

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, SEPTEMBER 27, 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, September 23, 2022.
(action required)

APPOINTMENTS

- 3. 10:10 AM** **Proclamation for Breast Cancer Awareness Day and Month**
RE: The Lewis County Commission will be asked to execute a Proclamation declaring October 11, 2022 as Breast Cancer Awareness Day and October as Breast Cancer Awareness Month in Lewis County.
(action required)
- 4. 10:15 AM** **Proclamation for 4-H Day and Month**
RE: The Lewis County Commission will be asked to execute a Proclamation declaring October 5, 2022 as 4-H Day and October 2022 as 4-H Month in Lewis County. *(action required)*

CORRESPONDENCE

- 5. Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for September 22, 2022 is presented for review. *(information only)*
- 6. Lewis County Fire Service Board Audit Report:** The Lewis County Fire Board Fiscal Year 2022 Audit is presented for review. There are no audit findings. *(information only)*

BUSINESS

7. **Board(s) and Committee Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Lewis County Chamber of Commerce; Lewis Upshur Counties Appalachian Gateway Team; Blueprint Trail Public Meeting; National Association of Counties Conference Call; County Commissioner's Association of West Virginia Executive Board Meeting; Lewis County Park Board Meeting (*information only*)
8. **2021 Delinquent Tax List for Approval:** The 2021 Delinquent Tax list is presented for approval by the Lewis County Commission. If approved, it will be published in the *Weston Democrat*. (*action required*)
9. **Time Sheets and Leave Requests:** The Lewis County Commission will be asked to approve the following time sheets and leave requests: (*action required*)
 - a) Sherry Rogers Sick Leave

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, September 23, 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, September 23, 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, September 23, 2022. (*action required*)
13. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, September 23, 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.

PROCLAMATION

West Virginia Breast Cancer Awareness Day and Breast Cancer Awareness Month

In 2022, hundreds of West Virginia women will be diagnosed with breast cancer and approximately 300 women will die from the disease. Breast cancer continues to be a leading cause of cancer related deaths among WV women. A woman has about a 1 in 8 (12%) chance of developing breast cancer in her lifetime and about a 1 in 36 (3%) chance of dying from the disease.

Currently, the best method to reduce deaths due to breast cancer is through early detection of the disease. Women age 50 and older should have a mammogram every year. Women ages 40-49 should talk with their health care provider about their screening schedule. Clinical breast exams by a physician or nurse are recommended every three years for women in their 20s and 30s and every year for women 40 and over. Breast self-exam (BSE) is an option for women starting in their 20s. Women should be told about the benefits and limitations of BSE.

Clinical breast exams, breast self-exams, and mammograms can save lives. Women should talk to their health care provider about their individual screening schedule.

In recognition of the important lifesaving early detection practices available for breast cancer, I Agnes Queen, President of the Lewis County Commission, do hereby proclaim October 11, 2022, as West Virginia Breast Cancer Awareness Day and October 2022 as Breast Cancer Awareness Month. I urge all Lewis County women to become aware that they are at risk for developing breast cancer and to discuss screening with their health care providers.

Agnes Queen, President

Robert Stewart , Commissioner

Rod Wyman, Agnes Queen, Commissioner

Attest: Cynthia S. Rowan, Lewis County Clerk

Proclamation

WHEREAS, 4-H had its beginnings in rural America, and it now serves youth in urban and suburban as well as rural communities; and;

WHEREAS, Lewis County 4-H is open to youth between the ages of 9 and 21; and

WHEREAS, 4-H is a nationwide program led by state land-grant universities in cooperation with local county extension services and in recognition that 4-H is the nation's largest youth development organization; and

WHEREAS, each H on the clover represents ways youth can grow and develop in 4-H. To wit: the first H stands for Head, for critical thinking and problem solving. The second H stands for Heart, for self-discipline, integrity and communication. The third H for Hands and serving others, and the fourth H is for Health and for choosing healthy lifestyles; and

WHEREAS, as part of the 4-H experience, members are encouraged to learn about and contribute to their communities, and utilize a variety of community resources to enhance their learning experience; and

WHEREAS, the 4-H program relies heavily on volunteers, who are involved in nearly every aspect of the program on the local, county and state levels.

NOW, THEREFORE, we, the Lewis County Commission, do hereby proclaim October 5, 2022 as Lewis County 4-H Day and urge the citizens of this county to learn more about 4-H and to become more involved in 4-H as members, club leaders, or volunteers.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Lewis, to be affixed this 27th day of September 2022.

Bobby Stewart, Commissioner

Agnes Queen, Commissioner

Rod Wyman, Commissioner

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: September 22, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 15, 2022

9:15 a.m. Bid opening and potential award for Community Corrections Roof Replacement Project*

9:30 a.m. Discuss potential property acquisition *
Item may lead to Executive Session per WV Code §6-9A-4

2:00 p.m. Hearing to consider objection to the first annual settlement with a request to have personal representative removed in the Estate of Naomi Given, deceased. *

Items for Discussion / Action / Approval:

1. Establish date and time for Trick or Treat *
2. Approval and signature of the Management Representation Letter for a Single Audit for period ending June 30, 2021.*
3. Approval and signature of the Victims of Crime Act (VOCA) Supplemental Grant #23-SVA-072 Contract Agreement, Resolution, Subgrantee Schedule of Payments and Request for Funds Form for the grant award in the amount of \$13,147.00. *
4. Approval and signature of correspondence to Jade Jones Chickerell regarding improper utilization of Commission owned FEMA property located on Camp Road. *
5. Consider resignation of employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
6. Consider resignation of employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
7. Approval of advertisement for a full-time Tax Deputy position in the Upshur County Sheriff's Tax Office. Applications are due by 4 p.m. on Monday October 3, 2022.*
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.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Weyerhaeuser Giving Fund Grant Application in the amount of \$2,004,050 on behalf of Upshur County Youth Camp. If awarded, the funds will be utilized to complete renovations, repairs and upgrades at the facility. *
2. Upshur County Sheriff's Financial Statement for period ending August, 2022.
3. Upshur County Building & Floodplain Permits for the month of August, 2022.
4. Lewis-Upshur Animal Control Facility Reports for the month of August, 2022.
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
5. Upshur County Mileage Reports – August, 2022
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Sheriff
 - Upshur 911
6. No 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. 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)

Next Regular Meeting of the Upshur County Commission
September 29, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex