

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
MEETING AGENDA
TUESDAY, MAY 24, 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, May 20, 2022.
(*action required*)

APPOINTMENTS

CORRESPONDENCE

- 3. Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for May 19, 2022 is presented for review. (*information only*)
- 4. West Virginia State Auditor Distribution of Public Utilities and IRP Tax:** Lewis County has received \$109,575.23 in Public Utilities and IRP Tax. The general county portion is \$35,595.77. Last month the county received \$292,019.64 with the general county portion being \$94,863.25.
(*information only*)

BUSINESS

- 5. Board(s) and Committee Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: County Commissioner's Association of West Virginia Property Tax meeting; Lewis County Chamber of Commerce; Broadband Funding Conference Call; Presentation of Brownfields Grant; 5G Process for Water and Sewer along Corridor H; Region VII Planning and Development Council; Lewis County Park Board . (*information only*)
- 6. Approval to Hire New Deputy Sheriff:** Sheriff David Gosa requests advice and consent per West Virginia Code §7-7-7 to hire a Deputy Sheriff. This is to fill a vacant position and has been approved by the Lewis County Civil Service Commission. The start date will be June 1, 2022. (*action required*)
- 7. Approval to Hire Lewis County Economic Development Director:** The Lewis County Commission will consider hiring an Lewis County Economic Development Director. The starting date will be July 1, 2022. (*action required*)
- 8. Consider Cancellation of June 7, 2022 Meeting:** The Lewis County Commission will consider cancellation of the June 7, 2022 meeting due to out-of-town training. (*action required*)

9. **Approval to Hire Park Employee:** Josh Hinchman, Lewis County Park Director, requests permission to hire Gary Rowan as a temporary seasonal maintenance employee. The Lewis County Commission will consider this request. *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

10. **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, May 20, 2022. *(action required)*
11. **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, May 20, 2022. *(action required)*
12. **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, May 20, 2022. *(action required)*
13. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, May 20, 2022. *(action required)*

ADJOURNMENT:

14. **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 §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.**

John L. Breen ASSESSOR OF LEWIS COUNTY

EXONERATION ORDER

Property Type: Personal

State of West Virginia, County of LEWIS

At a regular meeting of the County Commission of LEWIS County, West Virginia held at the courthouse of said county, Commissioners: Agnes Queen, Roderick Wyman, and Bobby Stewart, on the 4 day of May issued the following order, which was made and entered, to-wit:

Upon application of HICKS CREED III OR BARBARA KAY JAMES-TROTTER, whose address is 2812 CRAWFORD RD CRAWFORD, WV 263438111, and whose phone number is , who proved to the satisfaction of the Commission that they are aggrieved by an erroneous assessment for 2017 SUBARU FORESTER in District 01 COLLINS SETTLEMENT, assessed at 11,550.00 for the tax year 2020.

The commission therefore orders that the said applicant be and is hereby exonerated from the said erroneous assessment and from the payment of taxes so assessed for the tax year 2020. If said taxes have been paid, the Sheriff shall refund the same to them.

The Commission certifies the following facts upon which it grants said relief:

PLACED IN BARBARA TROTTERS NAME

*Dual Assess.
Father & Daughter*

District: 01 COLLINS SETTLEMENT

Account #:

Tax Ticket #: 100000011

Map/Parcel:

