

# COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452  
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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, MAY 3, 2022**

## **SILENT MEDITATION AND PLEDGE OF ALLEGIANCE**

- 1. 10:00 AM**      **Call Meeting to Order** (*action required*)
- 2. 10:10 AM**      **John Breen, Lewis County Assessor**  
**RE:** Exonerations, Consolidations, Apportionments  
Draft copies will be available for review on Friday, April 29, 2022.  
(*action required*)

## **APPOINTMENTS**

- 3. 10:15 AM**      **Lewis County Community Educational Outreach Services**  
**RE: Proclamation for Lewis County CEOS Week**  
The Lewis County Commission will be asked to execute a proclamation declaring May 15-21, 2022 as Lewis County Community Educational Outreach Services Week. (*action required*)
- 4. 10:20 AM**      **Susie Godfrey, National Day of Prayer Coordinator**  
**RE: Proclamation for National Day of Prayer**  
The Lewis County Commission is asked to execute a proclamation declaring May 5, 2022 as National Day of Prayer in Lewis County. (*action required*)
- 5. 10:25 AM**      **Ray Smith, Executive Director Lewis County Chamber of Commerce**  
**RE: National Small Business Week Proclamation**  
The Lewis County Commission is asked to execute a proclamation declaring May 1-7, 2022 as National Small Business Week Proclamation. (*action required*)

## **CORRESPONDENCE**

- 6. Upshur County Commission Meeting Agenda:** The April 28, 2022 Upshur County Commission agenda is presented for review. (*information only*)

7. **Shenandoah Cable Franchise Fee Remittance:** Shenandoah Cable has remitted the January, February and March 2022 Cable Franchise Fees in the amount of \$9,139.83. The last quarter the county received \$9,635.44. *(information only)*
8. **Lewis County Community Educational Outreach Services Salad Luncheon Invitation:** The Lewis County Commission is invited to the Lewis County Community Educational Outreach Services (CEOS) Salad Luncheon on May 16, 2022 at 12:10 PM. An RSVP is required by May 11, 2022. *(action required)*

#### **BUSINESS**

9. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Blueprint Trail Engineering 5G Process; Ribbon Cuttings; Lewis County High School Events; Lewis County Chamber of Commerce After Hours; Test of the 850 Ballot Tabulation Machine. *(information only)*
10. **Schedule Interview Time for Lewis County Economic Development Director Position:** The Lewis County Commission recently advertised for the position of Lewis County Economic Development Director. The application period closed May 29, 2022. The County Commission will now be asked to select at time/date for interviews. *(action required)*
11. **Time Sheets and Leave Requests:** *(action required)*
  - a) Lucinda A. Whetsell                      April Monthly Time Sheet
  - b) Keith Talbert                              Annual Leave

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

12. **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 29, 2022. *(action required)*
13. **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 29, 2022. *(action required)*
14. **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, April 29, 2022. *(action required)*
15. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, April 29, 2022. *(action required)*

#### **ADJOURNMENT:**

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

- 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.

**The Lewis County Commission will hold a work session with the Weston Sanitary Board and Lewis County Economic Development Authority May 3, 2022 at 5:00 PM to do a preliminary review of the engineering submissions for water and sewer along Corridor H as part of the 5G process.**



# PROCLAMATION

## WHEREAS,

The West Virginia Community Educational Outreach Service (CEOS)  
and Lewis County CEOS  
are volunteers with a Mission to broaden SERVICE in our  
COMMUNITY, continue lifelong EDUCATION to strengthen  
individuals and families and provide an OUTREACH for leadership.

## WHEREAS,

In partnership with West Virginia University Extension Service,  
the CEOS pledges that its purpose of Education will assist us  
in meeting the needs of a changing and diverse society.

## WHEREAS,

For their significant service and contribution  
to the well being of family and community,

BE IT KNOWN, that the LEWIS COUNTY COMMISSION

Hereby proclaims May 15-21, 2022 as

**COMMUNITY EDUCATIONAL OUTREACH SERVICE (CEOS) WEEK**

IN WITNESS WHEREOF, given under our hand and seal.

