

# COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452  
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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, September 22, 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, September 18, 2020  
(*action required*)

### APPOINTMENTS

3. **10:15 AM** **Lewis County 4-H, Megan Midcap, WVU Extension Agent:**  
**RE:** The Lewis County Commission will be asked to execute a proclamation declaring Lewis County 4-H Day. (*action required*)
4. **10:20 AM** **Lewis County Community Education Outreach Service, Megan Midcap, WVU Extension Agent:**  
**RE:** The Lewis County Commission will be asked to execute a proclamation declaring October as Breast Cancer Awareness Month in Lewis County. (*action required*)

### CORRESPONDENCE

5. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for Thursday, September 17, 2020 is presented for review. (*information only*)
6. **Lewis-Gilmer E-911 Advisory Council Meeting Agenda Minutes:** The agenda for the September 15, 2020 Lewis-Gilmer E-911 Advisory Council and the minutes of the March 9, 2020 meeting are presented for review. (*information only*)
7. **Lewis County Park Board Meeting Agenda and Minutes:** The Lewis County Park Board September 22, 2020 meeting agenda and the minutes of the August 24th meeting are presented for review. (*information only*)

8. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** The August 2020 monthly invoice for Lewis County Inmates housed in the Regional Jail is presented for review : 797 inmate days X \$48.25 per diem totaling \$38,455.25. *(information only)*

## **BUSINESS**

9. **Board(s) and Committee(s) Report(s):** The Lewis County Commission will provide reports on any board(s) and/or Committee(s) meetings attended, including: Lewis-Gilmer E-911 Advisory Council, Lewis County Fire Board, Lewis County Health Department and First Responder COVID 19 Conference Calls; Broadband Tower meeting; Lewis County Firefighters Association Meeting.
10. **Request to Hire a Temporary Employee for Scanning in the Lewis County Circuit Clerk's Office:** Beth Burkhart, Lewis County Circuit Clerk requests permission to hire Tesla McCall as a temporary employee in her office to scan documents. This position will be funded by the Fiscal Year 2021 Records Management and Preservation grant and will terminate when the allocated grant funds are expended. *(action required)*
11. **Request to Hire Full Time Court Security Officer:** Sheriff D.B. Whitt requests the County Commission approve his request to hire a full-time position of Lewis County Court Security Officer. A detailed letter will be presented for review. *(action required)*
12. **Lewis County Community Educational Outreach Service, Mon Health and Stonewall Jackson Memorial Hospital Breast Cancer Awareness Luncheon:** The Lewis County Commission is invited to a virtual Breast Cancer Awareness Luncheon on Tuesday, October 6, 2020 at 12 Noon in the parking lot of the Broad Street Church. The program will be presented in the parking lot with attendees staying in their automobiles and a box lunch will be served. RSVP is required by Friday, October 1, 2020. The event is limited to 50 cars. *(action required)*

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

13. **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, September 18, 2020. *(action required)*
14. **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, September 18, 2020. *(action required)*
15. **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, September 18, 2020. *(action required)*
16. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, September 18, 2020. *(action required)*

## **ADJOURNMENT:**

17. **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](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

Location: With the exception of employees, the meeting will be held telephonically due to COVID-19. News outlets and the public are encouraged to utilize the conference line. Please dial 1-800-719-6100, 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call.

Date of Meeting: September 17, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• September 10, 2020

9:15 a.m. Consider Request for Hearing filed by Richadeen Gardner --- Case Number 010920-01 (Warren Tax District – Tax Map 8D – Parcel Numbers 12, 13, 14) \*

11:00 a.m. Meeting with Elected Officials to further discuss continued operations as they relate to COVID-19

2:00 p.m. Hearing in the Estate of Doris Jean Carr – Consider (1) acceptance of the Last Will and Testament and (2) appoint an Administrator and set Penalty of Bond \*

### Items for Discussion / Action / Approval:

1. Approval and signature of 2019 Board of Assessment Appeals (BOAA) meeting minutes. \*
2. Determine 2020 Board of Assessment Appeals hearing schedule. \*
3. Consider request from Patty Wager, on behalf of the Buckhannon-Upshur Visual Arts Department, for permission to utilize the large pavilion at the Upshur County Recreational Park on weekdays during September and October from 9:30 a.m. to 1:00 p.m. without fee. \*
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. Correspondence from Charles Grishaber, State Coordinator with the State Office of the National Flood Insurance Program, notifying WV state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP).
2. Upshur County E911 Communication Reports – August, 2020 Under separate cover

- Monthly Department Summary Report
- Monthly Wrecker Report
- YTD Wrecker Report

3. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative

*\*\*\*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 [trperry@upshurcounty.org](mailto:trperry@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. \*\*\**

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)

Next Regular Meeting of the Upshur County Commission  
September 24, 2020 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission Meeting on October 15, 2020 has been CANCELLED\*\***

**Agenda**  
**Lewis-Gilmer E-911 Advisory Board**  
**Date:9-15 -2020**  
**Lewis County Emergency Squad- Meeting Room**

**Call To Order**

**Pledge of Allegiance & Moment of Silence**

**Roll Call**

**Minutes of last meeting.**

**Committee Reports**

**Building and Operations**

**Personnel Committee**

Currently Hiring until September 18<sup>th</sup>.

