

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
SESSION: BOARD OF EQUALIZATION AND REVIEW
FRIDAY, FEBRUARY 10, 2017, LEWIS COUNTY COURTHOUSE**

Commission sat pursuant to adjournment of Monday, February 6, 2017.

PRESENT: Honorable Agnes G. Queen, Acting President and Roderick B. Wyman, Commissioners, with Commissioner Patrick D. Boyle not present.

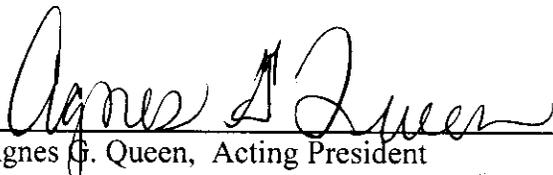
The foregoing proceedings of this Commission were approved and signed by the Acting President.

IN RE: BOARD OF EQUALIZATION AND REVIEW

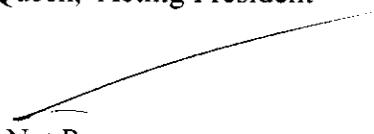
February 10, 2017:

In accordance with WV Code §11-3-24, the Lewis County Commission, sitting as a board of review and equalization, will reconvene this being Friday , February 10, 2017 at 9:00 A.M. at the Lewis County Courthouse, Weston, WV.

No appointments scheduled for today.



Agnes G. Queen, Acting President



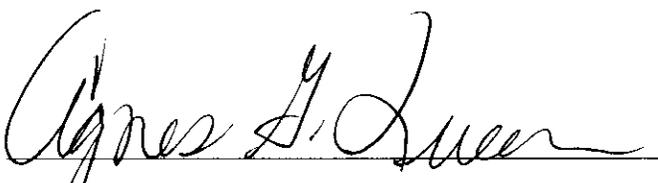
Not Present
Patrick D. Boyle, Commissioner



Roderick B. Wyman, Commissioner

This Commission sitting as a Board of Equalization will stand in recess until Thursday, February 16, 2017, at 9:00 A.M. on motion of Roderick B. Wyman, second by Agnes G. Queen, vote unanimous.

ORDERED, That this Commission will reconvene in Special Session today, Friday, February 10, 2017, at 9:15 A.M.



Acting President

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
SPECIAL**

SESSION: FRIDAY, FEBRUARY 10, 2017, 9:15 A.M., LEWIS COUNTY COURTHOUSE

Commission sat pursuant to adjournment of Monday, February 6, 2017.

PRESENT: Honorable Agnes G. Queen, Acting President and Roderick B. Wyman, Commissioners, with Commissioner Patrick D. Boyle not present.

The foregoing proceedings of this Commission were approved and signed by the Acting President.

Lewis County Assessor, John Breen, requested by letter permission to hire Brandon Trent Harrison as a Data Collector / Tax Deputy per West Virginia Code §7-7-7. This hire has been approved by the Property Valuation Commission.

Upon reviewing the request, Commission approved the hiring of Brandon Trent Harrison by motion of Roderick B. Wyman, second by Agnes G. Queen, vote unanimous.

Order is as follows:

IN RE: APPROVAL TO HIRE BRANDON TRENT HARRISON AS DEPUTY ASSESSOR

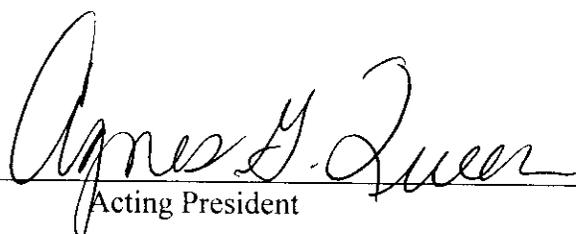
After advertising the position and interviewing and as per West Virginia Code §7-7-7, Lewis County Assessor John Breen requests consent of the commission to hire Brandon Trent Harrison as a Data Collector/Deputy Assessor effective February 21, 2017. Mr. Harrison will be paid an annual salary of \$28,500.00 for a 90-day period with an increase of \$1,500.00 at the end of the probationary time, totaling \$30,000.00. The salary will be paid from the County Assessor's Valuation Fund. Mr. Breen also requests the probation period for benefits be waived. On motion of Roderick B. Wyman, second by Agnes G. Queen, vote unanimous to approve the requests to waive said probationary period on benefits.

