

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304)269-8200
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Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Bobby Stewart, President
Rod Wyman, Commissioner
Agnes Queen, Commissioner

LEWIS COUNTY COMMISSION 110 CENTER AVENUE, 2ND FLOOR WESTON, WV 26452 MEETING AGENDA TUESDAY, JANUARY 21, 2025

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** (*action required*)
- 2. 10:00 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review two business days prior to the meeting date. (*action required*)
- 3. 10:05 AM** **Hope Inc. Proclamation for Stalking Awareness**
Hope Inc. Proclamation for Human Trafficking

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The January 16, 2024 Upshur County Commission meeting agenda is submitted for review. (*information only*)
- 5. Lewis County Sheriff's Financial Statement:** The December 2024 Sherriff's Monthly Financial Statement is presented for review. The November 2024 monthly statement and the December 2023 statement is also presented for review. (*information only*)
- 6. State of West Virginia Division of Corrections & Rehabilitation:** The Regional Jail invoice for the month of December 2024 in the amount of \$50,475.06 is presented for review. The invoice amount for November 2024 was \$52,267.89. The invoice amount for December 2023 was \$38,219.66. The current daily bed rate is \$45.97. Lewis County has been billed for 5,748 beds during the current fiscal year. (*information only*)
- 7. State of West Virginia Attorney General:** Lewis County will receive \$30,000.00 in the near future. This payment is the result of a lawsuit filed by the Attorney General's office against Pfizer and Ranbaxy based on allegations of delay of availability of generic Lipitor between March 24, 2010, and November 30, 2011. This payment is to allow partial recovery of excess payments or reimbursements paid for Lipitor during that time frame. (*information only*)
- 8. West Virginia Public Service District Wireless E-911 Subscriber Fee Disbursement:** Lewis County received \$191,629.43 in Wireless E911 Subscriber Fees for the months of October,

November and December 2024. The amount received for the previous three-month period was \$193,077.20. The amount received for this quarter last year was \$187,073.03. *(information only)*

- 9. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Lewis Emergency Planning Committee, National Association of Counties Rural Action, etc.

BUSINESS

- 10. Updated Donated Leave Policy:** The updated donated leave policy for the employee handbook is presented for consideration. *(action required)*
- 11. Lewis-Gilmer E-911 Center Requisition Number 19 for Pay Application Number 19:** The requisition for Danhill Construction Company is presented for consideration. *(action required)*
- 12. Time Sheets/Annual or Sick Leave Requests:** Sherry Rogers Leave Request *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 13. 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 two business days prior to the meeting date. *(action required)*
- 14. 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 two business days prior to the meeting date. *(action required)*
- 15. 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 two business days prior to the meeting date. *(action required)*
- 16. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*

ADJOURNMENT:

- 17. 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.

