

# 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  
AMENDED MEETING AGENDA  
TUESDAY, AUGUST 16, 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, August 12, 2022.  
*(action required)*

## **APPOINTMENTS**

None

## **CORRESPONDENCE**

- 3. Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for August 11, 2022 is presented for review. *(information only)*
- 4. Jane Lew Public Service District Regular Meeting Agenda:** The August 11, 2022 Jane Lew Public Service District regular meeting agenda is presented for review. *(information only)*
- 5. Sheriff's Monthly Financial Statement:** The July 2022 Sheriff's Monthly Financial Statement is presented for review. *(information only)*

## **BUSINESS**

- 6. 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 Conference Calls; Pre-Bid Meeting for the Lewis Gilmer E911 Center; West Virginia Courthouse Facilities Authority; Region VII Planning and Development Council; Lewis County Firefighters Association. *(information only)*
- 7. Lewis Gilmer E911 Request to Hire Telecommunicators:** The Lewis Gilmer E911 Center requests to advertise and hire 3 vacant telecommunicator positions. *(action required)*
- 8. Consideration of Engineering Services for Water and Sewer Feasibility Studies for Corridor H:** The Lewis County Commission conducted a 5G process to have a feasibility study done for water and sewer for the area along Corridor H. The County Commission will consider hiring CEC for the water feasibility study and Potesta for the sewer feasibility study. *(action required)*

**9. Software Systems Annual Maintenance Contract:** Software Systems presents the FY 2023 maintenance contracts for renewal. The following prices as compared to Fiscal Year 2022 will be reviewed with consideration of acceptance: *(action required)*

• <i>Budget and Payroll</i>	2022-\$100.00	2023-\$158.00
• <i>System/Hardware</i>	2022-\$34.00	2023-\$22.00
• <i>DMV Processing</i>	2022-\$53.00	2023-\$59.50
• <i>Sheriff's Accounting</i>	2022-\$423.00	2023-\$366.50
• <i>Tax Collection</i>	2022-\$345.00	2023-\$372.50
• <i>Tax Internet Inquiry</i>	2022-\$102.00	2023-\$117.00
• <i>Tax Online Payments</i>	2022-\$ 78.00	2023-\$88.25
• <i>Circuit Court Processing</i>	2022-\$419.00	2023-\$508.50
• <i>Assessor Supplementals</i>	2022-\$58.00	2023-\$70.70

**10. Time Sheets and Leave Requests:** The Lewis County Commission will be asked to approve the following time sheets and leave requests: *(action required)*

a) James Gum                                      Leave Request

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

**11. 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, August 12, 2022. *(action required)*

**12. 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, August 12, 2022. *(action required)*

**13. 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, August 12, 2022. *(action required)*

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

#### **ADJOURNMENT:**

**15. 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.**