

**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  
AGENDA  
TUESDAY, APRIL 5, 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, April 1, 2022.  
*(action required)*

**APPOINTMENTS**

3. 10:10 AM **Louis Bennett Library Board**  
**Request for Funding to Repair Roof**  
**RE:** The Louis Bennett Library Board requests the Lewis County Commission make a contribution to repair the roof at the library. *(action required)*
4. 10:20 AM **Lewis County Family Resource Network**  
**Child Abuse Awareness Month Proclamation**  
**RE:** The Lewis County Commission will be asked to execute a proclamation in support of Child Abuse Awareness Month. *(action required)*
5. 10:30 AM **Jerrod Johnmeyer**  
**Oath of Office Lewis County Deputy Sheriff**  
**RE:** Mr. Johnmeyer was hired as a Lewis County Deputy Sheriff at the March 22, 2022 Lewis County Commission meeting. His oath of office will be administered.  
*(action required)*

6. 10:30 AM      **Randy Sanders**  
**World Association of Marching Show Bands Competition**  
**RE:** Mr. Sanders will introduce the County Commission to the World Association of Marching Show Bands competition to be held in Buckhannon. In addition, the commission will be asked to contribute to this event. *(action required)*
  
7. 10:40 AM      **Hope, Inc.**  
**Sexual Assault Awareness Proclamation**  
**RE:** The Lewis County Commission will be asked to execute a proclamation for Sexual Assault Awareness Month. *(action required)*
  
8. 10:50 AM      **Request for Qualifications for Water and Sewer Feasibility Along Corridor H**  
**RE:** The Lewis County Commission will enter into record the names of the firms that have submitted Requests for Qualification to do a feasibility study for both water and sewer along Corridor H. Meetings with the Weston Sanitary Board and the Lewis County Economic Development Authority will be scheduled to do a preliminary ranking of the firms. *(action required)*

**CORRESPONDENCE**

9. **Upshur County Commission Meeting Agenda:** The Upshur County Commission March 24, 2022 meeting agenda is presented for review. *(information only)*
10. **Weston Volunteer Fire Department Annual Report of Reasonable Reimbursement Fees:**  
The Weston Volunteer Fire Department submits their annual record of Reasonable Reimbursement Fees enacted by Lewis County Ordinance. *(information only)*

**BUSINESS**

11. **Boards and Committee Report(s):** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Economic Development Authority; Ribbon Cutting Claire Watson State Farm Insurance. *(information only)*
12. **Fair Housing Resolution:** The Lewis County Commission will be asked to execute a Fair Housing Resolution for Lewis County. *(action required)*
13. **West Fork Conservation District Fiscal Year 2023 Sponsorship Agreement:** The Lewis County Commission is asked to execute the Fiscal Year 2023 Sponsorship Agreement with the West Fork Conservation District for operations and maintenance on the county flood control projects. The county will be asked to contribute \$5,000.00 toward the operation and maintenance. *(action required)*
14. **American Geo Tech Proposal for Geotechnical Exploration at the New Lewis Gilmer E911 Center:**  
The Lewis County Commission will be asked to execute a contract with American Geotech, Inc to do core sampling at the new Lewis Gilmer E911 Center. The contract amount is \$7,800.00. *(action required)*
15. **Transfer of Fiduciary Commissioner Open Estate:** The County Commission is asked to transfer an open estate being administered by the late Charles Hathaway to Gary Morris Fiduciary Commissioners. *(action required)*
16. **Advertisement for an Economic Development Director:** The Lewis County Commission will consider advertising for a full time Economic Development Director. *(action required)*

**17. Timesheet and Leave Requests:** The Lewis County Commission is asked to approve the following timesheets/leave requests: *(action required)*

- |    |                     |                          |
|----|---------------------|--------------------------|
| a) | Lucinda A. Whetsell | March Monthly Time Sheet |
| b) | David Reed          | Annual Leave             |
| c) | Sherry Rogers       | Annual Leave             |

