

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
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COMMISSIONERS:
ROD WYMAN
President
AGNES G. QUEEN
Commissioner
BOBBY STEWART
Commissioner

LEWIS COUNTY COMMISSION

110 Center Avenue, 2nd Floor

Weston, WV 26452

Meeting Agenda

Tuesday, January 12, 2021

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, January 8, 2021
(*action required*)

APPOINTMENTS

3. NONE

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The Upshur County Commission Meeting Agenda for January 7, 2021 is presented for review. (*information only*)
5. **Sheriff's Monthly Vehicle Report:** The Sheriff's Monthly Vehicle Report for December 2020 including fleet mileage is presented for review. (*information only*)
6. **Sheriff's Monthly Financial Statement:** Lewis County Sheriff Dayton Whitt submits the December 2020 Lewis County Sheriff's Financial Statement (reconciliation of accounts) for review. (*information only*)
7. **West Virginia Regional Jail and Correctional Facility Monthly Invoice:** The December 2020 monthly invoice for Lewis County inmates housed in the Regional Jail is presented for review: 1,185 inmate days X \$48.25 per diem totaling \$57,176.25. (*information only*)

BUSINESS

8. **Board(s) and Committee(s) Reports:** The Lewis County Commission will give report(s) on any board(s) or committee(s) meetings attended, including but not limited to: COVID Conference Calls; Lewis County Convention and Visitors Bureau; NACo Conference Call; CCAWV Annual Meeting Planning; Ribbon Cutting Pinnacle Retail Liquidators; Lewis Gilmer E911. (*information only*)

9. **Resignation from the Lewis County Civil Service Commission:** Joe Moran has tendered his resignation as the County Commission representative to the Lewis County Civil Service Commission. The County Commission is asked to consider acceptance of this resignation.
(*action required*)
10. **Timesheets/Annual or Sick Leave Requests:** (*action required*)
- | | |
|------------------------|--------------------------------------|
| a) Phyllis Corathers | Sick Leave |
| b) Eric Rogucki | 8 Hrs. Annual Leave to Sick Leave |
| c) Annie Brown | 38 Hrs. Annual Leave to Sick Leave |
| d) Steven Moneypenny | 2 Hrs. Annual Leave to Sick Leave |
| e) Martha Tatman | 3 Hrs. Annual Leave to Sick Leave |
| f) Roberta Stalnaker | 6 Hrs. Annual Leave to Sick Leave |
| g) Alex Ryan | 24 Hrs. Annual Leave to Sick Leave |
| h) James Gum | 3 Hrs. Annual Leave to Sick Leave |
| i) Terri Walker | 10 Hrs. Annual Leave to Sick Leave |
| j) Bo Hendershot | 52 Hrs. Annual Leave to Sick Leave |
| k) Crystal Haught | 27 Hrs. Annual Leave to Sick Leave |
| l) Martha Blake | 49.5 Hrs. Annual Leave to Sick Leave |
| m) Randy Bush | 80 Hrs. Annual Leave to Sick Leave |
| n) Charles Kirkpatrick | 160 Hrs. Annual Leave to Sick Leave |
| o) Michael Cayton | 122 Hrs. Annual Leave to Sick Leave |
| p) David Reed | 8 Hrs. Annual Leave to Sick Leave |
| q) Rick Stout | 28 Hrs. Annual Leave to Sick Leave |
| r) Garry DeMoss | 168 Hrs. Annual Leave to Sick Leave |
| s) Lucinda Whetsell | 116 Hrs. Annual Leave to Sick Leave |
| t) Amanda Farnsworth | 8 Hrs. Annual Leave to Sick Leave |
| u) Roberta Davidson | 3 Hrs. Annual Leave to Sick Leave |
| v) Debra Stark | 7.75 Hrs. Annual Leave to Sick Leave |
| w) Joan Riffle | 56 Hrs. Annual Leave to Sick Leave |
| x) Amy Greathouse | 63 Hrs. Annual Leave to Sick Leave |

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, January 8, 2021 (*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, January 8, 2021. (*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, January 8, 2021 (*action required*)
14. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Friday, January 8, 2021 (*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.
- 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.

