

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

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, FEBRUARY 18, 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** **No Appointments Scheduled**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The February 13, 2025 Upshur County Commission meeting agenda is submitted for review. (*information only*)
- 5. Lewis County Sheriff's Financial Statement:** The January 2025 Sheriff's Financial Statement is presented for review. The December 2024 monthly statement and the January 2024 statement is also presented for review. (*information only*)
- 6. State of West Virginia Department of Homeland Security:** Lewis County's Regional Jail Base Per Diem Rate will change to \$57.46 during the month of February 2025. (*information only*)
- 7. WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the January 2024 distribution of Public Utilities and IRP Truck Taxes in the amount of \$1,182.32. The general county portion was \$45.47 at the time of this invoice. The general county portion for the last reporting period was \$5,902.86. The general county portion for this time period last year was \$70,148.76. (*information only*)
- 8. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Board of Equalization, National Association of Counties, Fire Board, Corridor H Water Extension meeting, etc.

BUSINESS

- 9. Lewis County Building Commission Board Reappointment:** The Commission will consider the reappointment of John Law to serve on the Building Commission for a term ending February 15, 2028. *(action required)*
- 10. Lewis County Sheriff Request to Advertise:** Sheriff Mickey Metz submits a request to advertise for a vacant position of Deputy Sheriff. This request is to advertise until a registry of applicants is acquired. *(action required)*
- 11. Lewis County Sheriff Status Update:** Sheriff Mickey Metz requests a status update on the vehicle replacement request. *(action required)*
- 12. Lewis Gilmer Addressing and Mapping:** Lewis County Floodplain and Mapping Manager, Steve Moneypenny, presents a street naming for the unincorporated sections of Air Force Street. *(action required)*
- 13. Safe Sites and Structures Committee:** Steve Moneypenny submits a citation of the Lewis County Safe Sites and Structures Enforcement Agency for the property located at 13687 US Highway 33 West, Alum Bridge, WV 266321 for consideration. *(action required)*
- 14. Safe Sites and Structures Committee:** Steve Moneypenny submits a citation of the Lewis County Safe Sites and Structures Enforcement Agency for the property located at 13669 US Highway 33 West, Alum Bridge, WV 26321. *(action required)*
- 15. Safe Sites and Structures Committee:** Steve Moneypenny submits a citation of the Lewis County Safe Sites and Structures Enforcement Agency for the property located at 96 B Brown Road, Weston, WV 26452 for consideration. *(action required)*
- 16. Safe Sites and Structures Committee:** Steve Moneypenny submits a citation of the Lewis County Safe Sites and Structures Enforcement Agency for the property located at 411 Berlin Road, Weston, WV 26452 for consideration. *(action required)*
- 17. Safe Sites and Structures Committee:** Steve Moneypenny submits a citation of the Lewis County Safe Sites and Structures Enforcement Agency for the property located at 132 Kimberly Lane, Jane Lew, WV 26378 for consideration. *(action required)*
- 18. Safe Sites and Structures Committee:** Steve Moneypenny submits a citation of the Lewis County Safe Sites and Structures Enforcement Agency for the property located at 741 ½ Lynn Avenue, Weston, WV 26452 for consideration. *(action required)*
- 19. Software Systems Proposal:** The Software Systems proposal for a new AS/400 (System i) for the Tax Office tax collection system in the amount of \$48,638.03 is presented for consideration. *(action required)*
- 20. Consideration of Meeting Cancellation:** The Commission will consider canceling the meeting scheduled for Tuesday, February 25, 2025 due to the County Commissioners Association of West Virginia Conference. *(action required)*
- 21. Time Sheets/Annual or Sick Leave Requests:** No Leave Requests Submitted *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 22. 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)*
- 23. 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)*

- 24. 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)*
- 25. 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:

- 26. 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

No Additional Meetings Scheduled

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: February 13, 2025

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 6, 2025

2:00 p.m. Board of Review and Equalization – Coal, Oil & Gas and Industrial Appointments
Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV

Items for Discussion / Action / Approval:

1. Review and approval of revisions to the Upshur County Emergency Operations Plan Annex C: Notification and Warning. *
2. Review and approve a “Request for Proposals” for the Community Oriented Policing Services (COPS) Camera Upgrade and Expansion Project – Weapon Detection System for the Upshur County Board of Education. Sealed bids must be received no later than 4:00 p.m. Wednesday, March 12, 2025. Proposals will be opened on Thursday, March 13, 2025 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at the Upshur County Courthouse Annex. *
3. Review and sign a Letter of Support for the 18th Judicial Community Corrections Program as they seek grant funding. *
4. Consider approving acquisition of a Sport Utility Vehicle to be utilized by the Lewis-Upshur Community Correction Offices. *
5. Review proposed employee handbook revisions approved by the Upshur County Policy Board on January 16, 2025. Upon approval, the revisions will take effect immediately. *
6. Approval of Upshur County Youth Camp advertisement for seasonal positions. Positions include kitchen personnel, cleaning personnel, groundskeeping and/or lifeguards. Applications will be accepted until all positions are filled. *
7. Review and accept resignation of Frank White from the Upshur County Farmland Protection Board, effective immediately. *
8. Consider a request from Sheriff Coffman to transfer John Slaughter from part-time Court Security Officer to temporary part-time Animal Control Officer, effective February 16, 2025. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
9. 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. Buckhannon Fire Department Annual Reports, provided by Chief J.B. Kimble. These reports are being provided to the Upshur County Commission as the Authority Having Jurisdiction outside the corporate limits of Buckhannon.
 - a) Annual CFAI Accreditation CPSE Services Offered Policy *
 - b) Annual CFAI Accreditation Personnel Response Policy *
 - c) Annual CFAI Accreditation Fire Response Standards of Cover *
2. Buckhannon Fire Department Incident Reports for calendar year 2024 outlining major incident types, counts per zone and per personnel. Similar reports for calendar year 2023 are provided as a comparison.
3. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoices for Upshur County for January, 2025. One invoice reflects 1,012 inmate days X the discounted rate of \$45.97 per diem rate totaling \$46,521.64. The second invoice reflects 211 inmate days X the base rate of \$57.46 per diem rate totaling \$12,124.06. The grand total of invoices equals \$58,645.70. The December invoice was \$59,761. This amount does not include credits and additional debits made during this period.
4. Upshur County Building and Floodplain Permits for January 2025.
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:

• Buckhannon – Upshur Airport Authority	February 10, 2025
• 18 th Judicial Circuit Community Corrections	February 11, 2025
• Upshur County Fire Board	February 18, 2025
• Upshur County Parks and Recreation	February 18, 2025
 - c) Meeting Minutes:

• Elkins Road Public Service District	December 3, 2024 January 9, 2025
• Upshur County Solid Waste Authority	December 9, 2024
• Upshur County Farmland Protection	December 17, 2024

***Dates and times of monthly board meetings are viewable at:**

www.upshurcounty.org -- Upcoming events are listed on the main page.

6. Appointments Needed or Upcoming:
 - None

****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. ****

7. 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
 February 20, 2025 --- 9:00 a.m.
 Upshur County Courthouse Annex

Lewis County Financial Statement
Month Ending- January 2025

Lewis County
02/07/2025 @ 10:45:20 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	5,678,106.09	\$427,129.19	\$109,421.63	\$1,343,648.99	4,871,007.92
Coal Severence	33,967.65	\$10,472.17	\$0.00	\$0.00	44,439.82
General School	0.00	\$2,905.65	\$0.00	\$7.00	2,898.65
Magistrate Court	2,114.38	\$1,079.59	\$0.00	\$50.00	3,143.97
Worthless Check	6,402.90	\$76.39	\$0.00	\$0.00	6,479.29
Dog and Kennel	14,726.77	\$879.87	\$0.00	\$1,135.59	14,471.05
Home Detention	96,595.84	\$8,774.06	\$0.00	\$4,772.40	100,597.50
Emergency 911 Fund	3,721,134.18	\$201,459.61	\$0.00	\$127,344.94	3,795,248.85
Lewis County Aquatic Fund	585,451.70	\$1,491.70	\$0.00	\$0.00	586,943.40
Citizens Education	24,731.75	\$77.94	\$0.00	\$0.00	24,809.69
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$5,002.14	\$0.00	\$5,002.14	0.00
Sheriff Special Account-State	25,017.73	\$63.76	\$0.00	\$0.00	25,081.49
County Building	468,568.04	\$614.67	\$0.00	\$0.00	469,182.71
Board of Health	784,946.29	\$137,471.10	\$0.00	\$117,330.02	805,087.37
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	54,284.54	\$468.48	\$0.00	\$3,475.04	51,277.98
Assessor Valuation	178,618.70	\$6,234.67	\$0.00	\$18,826.24	166,027.13
Voters Resistration	659.71	\$0.00	\$0.00	\$0.00	659.71
State Current	0.00	\$5.18	\$2,081.48	\$2,086.66	0.00
Criminal Charges	0.00	\$211.97	\$0.00	\$211.97	0.00
Court Reporter	0.00	\$75.00	\$0.00	\$75.00	0.00
State Police	0.00	\$350.00	\$0.00	\$325.00	25.00
Vehicle License - DMV	0.00	\$21,304.78	\$0.00	\$21,304.78	0.00
State Fines	0.00	\$5.00	\$0.00	\$5.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	682.50	\$685.50	\$0.00	\$678.00	690.00
General Current Expenses	0.00	\$8,403.14	\$159,557.32	\$167,960.46	0.00
Excess Levy	0.00	\$4,480.96	\$85,938.93	\$90,419.89	0.00
Weston Current	0.00	\$69.32	\$27,871.56	\$27,940.88	0.00
Jane Lew Current	0.00	\$5.15	\$2,071.23	\$2,076.38	0.00
County Clerk Election Administration	12,661.67	\$2,546.53	\$0.00	\$0.00	15,208.20
County Clerk Real Property E-Record	12,661.67	\$2,546.53	\$0.00	\$0.00	15,208.20
LC Blueprint Community	51,806.72	\$0.00	\$0.00	\$0.00	51,806.72
Phase 1 Water Project	\$0.00	\$259,206.47	\$0.00	\$259,206.47	\$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	\$136,859.74	\$348.71	\$0.00	\$0.00	137,208.45
American Rescue Plan	\$357,117.44	\$0.00	\$0.00	\$357,117.44	0.00
Certified to State	\$268,572.93	\$2,562.59	\$0.00	\$23,167.62	247,967.90
Opioid Settlement	\$269,307.10	\$94,354.55	\$0.00	\$0.00	363,661.65
County Fire Protection	\$32,634.55	\$83.15	\$0.00	\$0.00	32,717.70
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Financial Stabilization	\$1,740,765.05	\$85,476.33	\$0.00	\$0.00	1,826,241.38
Totals	\$14,626,257.74	\$1,317,895.62	\$386,942.15	\$2,605,141.68	\$13,725,953.83