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

- 18. 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, April 1, 2022. *(action required)*
- 19. 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, April 1, 2022. *(action required)*
- 20. 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, April 1, 2022. *(action required)*
- 21. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, April 1, 2022. *(action required)*

**ADJOURNMENT:**

- 22.** 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. e
- 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 s6-9A-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.**

## QUESTIONS FOR EDA DIRECTOR INTERVIEW

1. Why are you interested in this position?
2. What do you feel you could bring to Lewis County?
3. What is your greatest accomplishment and greatest failure?
4. How do you deal with conflict?
5. What do you know about Lewis County and what do you feel are the strengths and weaknesses of the County?
6. What experience do you have writing, managing and implementing grants?
7. What experience do you have with business retention and recruitment?
8. How familiar are you with the “tools of the economic development” trade in West Virginia that can be used for recruitment and retention of business?
9. What experience do you have in relation to project management from start to finish (IE. water, sewer or industrial park development)?
10. How proficient are you with computers? What different applications can you use?
11. What salary range do you expect?
12. Where do you see yourself in 5, 10 and 15 years?
13. Are you available to work evenings, weekends and holidays? Are you available to travel?
14. What are your hobbies and what do you do for recreation?
15. Do you have any questions for the interview panel?

# Child Abuse Prevention Month 2022

WHEREAS, every day, and especially during and after the COVID-19 crisis that our communities have experienced, preventing child abuse and neglect is a community concern that depends on involvement among people throughout the community; and

WHEREAS, child maltreatment occurs when people find themselves in stressful situations without community resources, and don't know how to cope; and

WHEREAS, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

WHEREAS, child abuse and neglect not only directly harms children, but also increase the likelihood of criminal behavior, substance use disorder, health problems such as heart disease and obesity, and risky behavior; and

WHEREAS, the citizens of Lewis County should become involved in supporting families in raising their children in a safe, nurturing environment; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social services agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community; and

WHEREAS, child maltreatment knows no social or economic boundaries and occurs in every neighborhood in America;

NOW, THEREFORE, the Lewis County Commission proclaims the month of April 2022, as "CHILD ABUSE PREVENTION MONTH" in Lewis County and encourage the citizens of this great community to show that they care by committing themselves to fighting child abuse and neglect.

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*Agnes G. Queen, President*

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*Roderick B. Wyman, Commissioner*

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*Bobby Stewart, Commissioner*

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*ATTEST: Cynthia S. Rowan, County Clerk*

**OATH OF OFFICE AND CERTIFICATE**

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**STATE OF WEST VIRGINIA**

**COUNTY OF LEWIS, TO-WIT:**

I, ***Jerrod Johnmeyer***, do solemnly swear that I will support the  
Constitution of the United States and the Constitution of the State of West Virginia,  
and that I will faithfully discharge the duties of serving as a **LEWIS COUNTY**  
**DEPUTY SHERIFF** to the best of my skill and judgment, **SO HELP ME GOD.**

Signature \_\_\_\_\_

***Jerrod Johnmeyer***

Subscribed and sworn to before the Lewis County Commission in said County  
and State, this 5th day of April 2022.

\_\_\_\_\_  
***Agnes G. Queen, President***  
***Lewis County Commission***

***Attest:*** \_\_\_\_\_  
***Cynthia S. Rowan***  
***Lewis County Clerk***

## 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: 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: March 24, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 17, 2022\*

9:15 a.m. Presentation of Proclamation declaring April 2022 as Autism Awareness Month.