**EMD/Training Committee**

**Old Business**

**Addressing Report**

**Chairman's Time**

**Director's Report**

Request approval to change meeting to second Tuesday of each month.

**Executive Committee:**

**Budget and Finance:**

**Public Relations:**

**Benefit of the Organization & Future Business**

**Elections of Officers**

**Chairman**

**Vice Chairman**

**Secretary**

**Next Meeting Announcement**

**Adjournment**

## **Lewis-Gilmer E-911 Advisory Board**

**Date:-3-9 -2020**

The Meeting was called to order by at 14:05 in Lewis County.

**Members Present:** K. Wiant, J. Taylor, J. Spray II, L. Gerwig, R. Wyman, W. Rowan

**Members Not Present:** E. Squires, R. Stout, >. Woodford, R. Hyre, RP Smith L. Carpenter

**Also attending:** S. Money penny

Motion to accept minutes, L. Gerwig, R. Wyman seconded. Passed unanimously

### **Committee Reports**

**Building and Operations:** Waiting on one more quote for alarm panel and it will then be ordered. We have a SIRM radio out for repair, we are trying to get telephone company and radio vender here at the same time to repair issues with instant recall recorder.

**Personnel Committee:** We currently have one position vacant, and we have a rumor mill that we will be 3 more.

**EMD/Training Committee:** We have not yet had EMD meeting and next month we do two at a time.

**Old Business:** We have not received any responses back from the Lewis county fire departments on EMD cards. Gilmer County has received them, and did not see problems with them. Removing a lot of things that do not apply specifically to any certain counties. The good part is that it asks questions that may not normally be asked.

BOE talked to Bisers Radio, they have been connected to our side of the repeater. They have tested and will be doing a grant so that will be normal.

**Addressing Report:** Had a couple of issues on holly St. Getting a few new addressing requests it hasn't really started to kick off yet. We will be doing a sign order within the next month or so, if you see any private road signs missing please let me know.

**Chairman's Time:** Please wash your hands.

**Director's Report:** Nothing to report

**Executive Committee:**

**Budget and Finance:** Meeting this Thursday with Commission.

**Public Relations:**—James Gum Presented to the Lions club on 911/emergency management.

### **Benefit of the Organization & Future Business**

**Next Meeting:** APRIL 13<sup>th</sup> in Lewis County

**Joe Spray II , Secretary**

**James Taylor, Chairman**

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James Taylor	Lewis County EMS
Thomas Sirbaugh	Gilmer County EMS
Joseph Spray II	Lewis County Fire
Kevin Wiant	Gilmer County Fire
Larry Gerwig	Gilmer County Sheriff's Department
Randy Hyre	Lewis County Sherriff's Department
Eric Squires	Gilmer County OEM
Rick Stout	Lewis County OEM
RP Smith	Gilmer County State Police
Lonnie Carpenter	Lewis County State Police
Rod Wyman	Lewis County Commission
Lance Woodford	Gilmer County Commission

William F. Rowan 911 Representative  
City Of Weston  
Town of Jane Lew

## **LEWIS COUNTY PARKS AND RECREATION AGENDA**

Tuesday, September 22, 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 August 24, 2020

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

The meeting was called to order by Gene Edwards. Minutes from the previous meeting(July 27, 2020) were approved by Richard Messenger, seconded by Barb Paugh.

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 Shirley Taylor.

There was no public comment.

Tom Alkire updated us next on what the maintenance crew had been working on.

- \* At least half of the lights have been installed so far.
- \* Mulch has been distributed on the high traffic areas of the playground.
- \* The water leak at the camper sight still has not been properly fixed.
- \* Only one camper staying on the premises right now, which is actually costing the Park money.

- \* The welder finally came in.

Next, Josh Hinchman gave the director's report.

- \* Josh has contacted the water company to apply for an adjustment on the water bill due to the increase from the leak at the camper site.

- \* The County Commission has graciously taken over paying for the Park's labor and benefits since COVID caused the pool, concessions, and parties to be cancelled for the summer.

- \* The maintenance department has cut back their hours.

- \* Josh is still working on the trail grant but is having trouble getting quotes on building the trail. He called Charleston for some assistance.

