

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
AGNES G. QUEEN
Commissioner
BOBBY STEWART
Commissioner

110 Center Avenue, 2nd Floor
Weston, WV 26452
August 31, 2021
Meeting Agenda

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 27, 2021.
(action required)

APPOINTMENTS NONE

CORRESPONDENCE

3. **Upshur County Commission Meeting Agenda:** The Upshur County Commission August 26, 2021 meeting agenda is presented for review. (information only)

BUSINESS

4. **Board(s) and Committee(s) Reports:** The Lewis County Commission will give report(s) on any board(s) or committee(s) meetings attended including, but not limited to: COVID 19 Conference Calls; Lewis County Economic Development Authority; Weston Neighborhood Watch; West Virginia Brownfields Conference. (information only)
5. **Request to Hire for Vacant Position in the Lewis County Tax Office per West Virginia Code §7-7-7:** Sheriff David Gosa requests advice and consent of the Lewis County Commission per West Virginia Code §7-7-7 to hire Starletta Clevenger to fill the vacant tax deputies position in his office. If approved, her start date will be September 16, 2021. (action required)
6. **Global Science and Technology County Administrative Support Services System Pricing:** Global Science and Technology presents a fee schedule for utilization of the County Administrative Services Support System. The cost for this professional service is \$100.00 per hour. (action required)

7. **Designate Date and Time for Trick or Treat in the Unincorporated Areas of Lewis County:** The Lewis County Commission will be asked to designate Saturday, October 30, 2021 from 6:00 PM to 7:00 PM as Trick or Treat in the unincorporated areas of Lewis County. This is done to correspond with the date and time already set by the municipalities. *(action required)*
8. **Lewis County Commission Meeting Cancellations:** The Lewis County Commission will consider cancelation of their September 7, 2021 and October 5, 2021 meetings. Both dates the commission will be attending training. *(action required)*
9. **Consideration of Acceptance of a Copy of a Will:** The Lewis County Commission is asked to consider acceptance of a copy of the will in the estate of Anna W. Wilmoth. A diligent search has been conducted and the original will was not located. *(action required)*
10. **Employee Leave Requests:** The Lewis County Commission is asked to approve the following employee leave requests: *(action required)*
 - a) Sherry Rogers Annual Leave
 - b) David Reed Annual Leave

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

11. **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 27, 2021. *(action required)*
12. **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 27, 2021. *(action required)*
13. **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 27, 2021. *(action required)*
14. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, August 27, 2021. *(action required)*

ADJOURNMENT:

15. **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 1-408-650-3123 Access Code: 272 564 045 to enter the conference call

Date of Meeting: August 26, 2021

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

Approval of Minutes:

- August 19, 2021
- August 20, 2021 – Special Meeting

9:05 a.m. Presentation of Certificate of Appreciation to Kenneth “Brian” Shreves, UCDHSEM Director

9:15 a.m. Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau – Annual Report

9:30 a.m. Sheriff Virgil D. Miller – Requesting the employment of Timothy Menendez as Supervisor for the Prevention Resource Officer Program and John Slaughter as Animal Control Officer, effective August 29, 2021. * Under separate cover

Planned recess from 10:15 a.m. to 1:00 p.m.

Items for Discussion / Action / Approval:

1. Approval and adoption of Updated Procedures to Dispatch Wrecker Services, effective September 1st, pursuant to the meeting held on August 12, 2021. *
2. Review and approval of the James W. Curry Library and Park FY22 budget. Consideration of a request from the James W. Curry Advisory Board to request an additional distribution of the James W. Curry Trust, held by Fulton Financial Advisors, for operations in fiscal year 2022. Upon approval, remit correspondence to Brenton Haykes requesting the additional distribution of the James W. Curry Trust. *
3. Correspondence from Brian Shreves announcing his resignation as community representative on the Upshur County Safe Sites and Structures Enforcement Board, effective immediately. This term expires on June 30, 2022. *
4. Appointment of Jennifer M. Bostian, Upshur County Development Authority Executive Director, to the Upshur County Farmland Protection Board, effective immediately for a term of office of four years. *
5. Correspondence from JC Raffety resigning from his position as county representative on the Upshur County Farmland Protection Board, effective immediately. This term is through June 30, 2025. *