IN RE: MOTION TO ADJOURN SPECIAL MEETING

On motion of Agnes G. Queen, second by Roderick B. Wyman, vote unanimous to adjourn the special meeting at 9:25 AM.

Given under my hand this 10th day of February, 2017.

ORDERED, That this Commission doth now adjourn this special meeting.



Acting President

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
WORK
SESSION: FRIDAY, FEBRUARY 10, 2017, LEWIS COUNTY COURTHOUSE**

**LEWIS COUNTY COMMISSION
WORK SESSION
FEBRUARY 10, 2017
9:30 A.M.**

PRESENT: Agnes G. Queen, Commissioner and Roderick B. Wyman, Commissioner, with Patrick D. Boyle not present.

OTHERS PRESENT: Cynthia S. Rowan, County Clerk; Cindy Whetsell, County Administrator, Bill Rowan, E-911 /OEM Director; James Gum, Operations Manager; Steve Moneypenny, Address/Flood Plain Manger; John Breen, Lewis County Assessor

The Lewis County Commission convened a work session at 9:30 A.M. for the purpose of reviewing and updating the Lewis County Personnel Policy Manual.

- Any discrimination should be reported to the Elected Official/Department head **and** the County Commission.
- Signature acknowledgements of the Personnel Policy Manual will be kept in the employees personnel file **and with the County Commission.**
- Add genetic information under protected classifications.
- Drug and Alcohol Testing will be paid by the county for the first draw. A second test will be **paid for by the employee. If an employee refuses to take a drug/alcohol test, the employee will be immediately dismissed.** A positive test will result in immediate suspension without pay. **If it is proven the test was a "false positive" the employee will be reinstated with back pay and the test results will be deleted from the employee's personnel file.**
- **All employees shall be required to sign a confidentiality statement regarding both external and internal dissemination of information.**
- **No county awards shall cost more than \$25.00.**
- **All employees who are driving a county vehicle will have a Motor Vehicles Record Check complete at hire and in January of every year.**
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The Commission recessed the work session at 12:00 Noon to attend an event. A second work session to review the personnel policy manual will be scheduled at the February 21, 2017 meeting.

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
RECESS
SESSION:**

State of West Virginia,
County of Lewis, To-Wit;

In the office of the Clerk of the Commission of the said County of Lewis, in the recess of said Commission on Friday, February 10, 2017.

WHEREAS, on the 21st day of October, 2016, Tonya S. Moran qualified as Administratrix of the personal estate of Byron Wayne Miller, deceased, with Westfield Insurance Company as her surety; and

WHEREAS, on the 20th day of January, 2017, she amended her qualification as Administratrix CTA, of said decedent, with the same bond; and

WHEREAS, it appears that the said Tonya S. Moran has since resigned as such Administratrix CTA without completing the estate of the said Byron Wayne Miller, deceased; and

WHEREAS, upon the request of the Clerk of the Lewis County Commission, this day personally appeared Terry D. Reed, attorney, to be appointed as Administrator CTA dbn of the personal estate of Byron Wayne Miller, deceased. The Clerk is of the opinion to and doth hereby appoint the said Terry D. Reed, attorney, as such Administrator CTA dbn.

THEREUPON, Terry D. Reed as principal together with Western Surety Company as his surety, entered into and acknowledged a bond in the penalty of Four Hundred Eighty-Five Thousand (\$485,000.00) Dollars, payable to the State of West Virginia, conditioned according to law, which bond is hereby approved and deemed sufficient. And, thereupon, the said Terry D. Reed qualified as Administrator CTA dbn of the personal estate of Byron Wayne Miller, deceased, by taking the oath prescribed by law.

It is stated by said Administrator CTA dbn that Byron Wayne Miller departed this life on the 28th day of September, 2016, aged seventy-three years.

