

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

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
AMENDED AGENDA  
TUESDAY, MARCH 22, 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, March 18, 2022.  
*(action required)*

**APPOINTMENTS**

3. **10:10 AM**                    **John Williams**  
**RE:** Mr. Williams will speak to the Lewis County Commission regarding reorganization after COVID. *(information only)*
4. **10:20 AM**                    **Samantha Ribiero Matos**  
**Autism Awareness Month Proclamation**  
**RE:** The Lewis County Commission will be asked to execute a proclamation in support of Autism Awareness Month. *(action required)*
5. **10:30 AM**                    **Senator Patrick Martin and Delegate Adam Burkhammer**  
**RE:** Senator Martin and Delegate Burkhammer will present checks to the six Lewis County Volunteer Fire Departments. *(action required)*
6. **10:40 AM**                    **Lewis County Emergency Ambulance Service**  
**RE:** The Lewis County Emergency Ambulance Service will ask the Lewis County Commission to consider an ordinance imposing an ambulance service fee.  
*(action required)*

## CORRESPONDENCE

7. **Upshur County Commission Meeting Agenda:** The Upshur County Commission March 17, 2022 meeting agenda is presented for review. *(information only)*
8. **Remittance of Public Utility and IRP Fees:** Lewis County has received \$292,019.64 in Public Utilities Tax and IRP Truck Fees for the period of 1/18/22 to 2/11/22. The general county portion is \$94,863.25. The prior period the county received \$13,636.41 with the general county portion being \$4,429.82. *(information only)*
9. **Lewis County Magistrate Court Report on Applying Agreed-Upon Procedures:** The West Virginia State Auditor has issued the report on applying agreed-upon procedures for the Lewis County Magistrate Court for the period ending December 31, 2020. The following deficiencies were noted: Reporting to Tax Commissioner for failure to pay fines and costs; Unsatisfied judgments reporting; Restitution collected in dismissed case; Assessment of Court costs on deferred proceedings; Docket codes incorrect; Failure to issue worthless check warrants in a timely manner; segregation of duties; Receipting process; Adjustments and corrections of documentation; Checks need more than one signature. *(information only)*

## BUSINESS

10. **Boards and Committee Report(s):** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Chamber of Commerce; Benedum Airport Authority; Lewis County Park Board; Lewis County Firefighters Association. *(information only)*
11. **Resignation of Lewis County Deputy Sheriff:** Lewis County Deputy Sheriff Corey Matheny has tendered his resignation effective March 31, 2022. The Lewis County Commission is asked to approve this resignation. *(action required)*
12. **Advice and Consent to Hire a Deputy Sheriff to Fill the Recently Vacated Position:** Lewis County Sheriff David Gosa will present a name to hire from the active civil service test to request advice and consent of the County Commission per WV Code §7-7-7. If approved the deputy will begin employment April 1, 2022. This will fill the recently vacated position. *(action required)*
13. **Consideration of Cancellation of March 29, 2022 Meeting:** The Lewis County Commission will be asked to consider cancellation of the March 29, 2022 meeting. *(action required)*
14. **Request for Removal of an Executor of an Estate:** Mary K. Sutton requests Mark Reed, Attorney be removed as the executor of the Estate of Emery L. and Charlotte C. Byrd due to inactivity. *(action required)*
15. **Approval of the Fiscal Year 2023 Levy Estimate (Budget):** The Lewis County Commission will consider approval of the Fiscal Year 2023 Levy Estimate (Budget) for the county. *(action required)*
16. **Approval of Bid Specifications for the Lewis Gilmer E911 Center:** Silling Architects have submitted the bid specifications for the Lewis Gilmer E911 Center. The Lewis County Commission will consider approval. *(action required)*
16. **Timesheet and Leave Requests:** The Lewis County Commission is asked to approve the following timesheets/leave requests: *(action required)* NONE

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

17. **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, March

18, 2022. *(action required)*

- 18. 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, March 18, 2022. *(action required)*
- 19. 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, March 18, 2022. *(action required)*
- 20. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, March 18, 2022. *(action required)*

#### **ADJOURNMENT:**

- 21.** 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.
- 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.**