Additional Notices

Tuesday, Jan. 21, 2025

Six Month Budget Review

1:00 pm

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 16, 2025
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 9, 2025
- 9:15 a.m. Angie Pase, Development Director for Tucker Community Foundation - Discuss Run For It 2025 Funding Opportunity. *
- 9:30 a.m. Sandra Marfield, Sexual Assault Advocate with the Centers Against Violence – Presentation of Human Trafficking Prevention Month Proclamation 2025. *
Addie Helmick, Women’s Aid in Crisis – Presentation of Stalking Prevention Month Proclamation 2025. *
- 9:45 a.m. Heather Sparks, Chief Tax Deputy – Final Disposition of the 2023 real property taxes.
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Justin Presson, WvCorp, Sexual Harassment training for Policy Board and Supervisors.
- 3:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Review and signature of an acknowledgement from Marie Prezioso, Executive Director of the West Virginia Water Development Authority, awarding a \$714,910 West Virginia Economic Enhancement Grant to the Upshur County Commission. The award will be used toward building the John C. Allen Regional Hub. *
2. Approve moving forward with CentralSquare migration from Frontier to NGA911 Core Services. The cost of the new equipment, technical services and support will cost \$8,720.25, to be paid from 911 funds. *
3. Approval of an Upshur County Department of Homeland Security & Emergency Management Volunteer, Gilbert Valdez. * [Under separate cover](#)
4. 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. Letter from Aaron Parsons, Director of West Virginia Archives & History, approving a change in scope of the FY2024-2025 Records Management and Preservation Board Grant for the Upshur County Sheriff's Office. The remaining funded amount of \$2,077.74 is approved to be moved from personnel costs to equipment costs in order to complete a scanning project.
2. Correspondence from the State of West Virginia Office of the Attorney General announcing a payment of \$30,000 is forthcoming to Upshur County as a result of a lawsuit filed against Pfizer and Ranbaxy. The lawsuit was based on allegations of delay of availability of generic Lipitor between March 2010 and November 2011.
3. End of year reports submitted by the Upshur County Addressing and Mapping Department:
 - a) 2024 Addressing and Mapping Summary
 - b) 2024 Proof of Address Summary *Under separate cover*
 - c) 2024 Building and Floodplain Permit Summary
 - d) 2024 Point and Pay Summary
4. Upshur County Road Name Index as of January 13, 2025 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. (Available upon request) *Under separate cover*
5. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for December, 2024. The invoice reflects 1,300 inmate days X \$45.97 per diem rate totaling \$59,761. The November invoice was \$62,932.93. This amount does not include credits and additional debits made during this period.
6. Letter from the Department of Homeland Security – Division of Administrative Services stating the Upshur County inmate billing rate is anticipated to change to the Base Per Diem Rate of \$57.46 during the month of January 2025.
7. List of Qualified West Virginia Newspapers for FY2025 per WV Code §59-3-1.
8. Upshur County Building and Floodplain Permits for December 2024.
9. Notice to Customers of Rate Increase from the City of Buckhannon's Waste Collection Board.
10. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Fred W. Eberle Technical Center – Free "How to" Workshops
 - b) Agendas and/or Notice of Meetings:

• Buckhannon-Upshur Airport Authority	January 13, 2025
• City of Buckhannon - Revised	January 16, 2025
• Upshur County Farmland Protection Board	January 20, 2025
• Upshur County Parks and Recreation	January 21, 2025
• Upshur County Fire Board, Inc.	January 21, 2025
• Upshur County Building Commission	January 22, 2025
 - c) Meeting Minutes:

• Tennerton Public Service District	December 11, 2024
• Upshur County Fire Board	December 17, 2024

***Dates and times of monthly board meetings are viewable at:**
www.upshurcounty.org -- Upcoming events are listed on the main page.

11. Appointments Needed or Upcoming:
 - Upshur County Fire Board - County Fire Association Representative

****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 chughes@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. ****

12. Board of Review & Equalization Meeting Schedule

***Meetings will be held at the Upshur County Administrative Annex unless otherwise noted**

- 01/30/2025 1:00 p.m. No appointments ---Review Property Books
- 02/04/2025 1:00 p.m.
- 02/06/2025 10:00 a.m. *Commission Meeting Room, 38 W Main St.
- 02/11/2025 1:00 p.m.
- 02/13/2025 2:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/18/2025 10:00 a.m. Adjourn Sine Die

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)

Tabled 8-1-2024: Review a Resolution from the Upshur County Fire Board requesting the Upshur County Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872. Consider taking action, per W.Va. Code §7-17-12(c)(2).

Next Regular Meeting of the Upshur County Commission

January 30, 2025 --- 9:00 a.m.