2:00 PM EXECUTIVE WORK SESSION PER WV CODE §6-9A-4 TO INTERVIEW FOR BLUEPRINT COORDINATOR POSITION

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: January 7, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - December 10, 2020
 - December 17, 2020
- 9:15 a.m. Discuss Gardner Case Number 010920-01 (Warren Tax District – Tax Map 8D – Parcel Number 12,13,14) The Order Setting Forth Findings of Fact and Conclusions of Law entered on December 3, 2020, provided the property owners with thirty (30) calendar days to take corrective action with respect to the property at issue. *
- 9:30 a.m. Sheriff Virgil D. Miller -- Request to hire John Michael Coffman as Chief Deputy of Law Enforcement, effective January 7, 2021. Upon approval, Mr. Coffman's pay wage rate will be \$25.26 per hour *
Item may lead to Executive Session per WV Code §6-9A-4
- 9:45 a.m. Correspondence from Adam M. Gissy requesting to be redesignated to part-time Deputy Sheriff capacity, effective January 4, 2021. **(Tabled on December 10, 2020)**
Item may lead to Executive Session per WV Code
- 10:00 a.m. West Virginia Communities Group Self-Insurance Risk Pool (WVCoRP) – Provide an update regarding the Risk Pool via teleconference
- 11:15 a.m. Review Lewis-Upshur Animal Control Facility Sunday Hours *
- 11:30 a.m. Julia Kastner on behalf of the Upshur County Trails Volunteer Group – Provide an update pertaining to the trails located at the Upshur County Recreational Park and requesting permission to utilize the amphitheater area.

Items for Discussion / Action / Approval:

1. Election of Commission President for the 2021 Calendar Year *
2. Oath of Office for the Commission President *
3. Establish date and time for regular Commission Meetings *
4. Approval of Local Rules for Commission Meetings *

5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3 *
6. Discuss agenda format and material *
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex *
8. Approval of 2021 Holiday Schedule and Administrative Closures *
9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature *
10. Consider Commissioner Board Appointments *:
 - Court Security Advisory Board
 - Lewis-Upshur Community Corrections Board
 - Upshur County Farmland Protection Board
 - Lewis-Upshur Local Emergency Planning Committee
 - Region VI Work Force Investment Board
 - Region VII Planning & Development Council
 - Upshur County 4H Foundation
 - Upshur County Development Authority
 - Upshur County Enhanced Emergency Telephone Board
 - Upshur County Extension Service Committee
 - Upshur County Fire Board Incorporated
 - Upshur County Senior Center Board
 - Upshur County Family Resource Network
 - Upshur County Youth Council, Incorporated (SYC)
 - Corridor H Authority
 - Mountain CAP of West Virginia, Incorporated
 - Buckhannon-Upshur Airport Authority
 - Emergency Food and Shelter Program
11. Approval of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services. *
12. Review and signature of correspondence to Ryan Halsey, Project Manager, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$164,776.02. This is for Request for Funds #17. *
13. Approval of Recommendation for Denial of Claim for the Estate of Charlotte Lucille Vest as requested by Fiduciary Commissioner, Daya Masada Wright. *
14. Approval of Recommendation for Extension of Time to File Appraisement for the Estate of Doris Jean Davis Carr as requested by Fiduciary Commissioner, Daya Masada Wright. *
15. Review and approval of the revised Coronavirus Disease (COVID-19) Sick Leave Policy. *
16. Consider Resignation of Employee *
Item may lead to Executive Session per WV Code

Under separate cover

17. Approval and adoption of the 2021 Standard Mileage Rates for Business, Medical and Moving Announced – December 22, 2020. *
18. 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. Upshur County Sheriff's Financial Statement for period ending November, 2020
2. Upshur County E911 Communication Reports – November & December, 2020 Under separate cover
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
3. Upshur County Mileage Reports – November, 2020
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
4. Appointments Needed or Upcoming:
 - Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
 - James W. Curry Library and Park Advisory Board (Shanna Collins – 12/31/2020)

****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
January 14, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

A Special Policy Board Meeting will be held on Friday, January 8th at 3:00 p.m. at the Upshur County Courthouse Annex

DECEMBER 2020 MILEAGE REQUEST

UNIT LIC.