### Items for Discussion / Action / Approval:

1. Approval and signature of letter of support for A.F. Wendling's USDA grant funding application. \*
2. Consider the purchase of a 2022 Toyota Camry from Jim Robinson, Inc., per the State of WV Master Agreement MV-22C. Upon approval, this vehicle will be used by the Upshur County Regional Airport as a "courtesy vehicle" for patrons utilizing the airport. \*
3. Approval and signature of Lease Agreement between Hart Office Solutions and the Upshur County Commission for a new color copier to be located in the Upshur County Prosecuting Attorney's Office. This lease will be billed monthly at \$196.88 per month for 63 months. All service and supplies will be billed monthly based on usage. \*
4. Approval and signature of Upshur County 2022 – 2023 fiscal year budget. \* *Under separate cover*
5. Consideration and approval of advertisement for a part-time DHSEM Deputy Director. Applications are due no later than close of business Friday, April 1, 2022. \*
6. 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. Upshur County Sheriff's Financial Statement for period ending February 2022
2. Upshur County Mileage Reports – February, 2022

- Addressing and Mapping
- Community Corrections
- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

3. Appointments Needed or Upcoming:

*\*\*\*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

April 7, 2022 --- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*\*The Commission Meeting scheduled for Thursday, March 31, 2022 is CANCELLED\*\*\***



# WESTON VOLUNTEER FIRE DEPARTMENT, INC.

"ON THE JOB TILL THE JOB IS DONE"

321 CENTER AVENUE  
WESTON, WEST VIRGINIA 26452



Business: (304) 269 - 2349  
FAX: (304) 269 - 7265  
TDD: (304) 269 - 2349

03/14/2022

This letter is to advise the Lewis County Commission that in the calendar year of 2021 the Weston Volunteer Fire Department received \$7,250 in MVC billing. This letter is per Section 4 of the ordinance authoring fire companies to charge reasonable reimbursement fees, and we as a department notifying the commission of the amount, we were able to collect.

A handwritten signature in blue ink that reads "Charles W. Clem".

Charles W. Clem, President

"DON'T GIVE FIRE A PLACE TO START"

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

## FAIR HOUSING RESOLUTION

Whereas, the **Lewis County Commission** desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in the **County**; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the **Lewis County Commission**, West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the "Equal Housing Opportunity" logo, will be displayed at **County Courthouse**.

Therefore, be it also resolved that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The **County Commissioners** shall inform all **County** employees of the **County's** commitment to fair housing.
2. The **County Commissioners** will post this resolution in **County** buildings and other public places and publicize it.
3. The **County Commissioners** shall direct all employees to forward immediately to the **Commission President** any reports they receive of housing discrimination.
4. The **Commission President** shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, West Virginia, 25301-1400, within 10 days of receipt of said complaint.

Now, therefore it be resolved that the **Lewis County Commission** does hereby proclaim April 2022 as Fair Housing Month.



Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Program: OM&R Funding**  
**County: Lewis**  
**Agreement #**

**Lewis County Flood Control Dam and Channel  
Operation, Maintenance Funding Agreement**

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THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Lewis County Commission, West Fork Conservation District, and the West Virginia Conservation Agency.

**AUTHORITY:** WVCA: W.Va. Code 19-21A-4  
Lewis County Commission: W. Va. Code 7-1-3i

THE PURPOSE of this agreement is to recognize the need for ongoing operation, maintenance and inspection for critical infrastructure and to provide annual funding to operate and maintain the flood control structures in Lewis County.

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**It is Mutually agreed that:**

This agreement shall run on a 12-month fiscal year, July 1 to June 30. This agreement may be extended for up to five years by mutual consent of each party.

All sponsors agree to provide funding to the West Fork Conservation District on an annual fiscal year basis to address the operation and maintenance of the structures covered under this agreement.

Unless otherwise noted, the annual contributions will be:

Lewis County Commission .....	\$5,000.00
West Virginia Conservation Agency ...	\$5,000.00

The West Fork Conservation District shall send a letter in January of each year requesting these funds in accordance with the list above.

As part of the request, the West Fork Conservation District, in collaboration with the West Virginia Conservation Agency, shall make a report to the Lewis County Commission on prior fiscal year's operation and maintenance work, and provide a projection of work that will be performed during the upcoming fiscal year.

All parties listed above shall attend the scheduled operation and maintenance inspections on an annual basis at a time mutually agreed to by the parties.

Any costs outside of the regular operation and maintain will be negotiated and become part of a separate agreement between the parties.