Upshur County Courthouse Annex

****The Commission Meeting Scheduled for January 23, 2025 has been cancelled. ****

Amended

Lewis County Financial Statement
Month Ending- December 2024

Lewis County
01/13/2025 @ 10:48:07 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	5,997,039.91	\$449,098.71	\$130,014.45	\$898,046.98	5,678,106.09
Coal Severence	33,878.55	\$89.10	\$0.00	\$0.00	33,967.65
General School	59,800.96	\$2,729.57	\$0.00	\$62,530.53	0.00
Magistrate Court	4,796.45	\$745.93	\$0.00	\$3,428.00	2,114.38
Worthless Check	6,361.13	\$41.77	\$0.00	\$0.00	6,402.90
Dog and Kennel	15,432.77	\$145.89	\$0.00	\$851.89	14,726.77
Home Detention	93,892.98	\$7,209.37	\$0.00	\$4,506.51	96,595.84
Emergency 911 Fund	3,851,398.16	\$41,822.33	\$0.00	\$172,086.31	3,721,134.18
Lewis County Aquatic Fund	583,915.24	\$1,535.78	\$0.68	\$0.00	585,451.70
Citizens Education	29,076.25	\$1,829.71	\$0.00	\$6,174.21	24,731.75
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$2,467.14	\$0.00	\$2,467.14	0.00
Sheriff Special Account-State	23,980.43	\$1,145.40	\$0.00	\$108.10	25,017.73
County Building	467,935.20	\$632.84	\$0.00	\$0.00	468,568.04
Board of Health	781,503.92	\$110,581.67	\$0.00	\$108,627.78	783,457.81
Tax Lien	49,591.41	\$0.00	\$0.00	\$0.00	49,591.41
Delinquent Nonentered	18,269.98	\$0.00	\$0.00	\$0.00	18,269.98
Concealed Weapons	53,785.79	\$498.75	\$0.00	\$0.00	54,284.54
Assessor Valuation	192,959.46	\$5,064.63	\$0.00	\$19,405.39	178,618.70
Voters Resitration	654.76	\$4.95	\$0.00	\$0.00	659.71
State Current	0.00	\$7.45	\$2,145.07	\$2,152.52	0.00
Criminal Charges	0.00	\$14.31	\$0.00	\$14.31	0.00
Court Reporter	0.00	\$25.00	\$0.00	\$25.00	0.00
State Police	0.00	\$240.00	\$0.00	\$240.00	0.00
Vehicle License - DMV	0.00	\$23,024.92	\$0.00	\$23,024.92	0.00
State Fines	0.00	\$3,100.00	\$0.00	\$3,100.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	475.50	\$678.00	\$0.00	\$471.00	682.50
General Current Expenses	0.00	\$10,862.52	\$190,117.20	\$200,979.72	0.00
Excess Levy	0.00	\$19,484.27	\$88,564.18	\$108,048.45	0.00
Weston Current	0.00	\$60.83	\$17,508.83	\$17,569.66	0.00
Jane Lew Current	0.00	\$3.95	\$1,136.50	\$1,140.45	0.00
County Clerk Election Administration	11,841.40	\$820.27	\$0.00	\$0.00	12,661.67
County Clerk Real Property E-Records	11,841.40	\$820.27	\$0.00	\$0.00	12,661.67
LC Blueprint Community	51,806.72	\$0.00	\$0.00	\$0.00	51,806.72
Phase 1 Water Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Revenue Fund	\$0.00	\$30,973.77	\$0.00	\$30,973.77	0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00
ARPA - PILT	\$136,500.73	\$359.01	\$0.00	\$0.00	136,859.74
American Rescue Plan	\$2,856,180.64	\$116,364.88	\$0.00	\$2,615,428.08	357,117.44
Certified to State	\$284,143.27	\$2,424.82	\$0.00	\$17,995.16	268,572.93
Opioid Settlement	\$268,600.64	\$706.46	\$0.00	\$0.00	269,307.10
County Fire Protection	\$118.39	\$32,516.16	\$0.00	\$0.00	32,634.55
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Financial Stabilization	\$1,740,765.05	\$0.00	\$0.00	\$0.00	1,740,765.05
Totals	\$17,626,547.80	\$868,130.43	\$429,486.91	\$4,299,395.88	\$14,624,769.26

Balance in county depositories - End of Month	\$15,237,872.67	Bank Errors	
Less: Orders Outstanding	\$1,011,908.98	Bank Errors	
Add: Deposits in Transit	\$395,305.57		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$14,624,769.26	Bank Errors	
		Total	
		True Balance	\$14,624,769.26

I, Mickey Metz, 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.

Mickey E Metz
Sheriff & Treasurer,
Lewis County

Difference

Dated and sworn to on this date.