150 Whitt 6LB698 / 14 CHARGER 34,548

151 Cayton 1234 / 20 EXPLORER 7,243

152 Lopez / 18 POLICE INTERCEPTOR 29,834

153 Hendershot 3929 / 18 POLICE INTERCEPTOR 22,550

154 Newbrough / Vin - A18030 / 1232 - 20 SUV 691

154 Newbrough 3170 / 18 POLICE INTERCEPTOR 0

155 Brightbill 3184 / 20 EXPLORER 5,252

156 C. Matheny 1643 / 11 TAHOE 107,258

157 Shipman 2829 / 11 TAHOE 0

158 J. Matheny 2868 / 09 TAHOE 106,005

159 M. Ayoob

160

161 _

170 Kirkpatrick 3370 / 14 EXPLORER 96,820

171

172 Posey 2726 / 11 DODGE NITRO 49,246

173 Jones 2007 / CHEVY SUB. 85,189

173 Jones 1910 / 13 POLICE INTERCEPTOR 115,659

174 Bush 1233 / 10 DODGE NITRO 71,950

1500 Deputy Reserves 2511 / 07 CROWN VIC 121,084

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You

Lewis County Financial Statement
Month Ending- December 2020

Lewis County
01/07/2021 @ 09:22:38 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	5,387,919.69	\$332,647.54	\$67,716.63	\$838,633.38	4,949,650.48
Coal Severance	9,602.77	\$2.45	\$0.00	\$0.00	9,605.22
General School	42,673.28	\$3,041.25	\$0.00	\$45,714.53	0.00
Magistrate Court	2,088.30	\$776.32	\$0.00	\$1,848.98	1,015.64
Worthless Check	28,950.47	\$107.40	\$0.00	\$0.00	29,057.87
Dog and Kennel	29,115.10	\$392.15	\$0.00	\$566.62	28,940.63
Home Detention	2,097.98	\$2,950.98	\$0.00	\$890.25	4,158.71
Emergency 911 Fund	3,980,536.72	\$324,892.55	\$0.00	\$59,364.98	4,246,064.29
Lewis County Aquatic Fund	728,233.46	\$185.55	\$3.88	\$0.00	728,422.89
Citizens Education	23,958.53	\$506.17	\$0.00	\$2,502.22	21,962.48
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$983.03	\$0.00	\$983.03	0.00
Sheriff Special Account-State	8,306.34	\$2.12	\$0.00	\$0.00	8,308.46
County Building	579,621.41	\$91.78	\$0.00	\$0.00	579,713.19
Board of Health	624,553.62	\$6,049.28	\$0.00	\$40,421.07	590,181.83
Tax Lien	421,897.98	\$0.00	\$0.00	\$0.00	421,897.98
Delinquent Nonentered	24,958.27	\$0.00	\$0.00	\$0.00	24,958.27
Concealed Weapons	53,825.69	\$697.04	\$0.00	\$38.30	54,484.43
Assessor Valuation	318,307.53	\$4,572.41	\$0.00	\$17,122.99	305,756.95
Voters Resistration	4,590.17	\$5.79	\$0.00	\$0.00	4,595.96
State Current	0.00	\$0.30	\$1,096.67	\$1,096.97	0.00
Criminal Charges	0.00	\$90.00	\$0.00	\$90.00	0.00
Court Reporter	0.00	\$50.00	\$0.00	\$50.00	0.00
State Police	0.00	\$595.00	\$0.00	\$595.00	0.00
Vehicle License - DMV	0.00	\$26,538.50	\$0.00	\$26,538.50	0.00
State Fines	0.00	\$0.00	\$0.00	\$0.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	556.50	\$423.50	\$0.00	\$551.50	428.50
General Current Expenses	0.00	\$787.36	\$89,505.63	\$90,292.99	0.00
Excess Levy	0.00	\$3,857.00	\$45,281.65	\$49,138.65	0.00
Weston Current	0.00	\$3.33	\$12,298.69	\$12,302.02	0.00
Jane Lew Current	0.00	\$0.42	\$1,558.48	\$1,558.90	0.00
COVID-19 PANDEMIC	13,529.19	\$0.00	\$0.00	\$13,353.79	175.40
LC Blueprint Community	7,459.58	\$0.00	\$0.00	\$234.94	7,224.64
Small Cities Blk Grant-Broadband	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$12,292,783.29	\$710,249.22	\$217,461.63	\$1,203,889.61	\$12,016,604.53

Balance in county depositories - End of Month	\$12,267,700.00	Bank Errors	
Less: Orders Outstanding	\$355,601.54	Bank Errors	
Add: Deposits in Transit	\$101,006.07		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or -)			
Total in county Depositories and Office	\$12,016,604.53	Bank Errors	
		Total	
		True Balance	\$12,016,604.53

I, Dayton B. White Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Dayton B. White / JP Lewis Co.
 , Sheriff & Treasurer County
12-31-2020

Difference

Dated and sworn to on this date.



STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
**DIVISION OF CORRECTIONS
AND REHABILITATION**



BETSY C. JIVIDEN
COMMISSIONER

JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

Office of the Commissioner
1409 Greenbrier Street
Charleston, WV 25311
304-558-2036 – Telephone
304-558-5367 – Fax

THE HONORABLE AGNES QUEEN, PRESIDENT
LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE
WESTON, WV 26452

Statement Number: 121202a8e
Statement Date: 1/5/2021
Month Of Service: December, 2020

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of December, 2020. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: December
NUMBER OF INMATE DAYS: 1185
PER DIEM RATE: \$48.25
AMOUNT DUE - December, 2020 \$57,176.25

This statement amount is due and payable upon receipt.

Please Remit Payment to:
WV Regional Jail and Correctional Facility Authority
P O Box 40258
Charleston, WV 25364

Civil Service Commission Resignation

From: Joe Moran (jrmoran6@yahoo.com)

To: cindywhetsell@yahoo.com

Date: Thursday, January 7, 2021, 08:08 AM EST

Dear Lewis County Commission members, it has been a pleasure to serve on the Lewis County Civil Service Commission, but at this time I feel like someone else would be better suited to hold this title. Effective today I respectfully resign from my position on the Lewis County Civil Service Commission. Sincerely,

Joseph R Moran

Sent from my iPhone