- \* The Park has run out of money to finish installing the rest of the lights. Joe Frazier is to give quotes in phases to try to get them completed.

- \* The head engineer with Frontier has offered telephone poles from their "junk pile" to help build the nature trail.

- \* Vandals bent all the new COVID signs and disc golf sign.

- \* Josh questioned whether we should use the Park as a WIFI hotspot for students. Agnes Queen said she would contact Shentel for a quote.

- \* Josh will be on vacation for the next week.

- \* The Health Department will be conducting food handlers classes every Tuesday in September and October. They will be using the large shelter.

In old business, Shirley Taylor brought up the subject of placing Christmas lights in the Park. Gene Edwards and Rod Wyman offered to ask the Chamber of Commerce if they had any lights that could be used. All agreed that placing them inside the tennis courts would be the safest place to display them.

Under new business, Agnes Queen announced that Glen Brown had officially resigned his position on the Park Board, effective immediately. A replacement needs to be found.

Gene Edwards adjourned the meeting after determining the Board will meet again on TUESDAY, September 22, 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**



STATE OF WEST VIRGINIA  
DEPARTMENT OF HOMELAND SECURITY  
**DIVISION OF CORRECTIONS  
AND REHABILITATION**



**BETSY C. JIVIDEN**  
**COMMISSIONER**

**JEFF S. SANDY, CFE, CAMS**  
**CABINET SECRETARY**

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Office of the Commissioner  
1409 Greenbrier Street  
Charleston, WV 25311  
304-558-2036 – Telephone  
304-558-5367 – Fax

THE HONORABLE AGNES QUEEN, PRESIDENT  
LEWIS COUNTY COMMISSION  
LEWIS COUNTY COURTHOUSE  
WESTON, WV 26452

**Statement Number: 81202a8e**  
**Statement Date: 9/3/2020**  
**Month Of Service: August, 2020**

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of August, 2020. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: August  
NUMBER OF INMATE DAYS: 797  
PER DIEM RATE: \$48.25  
AMOUNT DUE - August, 2020           \$38,455.25

This statement amount is due and payable upon receipt.

Please Remit Payment to:  
WV Regional Jail and Correctional Facility Authority  
P O Box 40258  
Charleston, WV 25364

**BETH A. BURKHART**  
LEWIS COUNTY  
CIRCUIT AND FAMILY COURT CLERK  
117 COURT AVENUE  
WESTON, WV 26452

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(304) 269-8210  
FAX (304) 269-8249

*TWENTY-SIXTH JUDICIAL CIRCUIT*  
THE HONORABLE Judge Jacob E. Reger  
THE HONORABLE Judge Kurt W. Hall  
(304) 472-5556 / (304) 269-8229  
*SEVENTEENTH FAMILY COURT CIRCUIT*  
THE HONORABLE Theresa Cogar Turner  
(304) 269-0432

*TERMS OF CIRCUIT COURT*

FIRST MONDAY IN MARCH  
SECOND MONDAY IN JULY  
FIRST MONDAY IN NOVEMBER

September 15, 2020

Lewis County Commission  
Honorable Commissioner Roderick B. Wyman, President  
Honorable Commissioner Agnes G. Queen  
Honorable Commissioner Patrick D. Boyle

Reference: Temporary Part Time Grant Scanning Position

Lewis County Commissioners,

Please be advised after posting advertisements from 08/21/2020 to 09/11/2020, I received one completed application with resume for the Temporary Part Time Grant Scanning Position. I have reviewed the applicants information and ask that the Lewis County Commission place on the next possible agenda the hiring of Tesla McCall for the Temporary Part Time Grant Scanning Position in the Lewis County Circuit Clerks office at the rate of \$9.16 per hour.

If you have any further questions please contact me at your convenience.

Respectfully,



Beth A. Burkhart  
Lewis County Circuit Clerk

Cc: Lewis County Commission

# Breast Cancer Awareness Luncheon in Lewis County

Tuesday, October 6 at Noon  
Broad Street UM Church Hall Parking Lot

Limited to 50 Vehicles, so please reserve your spot by Friday, October 1 by calling the WVU Extension Office at 304-269-4660. We will have the speakers (Dr. Qazi, Midwife Sarah Highlander, and a breast cancer survivor) on a big screen in the parking lot. You will be able to listen to the event broadcast over WHAW-980 AM radio while you stay safely social distanced in your vehicle. Boxes lunches will be provided.

Unfortunately, Lewis County has the second highest rate of breast cancer in the state. This is a troubling statistic. We need **to make sure that our friends, our mothers, our sisters, our daughters, and our neighbors all know that early detection saves lives.**

**Sponsored by Lewis County CEOS Clubs and  
Mon Health Stonewall Jackson Memorial Hospital**