Tax Year: 2020

Class: Unchanged

Orig. Half Year Tax: 102.26

New Half Year Tax: \$0.00

Amount Exonerated

Face Tax: 102.26

Interest: 0.00

Penalty: 0.00

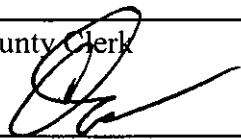
Total Exonerated: 102.26

Personal Property: 11,550.00 to 0.00

Homestead: 0.00 to 0.00

Total Value Change: 11,550.00 to 0.00

County Clerk

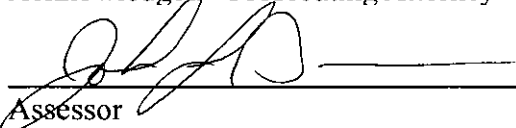


Processed by Tax Office

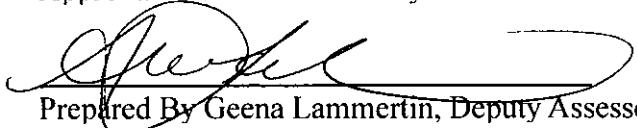
Acknowledged - Prosecuting Attorney

Approval-President of County Commission

Assessor



Prepared By Geena Lammertin, Deputy Assessor



Taxpayer

Order Entered to State Auditor

IN THE COUNTY COMMISSION OF LEWIS COUNTY, WV

The Lewis County Commissioners hereby order the following applications taken by the Lewis County Assessor, John L. Breen, approved by the Prosecuting Attorney be approved:

Erroneous Assessments:

Hicks Creed III or Barbara Kay James Trotter, P/P, 2021

Corrective Tickets:

Apportionments:

COMMISSION MEETING 05/24/2022

Approved this the day of , 2022.

President, Lewis County Commission

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: May 19, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 5, 2022*
- 9:15 a.m. Bid opening and potential award – One new half-ton truck for Lewis-Upshur Community Corrections *
- 9:30 a.m. Certification of 2022 Primary Election Results for Upshur County only *
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Review, approval and signature of an agreement by and between the State of West Virginia, the Department of Arts, Culture and History, and the Records Management and Preservation Board and the Upshur County Commission for a Records Management and Preservation Grant in the amount of \$9,795 to digitize grantee/grantor deed index books (1984-1988) located in the Upshur County Clerk's Office. The term of the project is July 1, 2022 – June 30, 2023. *
2. Review and signature of a proposal between the Upshur County Commission and Landmark geospatial to provide "as needed" GIS technical support services for the Upshur County Office of Addressing and Mapping for a twelve-month period from date of execution. This agreement shall automatically renew for consecutive annual terms unless terminated by either party via 30 day written notice. Upon approval, services will be billed at \$80.00 per hour. *
3. Review and approval of WYK Associates, Inc. scope of work and fee schedule for Architectural/Engineering services for the Upshur County Courthouse Annex HVAC Upgrade Project. Upon approval, the stipulated sum to be paid is \$57,450. *
4. Correspondence from Laura B. Meadows, Executive Director of the Upshur County Convention & Visitors Bureau (CVB), requesting the re-appointment of Tabatha Perry as the County Commission representative to the CVB Board of Directors. Upon approval, this second term will be effective July 1, 2022 through June 30, 2025. *

5. Consider resignation of employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover

6. Correspondence from Virgil D. Miller, Sheriff of Upshur County, requesting the approval for advertisement of (1) part-time Courthouse Security position. This position will work no more than 19.5 hours per week and will begin employment on June 6, 2022. Applications will be due no later than Tuesday, May 31, 2022.
*

7. Approval of employment of Upshur County Youth Camp Staff, effective May 23, 2022. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover

8. Correspondence from Barry Lynn Row, contract counselor, terminating his contract with the 26th Judicial Circuit Community Corrections Day Report Center, effective June 5, 2022. The Commission previously approved the hiring of a contract counselor during the regularly scheduled Commission Meeting held on October 25, 2018. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover

9. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, requesting the transfer of Andrew Pinkney from part-time to full-time Drug Court Counselor for Upshur and Lewis Counties, effective June 6, 2022. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover

10. Approval of advertisement for a full-time Case Aide position with the 26th Judicial Circuit Community Corrections Day Report Center. The position is 40 hours per week with a beginning rate of pay of \$16.50 per hour. Applications are due on or before close of business on June 3, 2022. *

11. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, requesting the approval of a pay increase for Cheyenne Troxell, Tom Posey, Samantha Ribeiro Matos, Linda Barnhouse, Kelly Bowyer, Cody Hannah, Brooklyn Queen, Chad Simmons and Taylor Rolenson as approved by the 26th Judicial Community Corrections Board during their meeting on May 9, 2022. Upon approval, the increase will take effect July 1, 2022 and be paid out of the Community Corrections Funds. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover

12. 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. Standard Form of Agreement Between the Upshur-Buckhannon Board of Health and City Construction Company, Inc. and Change Order #1 for the renovations to the Upshur-Buckhannon-Health Department. The original contract sum was \$298,601 and the new contract sum including the change order will be \$307,530.

2. Review correspondence related to the Upshur County Safe Structures and Sites Enforcement Board Case number 070821-02 (Banks District – Tax Map 4-Parcel Number 2) previously owned by the Estate of David Miller.
3. Notice from Columbia Gas Transmissions a wholly owned indirect subsidiary of TC Energy Pipeline USA Ltd. Plans to patrol it's WB Loop pipeline using an Unmanned Aerial Vehicle (UAV), also known as a "drone", on or near Commission owned property, with the presence of workers and vehicles.
4. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #9.
5. Upshur County Sheriff's Financial Statement for period ending April 2022
6. Appointments Needed or Upcoming: None listed

****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. Correspondence from the Upshur County Firefighters Association requesting a Commission appointment to the newly created committee to address multiple critical issues the local fire departments are facing and assist in determining viable solutions. The committee will consist of two (2) private citizens; two (2) business representatives; and, two (2) elected officials, one (1) being from the Upshur County Commission and one (1) being from the Buckhannon City Council. (tabled on 4/21/22)

Next Regular Meeting of the Upshur County Commission

May 26, 2022 --- 9:00 a.m.

Upshur County Courthouse Annex

*****The Commission Meeting scheduled for Thursday, June 9, 2022 is CANCELLED*****



State of West Virginia

John B. McCuskey

State Auditor and
Commissioner of Delinquent
and Nonentered Lands

Office of the State Auditor
County Collections Division
State Capitol, Building 1, Suite W-118
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Toll Free: (888) 509-6568
Telephone: (304) 558-2262
Fax: (304) 558-4156
www.wvsao.gov

4/25/2022

Honorable David B. Gosa
Sheriff & Treasurer
Lewis County
110 Center Ave
Weston, WV 26452

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$109,575.23 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 3/9/2022 to 4/11/2022.

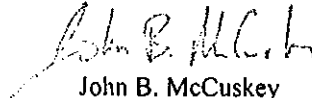
Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2021 County Current Expense	16,235.03	19,360.74	35,595.77
2021 School Current	22,025.14	26,265.62	48,290.76
2021 School Excess Levy	11,716.46	13,972.24	25,688.70
Totals	49,976.63	59,598.60	109,575.23

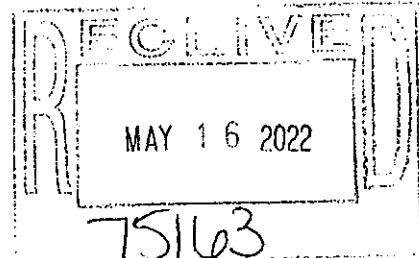
Any bond money collected is being forwarded to the Municipal Bond Commission for credit.

If this office can be of future assistance, please contact Russell Rollyson at (304) 558-2262.

Sincerely,


John B. McCuskey
State Auditor

JBM/pu



Request to hire

jhinchman lewiscountywv.org <jhinchman@lewiscountywv.org>

Wed 5/18/2022 5:36 PM

To: Cindy Whetsell <cindywhetsell@yahoo.com>;lewiscountycommission lewiscountywv.org
<lewiscountycommission@lewiscountywv.org>

Request to hire Gary Rowan as maintenance worker. Working up to 40 hours a week at \$9.0 and hour.
Starting May 23, 2022.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599