Lewis County Financial Statement
Month Ending- November 2024

Lewis County
12/06/2024 @ 03:28:58 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	6,532,495.78	\$364,312.69	\$225,879.27	\$1,125,647.83	5,997,039.91
Coal Severance	33,797.99	\$80.56	\$0.00	\$0.00	33,878.55
General School	54,691.47	\$5,109.49	\$0.00	\$0.00	59,800.96
Magistrate Court	3,475.49	\$1,370.96	\$0.00	\$50.00	4,796.45
Worthless Check	6,256.11	\$105.02	\$0.00	\$0.00	6,361.13
Dog and Kennel	16,090.29	\$512.61	\$0.00	\$1,170.13	15,432.77
Home Detention	92,462.09	\$5,701.80	\$0.00	\$4,270.91	93,892.98
Emergency 911 Fund	3,777,250.76	\$222,316.68	\$0.00	\$154,169.28	3,845,398.16
Lewis County Aquatic Fund	582,526.18	\$1,388.49	\$0.57	\$0.00	583,915.24
Citizens Education	23,830.63	\$5,341.53	\$0.00	\$95.91	29,076.25
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$1,078.86	\$0.00	\$1,078.86	0.00
Sheriff Special Account-State	22,683.27	\$1,297.16	\$0.00	\$0.00	23,980.43
County Building	466,222.84	\$1,712.36	\$0.00	\$0.00	467,935.20
Board of Health	794,107.46	\$99,295.85	\$0.00	\$111,899.39	781,503.92
Tax Lien	49,591.41	\$0.00	\$0.00	\$0.00	49,591.41
Delinquent Nonentered	18,269.98	\$0.00	\$0.00	\$0.00	18,269.98
Concealed Weapons	53,463.14	\$322.65	\$0.00	\$0.00	53,785.79
Assessor Valuation	210,483.61	\$3,555.00	\$0.00	\$21,079.15	192,959.46
Voters Resistration	654.76	\$0.00	\$0.00	\$0.00	654.76
State Current	0.00	\$25.56	\$1,294.33	\$1,319.89	0.00
Criminal Charges	0.00	\$681.52	\$0.00	\$681.52	0.00
Court Reporter	0.00	\$70.00	\$0.00	\$70.00	0.00
State Police	0.00	\$315.00	\$0.00	\$315.00	0.00
Vehicle License - DMV	0.00	\$18,611.51	\$0.00	\$18,611.51	0.00
State Fines	0.00	\$0.00	\$0.00	\$0.00	0.00
Jury Fund	0.00	\$240.00	\$0.00	\$240.00	0.00
WV Deputies Fund	738.00	\$471.00	\$0.00	\$733.50	475.50
General Current Expenses	0.00	\$9,367.44	\$333,654.72	\$343,022.16	0.00
Excess Levy	0.00	\$129,659.75	\$53,444.51	\$183,104.26	0.00
Weston Current	0.00	\$154.41	\$7,817.44	\$7,971.85	0.00
Jane Lew Current	0.00	\$16.32	\$826.15	\$842.47	0.00
County Clerk Election Administration	10,132.72	\$1,708.68	\$0.00	\$0.00	11,841.40
County Clerk Real Property E-Record	10,132.72	\$1,708.68	\$0.00	\$0.00	11,841.40
LC Blueprint Community	51,806.72	\$0.00	\$0.00	\$0.00	51,806.72
Phase 1 Water Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Revenue Fund	\$0.00	\$30,973.77	\$0.00	\$30,973.77	0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00
ARPA - PILT	\$136,176.14	\$324.59	\$0.00	\$0.00	136,500.73
American Rescue Plan	\$2,855,333.68	\$846.96	\$0.00	\$0.00	2,856,180.64
Certified to State	\$281,984.13	\$2,159.14	\$0.00	\$0.00	284,143.27
Opioid Settlement	\$267,961.94	\$638.70	\$0.00	\$0.00	268,600.64
County Fire Protection	\$118.11	\$0.28	\$0.00	\$0.00	118.39
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Financial Stabilization	\$1,740,765.05	\$0.00	\$0.00	\$0.00	1,740,765.05
Totals	\$18,093,503.18	\$911,475.02	\$622,916.99	\$2,007,347.39	\$17,620,547.80

Balance in county depositories - End of Month	\$18,553,397.85	Bank Errors	
Less: Orders Outstanding	\$1,326,455.31	Bank Errors	
Add: Deposits in Transit	\$390,105.26		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or -)			
Total in county Depositories and Office	\$17,620,547.80	Bank Errors	
		Total	
		True Balance	\$17,620,547.80

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

[Signature]
Sheriff & Treasurer,
County

Difference

Dated and sworn to on this date.