6. Correspondence from Jennifer M. Bostian, Upshur County Development Authority Executive Director expressing an interest to serve on the Corridor H Authority, effective immediately. Upon approval, this term will expire on June 30, 2025. *
7. Correspondence from Carol J. Smith, County Clerk, requesting approval to hire Lesa Lipscomb as a full-time Deputy County Clerk. Upon approval of the transfer, Ms. Lipscomb will begin employment on September 26, 2021. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
8. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, requesting the employment of Taylor Rolenson as full-time counselor/case manager, effective September 5, 2021. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Sheriff Virgil D. Miller requesting the transfer of Timothy Bennett from part-time Court Security Officer to fill-in Court Security Officer, effective August 15, 2021. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
10. Approval of advertisement for a full-time Tax Deputy. Applications must be received by 4:00 p.m. on September 3, 2021. *
11. Approval of continued advertisement for a full-time entry level Deputy Sheriff position. Applications will be accepted until position is filled. *
12. Consider Resignations of Employees * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4 (A)
13. Approval of Lewis–Upshur Animal Control Facility Volunteer Christy Riffle. * Under separate cover
14. Consider creation of a full-time Parks & Recreation Director position and job description for the same. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4 (A)
15. Discuss DHSEM Director Replacement - Appointment of Interim Director or Permanent Director Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4 (A)
16. 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, Remote Work Request(s).

For Your Information:

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

1. Correspondence to entities requesting American Rescue Plan (ARP) funds announcing that the Commission will not consider requests until the final guidance for ARP fund utilization is received from the US Treasury, unless an emergency arises.
2. Upshur County Mileage Reports – July, 2021
 - Upshur 911

- Maintenance
- Emergency Management
- Sheriff
- Addressing and Mapping
- Community Corrections
- Dog Pound

3. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative
- Upshur County Farmland Protection Board (7/1/21-6/30/25) – Farm Bureau Representative
- Corridor H Authority (7/1/21-6/30/25)
- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District
- Wes-Mon-Ty Resource Conservation & Development (7/1/2021 – 6/30/2023) -- County Commission

****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. 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

Tabled Items

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

1. Approval and signature of a Software License and Implementation Agreement between Central Square Technologies LLC and the Upshur County 911 Communications Center for the license of an integrated Computer System on a subscription basis consisting of a 911 system and any additional applications described in the Agreement and the Addenda. The total amount of this contract is one hundred fifty-three thousand two hundred twenty-three dollars and twenty-four cents (\$153,223.24). (tabled 7/15/21)
2. Approval and signature of a Central Square 911 Support Agreement between Central Square Technologies LLC and the Upshur County 911 Communications Center for annual maintenance services and support. The annual Maintenance and Support Fee for year 1 will be nineteen thousand two hundred fifty-six dollars and seventy-five cents (\$19,256.75). (tabled 7/15/21)
3. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (tabled 7/29/21)
4. Correspondence from Thomas J. O'Neill expressing an interest in the vacant seat on the Corridor H Authority. Upon approval, this term will be effective immediately and extend through June 30, 2025. (tabled 7/29/21)
5. Bid award – COPS Grant #2020-SVWX-0033 Notification System Upgrade Project (tabled 8/12/21)

Next Regular Meeting of the Upshur County Commission
September 9, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

The Upshur County Commission Meeting scheduled for September 2, 2021, has been CANCELLED



LEWIS COUNTY SHERIFF'S DEPARTMENT
STATE OF WEST VIRGINIA
D. B. GOSA, SHERIFF



Tax Department
Phone: (304) 269-8222
Fax: (304) 269-8698

Law Enforcement
Phone: (304) 269-8251
Fax: (304) 269-2644

August 25, 2021

Lewis County Commission
110 Center Ave
Weston, WV 26452

Dear Honorable Lewis County Commission,

I respectfully request, advise, and consent per WV Code S 7-7-7 to hire Starletta Clevenger as a Tax Deputy. I would request that her employment begin 9/16/2021 and that her probationary period for benefits be waived and her starting salary be \$27,000.00.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. B. Gosa".

David Gosa, Sheriff
Dg/ajf

110 Center Avenue
Weston, WV 26452



GLOBAL SCIENCE & TECHNOLOGY, INC.

August 20, 2021

Lewis County Commission
Attn: Cindy Whetsell, County Administrator
110 Center Avenue
Weston, WV 26452

Subject: County Administration Services – Provided by William Parker

Dear Ms. Whetsell:

We are pleased to provide an overview and pricing for the County Administration Support Services of Mr. William Parker.

Specifically GST will provide the services of Mr. Parker to assist with any project, problem, question, or concern related to the County Administration activities in Lewis County. This contract will be engaged or initiated by Lewis County Administrator or Commission requesting a scope of work via phone or email. GST will determine the anticipated number of hours necessary to complete the requested task and ask Lewis County to approve the estimated effort via email prior to commencing work. At the conclusion of each task GST will provide a written outline of the services provided and the time expended to complete the task(s).

Rate for Mr. Parker's Professional Services: \$100.00/Hr.

We appreciate your consideration of GST for County Administration needs. Please contact me on my cell phone or by email if you wish to contract GST for the services described in this letter.

Sincerely,

Cannon Wadsworth
Director State Programs
(304) 657-8014 Cell
Email: cannon@gst.com