

COUNTY COMMISSION OF LEWIS COUNTY

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

LEWIS COUNTY COMMISSION 110 CENTER AVENUE, 2ND FLOOR WESTON, WV 26452 AGENDA TUESDAY, FEBRUARY 1, 2022

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, January 28, 2022.
(action required)

APPOINTMENTS

None

CORRESPONDENCE

3. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for Thursday, January 27, 2022 is presented for review. *(information only)*
4. **Shenandoah Cable Franchise Fee Remittance:** Shenandoah Cable has remitted \$8,918.35 in cable franchise fees for the months of October-December 2021. The last quarter the county received \$9,133.00. *(information only)*
5. **West Virginia Division of Culture and History Records Management and Preservation Grant Award:** Lewis County has been awarded a Fiscal Year 2023 West Virginia Division of Culture and History Records Management and Preservation Grant to be used as follows: Circuit Clerk-\$10,000 for document scanning; County Clerk -\$10,000 for document indexing; Sheriff \$5,00.00 for document scanning; Assessor-\$5,000 for document scanning. *(information only)*
6. **West Virginia Public Service District Wireless E911 Subscriber Fee Disbursement:** Lewis County has received \$161,902.64 in Wireless E911 Subscriber Fees for the months of October-December 2021. Last quarter, the county received \$161,773.66. *(information only)*
7. **West Virginia State Tax Department Public Utilities and IRP Truck Fee Remittance:** Lewis County received \$35,180.49 in Public Utilities and IRP Truck Fees for the period of 11/17/31-12/3/21. The General County Portion is \$11,15.24. The prior month the total was \$55,399.98 with the general county portion being \$11,415.24. *(information only)*

BUSINESS

8. **Boards and Committee Report(s):** Reports by Commissioners of any board(s) or committee(s) attended including: COVID calls; Region VII Planning and Development Council; Ireland Community Neighborhood Watch; Lewis County Economic Development Authority; CCAWV Legislative Conference Call; WVACO Legislative Conference Call; Blueprint Committee; National Association of Counties Conference Call; Property Valuation Commission. *(information only)*
9. **Sheriff's Law Enforcement Server:** The server in the Lewis County Sheriff's Law Enforcement office is not able to accommodate document storage being done through the Courthouse Facilities Records Management and Preservation Grant. The current server was given to Law Enforcement by the Assessor's Office approximately 10 years ago. This server is also used to store all reports, body camera footage and investigative materials. The cost of the new server is \$7,253.63. A temporary fix could be provided by a 6TB external hard drive that would allow the information to be downloaded and stored on a disk for the cost of \$563.97. *(action required)*
10. **Lewis County Clerk Request for Computer:** The Lewis County Clerk's computer used for indexing is no longer operable. The Clerk requests the commission purchase a new computer and battery backup for indexing. Additionally, she requests the commission consider updating other computers on her office that are aging. *(action required)*
11. **Lewis County Ambulance Authority Membership Appointment:** The Lewis County Ambulance Authority requests Jim Sherrell be appointed to fill a vacant expired position. The County Commission is asked to approve this request. If approved the term of office will expire December 31, 2023. *(action required)*
12. **Approval of County Policy for Security of Voting Equipment:** The Lewis County Commission is asked to approve a policy outlining the security provided for the county voting equipment per WV Code §3-4A-10 and §3-4A-26. *(action required)*
13. **Approval of County Redistricting Maps:** The Lewis County Commission is required by WV Code to adjust magisterial boundary and precinct maps for equal distribution according to the 2020 Census. The County Commission will be presented with redistricting maps for approval. *(action required)*
14. **Consideration of Execution of State Budget Revision #2:** The Lewis County Commission will be asked to execute State Budget Revision #2 increasing revenues and expenditures by \$135,410.00. *(action required)*
15. **West Fork Conservation District Fiscal Year 2023 Operations, Maintenance and Repair Funding Agreement:** The Lewis County Commission is asked to execute a Fiscal Year 2023 Operations, Maintenance and Repair Funding Agreement with the West Fork Conservation District in the amount of \$5,000.00. *(action required)*
16. **Actuarial Engagement Contract:** The Lewis County Commission is required to have an annual actuarial study of Other Post Employment Benefits (OPEB) conducted to be in compliance with Government Accounting Standards Board (GASB) 75. The County Commission is asked to enter into this agreement with JLM Actuarial for a cost of \$1,750.00. *(action required)*
17. **Mid-Ohio Valley Regional Council Request for Funding:** The Mid-Ohio Valley Regional Council is requesting funding from the Lewis County Commission to support the Senior Companion Program. This program provides volunteers 15-40 hours per week to visit older adults. The Lewis County Commission is asked to consider this request. *(action required)*

18. **Cancellation of February 7, 2022 Lewis County Commission Meeting:** The Lewis County Commission will be attending training the West Virginia Association of Counties Training February 6-9, 2022. The County Commission will consider canceling the February 7, 2022 meeting.
19. **Executive Session Per WV Code §6-9A-4 Litigation:** The Lewis County Commission will hold an executive session to discuss litigation per WV Code §6-9A-4. This is in reference to information being requested by the legal counsel for the Commission . *(action required)*
20. **West Virginia Supreme Court of Appeals Intermediate Court Location County Needs:** Lewis County is one of several counties being possibly considered as a location for the newly created Intermediate Court of Appeals. The Supreme Court has requested the Lewis County Commission prepare a list of things they would want the court to provide if Lewis County would be chosen. The County Commission will review and approve a list for submission the court. *(action required)*
21. **Timesheet and Leave Requests:** The Lewis County Commission is asked to approve the following timesheets/leave requests:
 - a) Lucinda A. Whetsell January 2022 Monthly Time Sheet and Compensatory Leave Request
 - b) Barbara Winans Annual Leave
 - c) Keith Talbert Annual Leave

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

22. **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, January 28, 2022. *(action required)*
23. **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, January 28, 2022. *(action required)*
24. **Presentation by the County Clerk of the Orders of the 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, January 28, 2022. *(action required)*
25. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, January 28, 2022. *(action required)*

ADJOURNMENT:

26. With no further action being required by the Lewis County Commission, the meeting will be adjourned. *(action required)*

**THE LEWIS COUNTY COMMISSION WILL
 BE CONDUCTING WORK SESSIONS WITH
 ELECTED OFFICIALS AND DEPARTMENT HEADS
 TO REVIEW THE FIRST 6 MONTHS OF THE
 FISCAL YEAR 2022 BUDGET.
 MEETING TIMES ARE ATTACHED BY SEPARATE AGENDA.**

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.
- Open discussion by Commission unless executive session is motioned per WV Code sS6-9A-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.
- At any time during the meeting the need for the County Commission to enter an executive session may be present.

Roberts Rules of Order is utilized as a guide only.

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COMMISSIONERS:
AGNES G. QUEEN
Commissioner
ROD WYMAN
Commissioner
BOBBY STEWART
Commissioner

The Lewis County Commission will conduct a work session with elected officials and department heads on Tuesday, February 1, 2022 at 11 AM. The purpose of this work session is to review the first 6 months of the Fiscal Year 2022 Budget. The following times have been scheduled for each elected official /department head:

11:00 AM	Circuit Clerk
11:10 AM	Prosecuting Attorney
11:20 AM	Assessor
11:25 AM	WVU Extension Service
11:30 AM	Sheriff (Law Enforcement, Tax, Security, Home Confinement)
11:45 AM	E911/OEM Director
Noon	County Clerk
12:10 PM	County Commission

If you are unable to attend at the time assigned please contact the Lewis County Commission Office imm