Lewis County Financial Statement
Month Ending- December 2023

Lewis County
01/02/2024 0 03:18:43 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	6,651,379.59	\$430,157.90	\$91,939.60	\$920,858.53	6,252,618.56
Coal Severance	35,880.30	\$85.52	\$0.00	\$0.00	35,965.82
General School	68,851.45	\$2,261.14	\$0.00	\$71,112.59	0.00
Magistrate Court	3,398.66	\$1,221.48	\$0.00	\$3,478.00	1,142.14
Worthless Check	12,149.20	\$79.04	\$0.00	\$0.00	12,228.24
Dog and Kennel	2,223.42	\$809.11	\$0.00	\$504.49	2,528.04
Home Detention	54,546.78	\$4,544.08	\$0.00	\$5,106.50	53,984.36
Emergency 911 Fund	3,726,391.48	\$178,318.28	\$0.00	\$119,648.87	3,785,060.89
Lewis County Aquatic Fund	566,667.02	\$1,350.69	\$0.00	\$0.00	568,017.71
Citizens Education	26,661.87	\$1,766.99	\$0.00	\$8,644.22	19,784.64
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$822.96	\$0.00	\$822.96	0.00
Sheriff Special Account-State	33,645.08	\$79.33	\$0.00	\$12,000.00	21,724.41
County Building	504,648.20	\$670.34	\$0.00	\$0.00	505,318.54
Board of Health	751,939.89	\$83,857.70	\$0.00	\$56,771.10	779,026.49
Tax Lien	146,845.33	\$0.00	\$0.00	\$0.00	146,845.33
Delinquent Nonentered	31,335.40	\$0.00	\$0.00	\$0.00	31,335.40
Concealed Weapons	51,741.98	\$366.20	\$0.00	\$0.00	52,108.18
Assessor Valuation	223,104.51	\$5,223.92	\$0.00	\$4,048.04	224,280.39
Voters Resistration	5,044.47	\$131.29	\$0.00	\$0.00	5,175.76
State Current	0.00	\$3.55	\$1,282.52	\$1,286.07	0.00
Criminal Charges	0.00	\$95.12	\$0.00	\$95.12	0.00
Court Reporter	0.00	\$65.00	\$0.00	\$65.00	0.00
State Police	0.00	\$175.00	\$0.00	\$175.00	0.00
Vehicle License - DMV	0.00	\$18,196.51	\$0.00	\$18,196.51	0.00
State Fines	0.00	\$850.00	\$0.00	\$850.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	428.00	\$364.50	\$0.00	\$426.00	366.50
General Current Expenses	0.00	\$9,350.79	\$121,743.21	\$131,094.00	0.00
Excess Levy	0.00	\$17,998.34	\$52,960.60	\$70,958.94	0.00
Weston Current	0.00	\$20.01	\$7,222.91	\$7,242.92	0.00
Jane Lew Current	0.00	\$2.48	\$895.08	\$897.56	0.00
County Clerk Election Administration	2,134.83	\$469.90	\$0.00	\$0.00	2,604.73
County Clerk Real Property E-Records	2,134.83	\$469.90	\$0.00	\$0.00	2,604.73
LC Blueprint Community	43,710.32	\$0.00	\$0.00	\$0.00	43,710.32
Small Cities Blk Grant-Broadband	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phase 1 Water Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Revenue Fund	\$0.00	\$30,973.77	\$0.00	\$30,973.77	0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00
ARPA - PILT	\$132,471.50	\$315.75	\$0.00	\$0.00	132,787.25
American Rescue Plan	\$2,838,677.36	\$6,766.16	\$0.00	\$0.00	2,845,443.52
Certified to State	\$181,401.12	\$446.56	\$0.00	\$0.00	181,847.68
Opioid Settlement	\$0.00	\$276,017.70	\$0.00	\$0.00	276,017.70
County Fire Protection	\$28,336.80	\$67.54	\$0.00	\$0.00	28,404.34
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Totals	\$16,125,750.10	\$1,074,394.55	\$276,043.92	\$1,465,256.19	\$16,010,932.38

Balance in county depositories - End of Month	\$16,401,888.78	Bank Errors	
Less: Orders Outstanding	\$691,752.11	Bank Errors	
Add: Deposits in Transit	\$297,295.71		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$16,010,932.38	Bank Errors	
		Total	
		True Balance	\$16,010,932.38

I, [Signature], Sheriff of Lewis, 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.

[Signature]
Sheriff & Treasurer,
County

Difference

Dated and sworn to on this date.

STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS & REHABILITATION



WILLIAM K MARSHALL III
COMMISSIONER

ROBERT CUNNINGHAM
CABINET SECRETARY

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

DISCOUNTED RATE FY25 LEWIS COUNTY
PO BOX 466
WESTON, WV 26452

Invoice Number: 12124EBEF

Invoice Date: 1/7/2025 5:01:13 PM

Month of Service: December, 2024

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 Discounted Rate FY25 Lewis County for the month of December, 2024. 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: 1,098

Per Diem Rate: \$45.97

Amount Due: December, 2024

\$50,475.06

This invoice amount is due and payable upon receipt.

Please Remit Payment to:
WV Division of Corrections and Rehabilitation
PO Box 40258
Charleston, WV 25364

PATRICK MORRISEY
ATTORNEY GENERAL

PHYSICAL ADDRESS:
1900 Kanawha Blvd., East
State Capitol Complex
Building 6, Suite 401
Charleston, WV 25305

MAILING ADDRESS:
P.O. Box 1789
Charleston, WV 25326-1789

E-Mail: consumer@wvago.gov
<http://www.wvago.gov>



**STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL**

Consumer Protection
and Antitrust Division
(304) 558-8986
Consumer Hotline
1-800-368-8808
Preneed Funeral Services
(304) 558-8986
Senior Protection Hotline
(304) 558-1155
Facsimile (304) 558-0184

January 6, 2025

Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear Commissioners:

Good news! I am pleased to advise you that your county will receive \$30,000.00 in the near future.

This payment is the result of a lawsuit filed by our office against Pfizer and Ranbaxy based on allegations of delay of availability of generic Lipitor (atorvastatin) between March 24, 2010, and November 30, 2011. This payment is to allow partial recovery of excess payments or reimbursements your county paid for Lipitor during that time frame. My office proposed a plan of distribution to cities and counties based on population classification. The Court approved this plan by Order entered December 12, 2024. The designated amount will be sent to you, barring any changes to the Court's order.

You do not need to take any action to receive this payment. It is anticipated that your subdivision will receive the funds in the first quarter of 2025.

If you have any questions, please contact the Consumer Protection and Antitrust Division of my office at 1-800-368-8808.

Sincerely yours,

A handwritten signature in blue ink that reads "Patrick Morrissey".

Attorney General

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



January 3, 2025

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear President Stewart:

A check in the amount of \$191,629.43 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of October, November, and December, 2024. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Nelson", is written over a light blue horizontal line.

Nathan Nelson
Budget & Finance Manager

NN:sc

PERSONEL POLICY MANUAL

ATTACHMENT 6

Leave Donation Policy and Request Form

LEAVE DONATION PROGRAM

Full time employees of Lewis County are eligible to participate in a voluntary leave donation program under which ANNUAL leave accumulated by an employee may, if voluntarily agreed to by the employee, be transferred as donated leave to another designated employee if a requesting employee has exhausted all available paid leave because of a medical emergency.

For purposes of this program, a "medical emergency" is a medical condition of an employee or an immediate family member of the employee that requires an absence of the employee from duty after the employee has exhausted all available paid leave. An employee's "immediate family" consists of parents, children, stepparents, stepsiblings, stepchildren, and individuals in a legal guardian relationship.

In order to be eligible to receive donations of leave, an employee must:

1. Have a medical emergency involving the employee or a member of the employee's immediate family.
2. Not be receiving or be eligible to receive compensation from the Workers Compensation fund for his/her absence.
3. Have exhausted all sick leave and all annual leave as well as any other accrued paid leave to which the employee is entitled.
4. Apply to receive donated leave, using the form "Application for Donated Leave" (if an employee is unable, because of illness, to apply to receive donated leave, the application may be made by a member of the employee's immediate family.)
5. Provide written verification by a physician sufficient to reasonably establish that the medical condition of the employee or the member of the employee's immediate family will require the absence of the employee from work after the exhaustion of the employee's available paid leave. The required physician verification form "Application for Donated Leave" must be completed.

OFFICE OF THE COUNTY CLERK

The Office of the County Clerk must complete Part II and Part III of the "Application for Donated Leave" and must forward to the Lewis County Commission for final approval.