**Page 2**  
**OM&R Funding Agreement**  
**Lewis County**  
**Agreement #**

West Virginia Conservation Agency funding is subject to annual appropriations from the WV Legislature.

Lewis County Commission's funding is subject to annual appropriations.

This agreement reflects the entire understanding between the parties. Any changes to this agreement shall be in writing and signed by all parties.

This agreement is governed by West Virginia law. If any part of this agreement is declared to be invalid by a body having competent jurisdiction, the remaining terms and conditions of the agreement survive in their entirety.

**LEWIS COUNTY COMMISSION**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This action authorized at an  
Official meeting of the  
Lewis County Commission on  
the \_\_\_\_ day of \_\_\_\_\_, 2022,  
in the State of West Virginia.

**Attest:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**WEST FORK CONSERVATION DISTRICT**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This action authorized at an  
Official meeting of the  
West Fork Conservation District on  
the \_\_\_\_ day of \_\_\_\_\_, 2022,  
in the State of West Virginia.

**Attest:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Page 3  
OM&R Funding Agreement  
Lewis County  
Agreement #

**WEST VIRGINIA CONSERVATION AGENCY**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# AMERICAN GEOTECH, INC.

GEOTECHNICAL, ENVIRONMENTAL AND TESTING ENGINEERS

601 OHIO AVENUE  
CHARLESTON, WV 25302  
(304) 340-4277  
Fax (304) 340-4278

March 24, 2022

Lewis County Commission  
C/o Silling Associates, Inc.  
405 Capitol Street - Upper Atrium  
Charleston, WV 25301

**Attn:** Mr. Jeremy Jones

**Re: Proposal For Geotechnical Explorations and Analysis  
Proposed Lewis-Gilmer County EMS & 911 Center  
476 US Route 19 North  
Weston, West Virginia**

Gentleman:

American Geotech, Inc., is pleased to submit our proposal for performing a geotechnical exploration, analysis and recommendation for the proposed Lewis-Gilmer County EMS & 911 Center to be located in Weston, West Virginia. This proposal is being provided in response to our meeting at site with Mr. Jeremy Jones of Silling Associates on March 22, 2022.

During meeting and our field observation noted the paved ground surface exhibits potholes, broken asphalt and zone depression under the proposed building area indicating sub-surface issues. The site may have been raised to it's present grade in the past using earth filling method known as cut and fill operation. The soil appears to be plastic in nature having high shrink swell potential.

American Geotech, Inc. will perform four (4) test boring as discussed and laid out in the field in our meeting with you. The test boring will be extended 16.5 to 31.5 feet below the surface or auger refusal whichever encountered first. One test boring will be extended to the rock for seismic study. All test boring will be performed in accordance with the Standard Penetration Tests and Split Barrel Sampling of Soils, " Test method ASTM D 1586".

Upon completion of the drilling operations, the recovered samples will be returned to our soil mechanics laboratory. Samples will be grouped by the project engineer and classified in accordance with the Unified Soil Classification System. Laboratory tests will be performed to provide physical properties for classifying the soils and to evaluate the bearing capacity and other characteristics of the soils. We anticipate that laboratory tests will include moisture content determinations, pocket penetrometer, and unconfined compression tests.

The information developed from the field and laboratory testing programs will be utilized for the engineering analysis and preparation of a geotechnical engineering report. This report will include all test data including test boring logs and laboratory test results. The report will include a narrative of the subsurface conditions and a discussion of the foundation and floor slab recommendations for the proposed EMS & 911 Center.

Geotechnical report will discuss the following issues:

1. Soil material, suitability for foundation support and other soil characteristics including, shallow foundation evaluation including bearing capacity.
2. Soil material and compaction requirements for site fill or backfill and drainage.
3. Preparation of areas to receive fill and evaluation of possible usage of on-site material as backfill.
4. Lateral earth pressure recommendation and seismic consideration.
5. Sub-grade preparation for the floor slab, including sub-grade modulus of reaction for the design of the slab-on-grade and pavement recommendations.
6. Seismic site classification of soil per IBC-2015.

