the Governor's COVID-19 Block Grant. Due to her current

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
September 3, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex

The Commission Meeting scheduled for August 27, 2020 is CANCELLED

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday, August 24, 2020 @ 6:00 pm at the Lewis County Park

- 1) Call to Order**
- 2) Reading of the Minutes**
- 3) Treasurer's Report**
- 4) Public Comment**
- 5) Director's Report**
- 6) Old and Unfinished Business**
- 7) New Business**
- 8) Adjourn**

MINUTES OF THE LEWIS COUNTY PARK BOARD OF DIRECTORS

Meeting Date of July 27, 2020

Present: Gene Edwards, President, Barbara Paugh, Vice President, Betty Hill, Treasurer, Josie Britton, Secretary, Josh Hinchman, Director, Richard Messenger, Member, Heather Fluharty, Member, Barbara Tucker, Member, Shirley Taylor, Member, Alyce Henry, Member, Tom Alkire, Maintenance, and Rod Wyman, County Commission

The meeting was called to order by Gene Edwards. Minutes from the previous meeting(June 22, 2020) were approved by Richard Messenger, seconded by Betty Hill, with one correction being made. In the previous minutes it was stated that the Park was considering purchasing a 4 wheeler to help make some daily projects easier. It should have been stated that the County Commission GAVE the Park a 4 wheeler to help make some daily projects easier.

Betty Hill went over the treasurer's report. There were no questions or concerns with the given information. The report was approved by Richard Messenger, seconded by Alyce Henry.

There was no public comment.

Josh Hinchman gave the director's report next.

* The lights in front of the pool area have been installed. Work on the back side of the pool is in progress now.

* The disc golf course has been completed.

* The new welder is on back order.

- * There is a water leak around the camper area. At the moment, it is temporarily fixed.
- * Josh has granted permission to Penn Line to use the Park's lower lot to park their vehicles while they are doing work in our area. In exchange, they will trim some of the trees on the property for free.
- * All of the new signage regarding social distancing and sanitization have been posted.
- * Josh explained a new grant, WVDOH Transportation Alternatives, Recreational Trails Program Grant, that he is wanting to apply for. It is a 80/20 reimbursement grant. It will be used to add approximately 1000 feet of new trail on the hill behind the tennis courts. The trail will be asphalted, including the existing gravel trail. He would also like to include trail lighting, benches, trash receptacles, and play equipment with this grant. Total project, as of now, is estimated at \$100,000.00. The application is due by September 18, 2020.

No old or unfinished business was discussed.

There was no new business discussed.

Gene Edwards adjourned the meeting after determining the Board will meet again on MONDAY, August 24, 2020 at the Lewis County Park at 6 pm.

Respectfully submitted by Josie Britton, Secretary

If unable to attend, please contact Gene Edwards at 304-997-9021

Glenn Brown's resignation

From: Lewis Gilmer SWA (lewisgilmerswa@gmail.com)

To: lccommission@yahoo.com

Date: Friday, August 14, 2020, 7:19 AM EDT

Good morning,

Just touching base with you folks.

Mr. Brown tendered his resignation effective 6/30/2020, which was also the end of his term.

When he provided a copy of his letter of resignation, he stated that he was also sending the Commission a copy.

A copy of his letter is attached.

Please let us know when you have appointed a replacement.

Thanks for your assistance.

Betsy Peeples



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223.5kB