

COUNTY COMMISSION OF LEWIS COUNTY

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COMMISSIONERS:
Rod Wyman, Commissioner
Agnes Queen, Commissioner
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
AMENDED MEETING AGENDA
Tuesday, January 5, 2021**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. 10:00 AM **Call Meeting to Order** (*action required*)
2. 10:00 AM **Recess into Organizational Meeting** (*action required*)
(agenda for organizational meeting attached)
3. TBD **Reconvene Regular Meeting following completion of Organizational Meeting**
(*action required*)
4. 10:20 AM **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review on Wednesday, December 30, 2020.
(*action required*)
5. 10:25 AM **Opening of Security Door Bids for Lewis and Upshur County Schools:** The Lewis County Commission will open the sealed bids for security doors in Lewis and Upshur County Schools. (*action required*)
6. 10:30 AM **Cynthia S. Rowan, County Clerk**
RE: Advice and Consent to Hire for a Vacancy in her Office.
Cynthia S. Rowan, Lewis County Clerk requests advice and consent per West Virginia Code §7-7-7 to hire for a vacant position in her office.
(*action required*)

CORRESPONDENCE

7. **Letter of Appreciation from Sheriff Dayton B. Whitt:** Sheriff Dayton Whitt submits a letter of appreciation for his tenure as Sheriff for review. (*information only*)

BUSINESS

8. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Oath of Office for Newly Elected Officials; COVID 19 Conference Calls; Ribbon Cutting at Buns; Lewis County Community Collaborative.
(*information only*)

9. **Lewis Gilmer E911 Dispatcher Resignation:** Jamie Collins-Clemons has tendered her resignation as a Lewis Gilmer E911 Dispatcher effective January 11, 2021. The County Commission will entertain acceptance of this resignation. *(action required)*
10. **Resignation of Lewis County Deputy Clerk:** Crystal Haught has submitted her resignation as a Deputy County Clerk. The Lewis County Commission will be asked to accept this resignation. *(action required)*
11. **Lewis County State Budget Revision #5:** The Lewis County Commission is asked to execute Fiscal Year 2021 State Budget Revision #5. This revision increases revenues by \$687,754.00 and increase expenditure line items to balance. The following accounts are to be considered:
(action required)

<u>Revenue Line Item</u>	<u>Description</u>	<u>Amount Increased</u>
301-02-05	Prior Year Taxes	\$ 279.00
301-09	Redemption State Auditor	\$ 835.00
304	Property Transfer Tax	\$ 441.00
319	Miscellaneous Permits	\$ 90.00
322	Federal Grants	\$662,622.00
323	State Grants	\$ 1,884.00

<u>Expenditure Line Item</u>	<u>Description</u>	<u>Amount Increased</u>
424	Courthouse	\$628,754.00
700	Law Enforcement Over Time	\$ 5,000.00
304	Property Transfer Tax	\$ 441.00

12. **Louis Bennett Library Board Appointment:** The Louis Bennett Library Board requests Stephanie Westfall be appointed to fill the unexpired term created by the resignation of Bonnie Hersman. If approved her term of office will expire June 30, 2023. *(action required)*
13. **2021 Mileage Rates and Meal Per Diem:** The Lewis County Commission will be asked to set the mileage and meal per diem rates for 2021. The Internal Revenue Service has set the 2021 mileage rate to \$.56 per mile (a decrease of \$.02 cents per mile from the 2020 county mileage rate) and meal per diems to \$55.00 for areas of West Virginia with the exclusion of \$56.00 for Charleston and Morgantown (an increase of \$5.00 per day over the 2020 county meal per diem). *(action required)*
14. **Time Sheets and Leave Requests:** *(action required)*
 - a) Lucinda A. Whetsell December Monthly Time Sheet

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

15. **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 Wednesday, December 30, 2020. *(action required)*
16. **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 Wednesday, December 30, 2020. *(action required)*
17. **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 Wednesday, December 30, 2020. *(action required)*

18. Expenses for the Current Period Presented for Consideration of Payment: Draft copies will be available for review upon request Wednesday, December 30, 2020. *(action required)*

ADJOURNMENT:

19. 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.