We recommended that the following budget be allocated for the indicated list of services listed.

1. Mobilization/demobilization of track drill rig, two man crew and pick up truck	\$ 550.00
2. Hollow stem augering and sampling 4 boring - 12 hrs. @ \$ 350.00/hr.	\$ 4,200.00
3. Motel & Per diem (1 night)	\$ 350.00
4. Laboratory testing	\$ 200.00
5. Field engineering, boring layout, walk-over site utility and planning (engineer) etc.	\$ 900.00
6. Geotechnical evaluation, analysis, recommendations, report preparation, etc.	\$ 1,600.00
Estimated Total.....	\$ 7,800.00

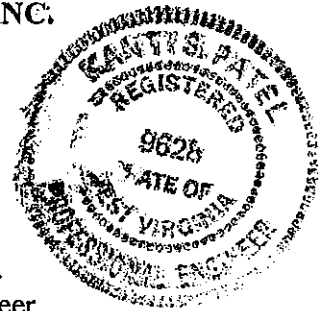
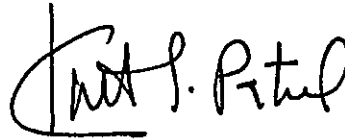
All data and a detailed geotechnical report will be prepared and submitted to the client. American Geotech, Inc. will provide the proposed geotechnical exploration outlined in this proposal in accordance with the fees shown above. The owner will secure the right of entry to the property for the drilling exploration. The owner will also provide available utility maps for the site. We will provide the geotechnical report within 15 days after official authorization by the owner.

Should this proposal meet with your approval, please contact us so that we may proceed with scheduling. We will provide our written geotechnical report within 15 working days after authorization.

We thank you for the opportunity of submitting this proposal. Should you have any questions, require additional information, or would like to discuss the scope of the services, please contact the writer at (304)340-4277.

Respectfully Submitted,

AMERICAN GEOTECH, INC.



Kanti S. Patel, M.S.C.E., P.E.  
Principal Geotechnical Engineer

Accepted by \_\_\_\_\_



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**COMMISSIONERS:**  
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President  
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**BOBBY STEWART**  
Commissioner

## ECONOMIC DEVELOPMENT DIRECTOR APPLICATIONS SOUGHT

Located the heart of West Virginia and the Atlantic seaboard, Lewis County offers the perfect location for business. We are looking for a qualified individual who will serve as the Economic Development Director and help lead Lewis County to prosperity.

This position is an exempt full-time job and offers health, vision, dental and life insurance. Lewis County offers a defined benefit retirement plan. Included are 17 paid holidays, annual leave and sick leave. The Economic Development Director will be required to occasionally travel and work some evenings. Salary will range from \$50,000.00 to \$60,000.00 depending on experience.

### Essential functions:

- Recruit and retail business;
- Ability to write and implement grants;
- Market Lewis County ;
- Ability to work independently;
- Knowledge of Microsoft programs;
- Knowledge of office machinery;
- Website management;
- Ability to work independently.

### Qualifications:

- Preferred bachelor's degree in business, economic development, public administration, marketing or a related field;
- Experience in economic development, business development or with a targeted industry;
- Prior grant writing and implementation experience;
- Analytical, self-starter, team player;
- Customer service oriented;
- Work under pressure and deadlines;
- Make decisions based on logical analysis and sound judgement;
- Strong verbal and written communication skills, with an ability to express ideas clearly, concisely, and effectively;
- Comfortable with public speaking;
- Ability to organize analyze and present material;
- Experience developing and making presentations, providing client services and managing multiple tasks.

Resumes must be submitted to the Lewis County Commission, 110 Center Avenue, Weston, WV 26452 no later than Noon, Friday, April 29, 2022. Please indicate on the outside of the envelope "Economic Development Director". If you have additional questions, you can call 304-269-8200 or email [lewiscountycommission@lewiscountywv.org](mailto:lewiscountycommission@lewiscountywv.org). EOE