LEAVE DONOR REQUIREMENTS

An employee who wishes to voluntarily donate accrued ANNUAL leave to another employee must (SICK AND/OR COMPENSATORY LEAVE ARE NOT ELGIBLE FOR LEAVE DONATION):

1. Have sufficient accrued leave so as to have a remaining balance of 40 hours of leave after making the leave donation.
2. Submit to the Office of the County Clerk an application to donate leave, using the form provided "Application to Donate Leave".

OTHER REQUIREMENTS AND CONDITIONS

All donations of annual leave and the use of donated leave are further governed by the following requirements and conditions:

1. Upon determining an employee's eligibility to receive donated leave, the Office of the County Clerk shall sign and forward a "Notice of Leave Donation Request Application" to the Lewis County Commission.
2. Upon receipt of an employee's application to donate leave, the Office of the County Clerk will complete the form and will deduct the total donation from the leave balance of the donor.
3. Donations must be in the form of whole days only.
4. Donors must specifically designate the recipient(s).
5. Donated leave is used at its dollar value established at the time.
6. A recipient's use of donated leave ceases when, for any reason, the recipient returns to work; he/she ceases employment with Lewis County; he/she voluntarily requests termination of the use of donated leave; he/she fails to provide the required physician verification; the circumstances requiring the employee's absence ceases to exist; or the total dollar value of all leave donated to the recipient is exhausted.
7. Use and payment of donated leave shall be on a first-in/first-out basis (i.e., first donated/first paid). Any donated leave remaining after a recipient's eligibility ceases shall be accounted for under the same principle and re-credited to the respective donor.

Lewis County Application for Donated Leave

Part I Applicant Information-to be completed by the employee or designee

Name: _____ Department: _____

Reason for Request: _____

Personal Medical Condition: _____

Medical Condition of Immediate Family Member: _____

Relationship to Employee: _____

The reason for the request must be verified by a physician treating the individual with the medical condition. The physician must provide the information requested in Part II, sign and date the form.

In applying for leave donation, I agree to hold harmless and hereby release employees, agents and/or officials of Lewis County from any liability in the release of any type of information concerning this request, including, but not limited to, medical information.

Completed By: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

Lewis County Application for Donated Leave Physician Form

Part II To be completed by a physician

Patient's Name: _____ Date of Last Examination: _____

Relationship to Lewis County Employee: _____

The absence from work has been necessitated by a medical condition of the patient and will conclude on the following date: _____

If the employee is not able to return to full duty employment can the employee return to light or modified duty? _____

If yes, what are the start and end dates of light duty: _____

Please describe in detail, any limitations, modifications and/or restrictions required for light or modified duty:

Other comments/information:

Physician's Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

**Lewis County Application for Donated Leave
Notification**

_____ has completed an application for donated leave and is eligible to receive donated leave.

_____ had been absent from work since _____ and his/her available leave was or will be exhausted on _____.

_____ is expected to be off work until _____.

Any employee wishing to make voluntary leave donations to _____ should complete a Leave Donation Application and submit it to the Office of the County Clerk.

For the consideration aforesaid, I hereby direct the Lewis County Commission to provide any information including opinions, medical records, personal records, and any other information requested by _____.

STATE OF WEST VIRGINIA COUNTY OF LEWIS, TO-WIT:

I, _____, a notary public of said county, do certify that _____ whose name is signed to the writing hereto annexed, bearing the date, the _____ day of _____, has this day acknowledged and came before me in my said county.

Given under my hand and official this _____ day of _____

My commission expires: _____

Notary Public

PERSONNEL POLICY MANUAL ATTACHMENT 7

Taxable Fringe Benefit Form

Employee ID: _____

**Lewis County
Commission Taxable
Fringe Benefit**

Employee Name: _____

Date of Benefit Acceptance: _____

Value of Benefit:

Description of Benefit: _____

Business Purpose for the Benefit:

Receipt Attached (Required): Yes No

For Elected Officials: Salary is set by code; therefore, any taxable fringe benefits will be deducted from your gross salary. You will end up paying about 10-12% less than total cost of benefit (i.e.: \$300.00 of benefits will cost approximately \$289.00).

For Other Employees: Benefit will cost you between 25 -40% of the cost of the benefit. It depends on your tax bracket.

Employee signature: _____ Date: _____

Office Use Only:

#45

#51