Attest:

Cynthia A. Rowan Clerk

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
RECESS
SESSION:**

State of West Virginia;

County of Lewis, To-Wit;

In the office of the Clerk of the County Commission of the said County of Lewis, in the recess of said Commission on Friday, February 10, 2017.

This day came Susan T. Brannon aka Susan T. Brannan, wife of Harley Brannon, Jr. aka Harley Brannan, Jr., deceased, and presented and offered for probate a paper writing bearing date the 22nd day of October, 1998, purporting to be the Last Will and Testament of her said decedent.

And, it appearing to the Clerk that the said decedent, at the time of his death, had a known place of residence in the County of Lewis, State of West Virginia, and it further appearing that the said paper writing had attached thereto, an affidavit signed by Sharon R. Pickens and Marie Heckert. The said affidavit set forth the fact that the said Harley Brannon, Jr. aka Harley Brannan, Jr., the Testator, signed and declared the said paper writing as and for his Last Will and Testament in their presence and at the time thereof, the said Testatrix was of sound mind and disposing memory and over the age of eighteen. And, at the request of the said Testator, they, the said Sharon R. Pickens and Marie Heckert signed their names to said paper writing in the presence of the said Testator and in the presence of each other as the attesting witnesses thereto.

The said Will being thus proved, is admitted to probate and ordered to be filed and recorded as directed by law.

Attest:

Cynthia A. Rowan Clerk

State of West Virginia;

County of Lewis, To-Wit;

In the office of the Clerk of the County Commission of the said County of Lewis, in the recess of said Commission on Friday, February 10, 2017.

WHEREAS, Harley Brannon, Jr. aka Harley Brannan, Jr., whose Last Will and Testament was this day fully proved, probated and admitted to record, therein named Susan T. Brannon aka Susan T. Brannan as Executrix thereof and requested that no bond be required of her as such Executrix.

NOW THEREUPON, personally appeared the said Susan T. Brannon aka Susan T. Brannan and qualified as Executrix of the Will of Harley Brannon, Jr. aka Harley Brannan, Jr., deceased, by taking the oath prescribed by law.

It is stated by said Executrix that Harley Brannon, Jr. aka Harley Brannan, Jr. departed this life on the 4th day of January, 2017, aged eighty-seven years.

Attest:

Cynthia A. Rowan Clerk

**ORDERS - - - BOARD OF COMMISSIONERS, LEWIS COUNTY
SESSION: BOARD OF EQUALIZATION AND REVIEW
THURSDAY, FEBRUARY 16, 2017, LEWIS COUNTY COURTHOUSE**

Commission sat pursuant to recess of Friday, February 10, 2017.

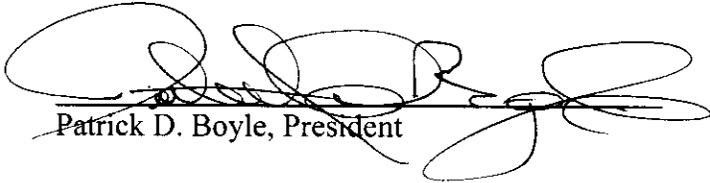
PRESENT: President Patrick D. Boyle, Agnes G. Queen and Roderick B. Wyman, Commissioners.
The foregoing proceedings of this Commission were approved and signed by the President.

IN RE: BOARD OF EQUALIZATION AND REVIEW

February 16, 2017:

In accordance with WV Code §11-3-24, the Lewis County Commission, sitting as a board of review and equalization, will reconvene this being Thursday , February 16, 2017 at 9:00 A.M. at the Lewis County Courthouse, Weston, WV.

No appointments scheduled for today.


Patrick D. Boyle, President


Agnes G. Queen, Commissioner


Roderick B. Wyman, Commissioner

This Commission sitting as a Board of Equalization will stand in recess until Wednesday, February 22, 2017, at 10:00 A.M. on motion of Roderick B. Wyman, second by Agnes G. Queen, vote passing.

ORDERED, That this Commission will reconvene in Regular Session Monday, February 21, 2017, at 10:00 A.M.


President