\_\_\_\_\_  
Agnes Queen, Commission President

Date: May 3, 2022

\_\_\_\_\_  
Rod Wyman, Commissioner

Attest:

\_\_\_\_\_  
Bobby Stewart, Commissioner

\_\_\_\_\_  
Cindy Rowan  
Clerk of the Lewis County Commission



**NATIONAL  
DAY OF  
PRAYER**



**PROCLAMATION**

**WHEREAS**, prayer has been recognized by our leaders in times of war and peace as vital to the maintenance of a strong national character and necessary to procure the blessing of a just and benevolent God upon our Government and people; and

**WHEREAS**, Lewis County is a richly beautiful home for its proud people who hold freedom in high regard and who strongly desire to preserve their Country's heritage; and

**WHEREAS**, joining in common prayer is one of the most profoundly constructive things we can do for our County; and

**WHEREAS**, the National Day of Prayer is a tradition first proclaimed by the Continental Congress in 1775; and

**WHEREAS**, it is appropriate to honor God with a unified expression of gratitude and humbly request divine intervention in the preservation and continuation of strong religious principles upon which our Nation and our State and our County have been established;

**NOW THEREFORE**, be it resolved that the County Commission of Lewis County, West Virginia hereby Proclaims May 5, 2022 as **A DAY OF PRAYER** in Lewis County, West Virginia and invites all residents to pray with diligence and obedience and to seek the face of the Almighty God to direct our paths in the days and years ahead.

\_\_\_\_\_  
President

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

May 3, 2022

ATTEST: \_\_\_\_\_

County Clerk

*National Small Business Week 2022 Proclamation*

*WHEREAS, America's strongest economic growth in almost 40 years has been driven by the resilience of our small businesses who, despite a world-wide pandemic, continue to pioneer innovative solutions to our country's greatest challenges and create opportunities for families and workers; and*

*WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge to the small manufacturers driving our competitiveness on the global stage, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and*

*WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture; and*

*WHEREAS, because this country's 32.5 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and*

*WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and*

*WHEREAS, Lewis County supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our local communities remain as vibrant tomorrow as they are today.*

*NOW, THEREFORE, the Lewis County Commission does hereby proclaim May 1 through May 7, 2022 as National Small Business Week.*

*Attest: \_\_\_\_\_*

*Cynthia Rowan, Lewis County Clerk/Date*

\_\_\_\_\_

*Agnes Queen, President /Date*

\_\_\_\_\_

*Rod Wyman, Commissioner/Date*

\_\_\_\_\_

*Bobby Stewart, Commissioner/Date*

## 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: April 28, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• April 21, 2022\*

9:15 a.m. Tammy Reger, Director Buckhannon-Upshur Chamber of Commerce – Presentation of a Proclamation declaring the week of May 1st through 7th as National Small Business Week in Upshur County \* **Page 4**

### Items for Discussion / Action / Approval:

1. Correspondence from Carrie L. Wallace announcing her resignation from the Upshur County Development Association Board of Directors, effective April 30, 2022. \* **Page 5**
2. Adoption of a Resolution Authorizing the Execution of a Unanimous Written Consent In lieu of Annual Meeting of the Shareholders for the Upshur County Development Association. The consent designates all three members of the Board, including the Upshur County Administrator, until the next annual meeting. \* **Pages 6-9**
3. Review and signature of WV Communities Self Insurance Risk Pool Coverage Intent Form. The total annual contribution including workers' compensation is \$189,636. \* **Pages 10-38**
4. Reconsideration of correspondence from Shane Jenkins, President of the WV Strawberry Festival Board of Directors, requesting the donation of funds from ARP funds or from the general budget. This request was previously reviewed by the Commission at the regularly scheduled meeting held on February 10, 2022. \* **Pages 39-40**
5. Consider layoff of employee. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* **Under separate cover**
6. Correspondence from Gregory B. Woody, Director Upshur County Youth Camp requesting the employment of Roberta Huffman as full-time seasonal Cook/Supervisor with a start date of May 2, 2022.\*  
*Item may lead to Executive Session per WV Code §6-9A-4* **Under separate cover**
7. Correspondence from Donna Matthews requesting consideration to remain serving on the Upshur County Fire Board as community representative for the 1<sup>st</sup> Magisterial District. If approved Ms. Matthews term will expire June 30, 2025\* **Page 41**

8. 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. Public Notices:

a) Newsletters and/or Event Notifications:

- Governor’s Youth Opportunity Camp Pages 42-44
- ART26201 Young Filmmakers Camp Page 45
- ART26201 Young Storytellers Camp Page 46

b) Agendas and/or Notice of Meetings:

- Upshur County Public Library April 20, 2022 Page 47
- Region VII Planning and Development Council April 25, 2022 Page 48
- Upshur County Enhanced Emergency Telephone Advisory Board April 26, 2022 Page 49
- City Council of Buckhannon\*Special Session April 28, 2022 Page 50

Meeting Minutes:

- Upshur County Farmland Protection Board February 17, 2022 Pages 51-52
- Upshur County Public Library February 23, 2022 Page 53
- Upshur County Fire Board March 22, 2022 Page 54

c) Meetings:

- 04/05/22 5:00 p.m. Elkins Road PSD
- 04/07/22 7:00 p.m. Banks District VFD
- 04/07/22 7:00 p.m. City Council of Buckhannon
- 04/07/22 7:00 p.m. Selbyville VFD
- 04/07/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/07/22 3:00 p.m. Adrian PSD
- 04/11/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 04/12/22 4:00 p.m. Hodgesville PSD
- 04/12/22 7:30 p.m. Adrian VFD
- 04/12/22 7:00 a.m. Upshur County Development Authority – Full Board
- 04/12/22 12:00 p.m. Upshur County Senior Center Board
- 04/12/22 7:00 p.m. Warren District VFD
- 04/13/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 04/13/22 3:00 p.m. Tennerton PSD
- 04/13/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/13/22 7:00 p.m. Ellamore VFD
- 04/13/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 04/14/22 7:00 a.m. Upshur County Development Authority \*Executive Board



- 04/14/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 04/14/22 7:30 p.m. Buckhannon VFD
- 04/10/22 6:00 p.m. Washington District VFD
- 04/11/22 12:00 p.m. Upshur County Family Resource Network
- 04/11/22 4:30 p.m. Upshur County Solid Waste Authority
- 04/11/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 04/11/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/19/22 6:30 p.m. Upshur County Fire Board, Inc.
- 04/20/22 4:00 p.m. Upshur County Public Library Board
- 04/20/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 04/21/22 6:30 p.m. Upshur County Youth Camp Board
- 04/21/22 5:00 p.m. Upshur County Farmland Protection Board
- 04/26/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 04/26/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/27/22 7:00 p.m. Upshur County Fire Fighters Association

2. Appointments Needed or Upcoming:

*\*None*

*\*\*\*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  
May 5, 2022 -- 9:00 a.m.  
Upshur County Courthouse Annex

**Service Supplier:** Shenandoah Cable Television LLC  
**Tax ID Code:** 54-1159109  
**Tax Period:** January 01, 2022 - March 31, 2022  
**Location ID:** 490410000 200365

Lewis County Commission  
 110 Center Ave, FL2  
 Weston, WV 26452

Jurisdiction	Tax Type	Taxable Revenue	Rate	Gross Tax	Collection Allowance (0.0%)	Net Tax Due
LEWIS	Franchise Tax (Cable)	304,661.00	3.000%	9,139.83	0.00	9,139.83
<b>Total Remitted</b>		<b>304,661.00</b>		<b>9,139.83</b>	<b>0.00</b>	<b>9,139.83</b>

I hereby certify that I have read the above return and certify it to be correct to the best of my knowledge.

Date: 04/20/2022  
 Preparer: Samantha Pulte *Samantha Pulte* Prepared By: Ernst & Young, LLP FEIN: 34-6565596  
 Title: Manager Accounting – Tax

Ernst & Young LLP  
 18101 Von Karman Avenue  
 Suite 1700  
 Irvine, CA 92612  
 Fax: (949) 437-0593  
 Phone: (949) 794-2300

Please Refer All Inquiries to:

Shenandoah Cable Television LLC  
 PO BOX 459  
 Edinburg, VA 22824  
 Samantha.Pulte@emp.shentel.com

**Please Send Rate Change Requests To:**  
**Rosa.Salvador@EY.Com**

*Last quarter*  
*\$ 96,354.44*

A decorative border of black and white floral and leaf patterns surrounds the central text box. The patterns include various flower shapes, leaves, and stems, creating a classic, elegant look.

**Please Join Us**

**Lewis County CEOS  
Salad Luncheon**

**Monday, May 16, 2022  
12:10 p.m.**

**Broad Street United Methodist Church  
210 Broad Street Weston**

**RSVP by Wednesday, May 11  
304-269-4660**