Balance in county depositories - End of Month	\$14,565,684.52	Bank Errors	
Less: Orders Outstanding	\$1,153,406.09	Bank Errors	
Add: Deposits in Transit	\$310,175.40		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or -)			
Total in county Depositories and Office	\$13,725,953.83	Bank Errors	
		Total	
		True Balance	\$13,725,953.83

I, Mickey E. 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
2-7-2025

Difference

Dated and sworn to on this date.

Amended

Lewis County Financial Statement
Month Ending- December 2024

Lewis County
01/15/2025 @ 11:20:22 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 Severance	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	\$112,070.15	\$0.00	\$108,627.78	784,946.29
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 Registration	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	\$1,135.50	\$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	\$869,618.91	\$429,486.91	\$4,299,395.88	\$14,626,257.74

Balance in county depositories - End of Month	\$15,237,872.67	Bank Errors	
Less: Orders Outstanding	\$1,010,420.50	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	\$14,626,257.74	Bank Errors	
		Total	
		True Balance	\$14,626,257.74

I, Michelle E. Pitt 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.

Michelle E. Pitt
Sheriff & Treasurer, County

Dated and sworn to on this date.

Difference

Lewis County Financial Statement
Month Ending- January 2024

Lewis County
02/09/2024 09:41:41 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	6,252,618.56	\$388,733.47	\$90,825.16	\$738,883.44	5,993,293.75
Coal Severance	35,965.82	\$12,547.30	\$0.00	\$0.00	48,513.12
General School	0.00	\$4,110.49	\$0.00	\$0.00	4,110.49
Magistrate Court	1,142.14	\$1,235.70	\$0.00	\$1,789.00	588.84
Worthless Check	12,228.24	\$58.21	\$0.00	\$0.00	12,286.45
Dog and Kennel	2,528.04	\$983.64	\$0.00	\$398.22	3,113.46
Home Detention	53,984.36	\$8,314.14	\$0.00	\$3,640.36	58,658.14
Emergency 911 Fund	3,785,060.89	\$28,459.58	\$0.00	\$126,956.04	3,686,564.43
Lewis County Aquatic Fund	568,017.71	\$1,540.65	\$0.00	\$0.00	569,558.36
Citizens Education	19,784.64	\$70.70	\$0.00	\$0.00	19,855.34
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$2,652.71	\$0.00	\$2,652.71	0.00
Sheriff Special Account-State	21,724.41	\$58.92	\$0.00	\$7,007.00	14,776.33
County Building	505,318.54	\$764.62	\$0.00	\$0.00	506,083.16
Board of Health	779,026.49	\$129,145.02	\$0.00	\$105,364.90	802,806.61
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	52,108.18	\$522.29	\$0.00	\$1,375.00	51,255.47
Assessor Valuation	224,280.39	\$6,519.42	\$0.00	\$2,722.61	228,077.20
Voters Registration	5,175.76	\$0.00	\$0.00	\$4,537.00	638.76
State Current	0.00	\$4.01	\$1,605.28	\$1,609.29	0.00
Criminal Charges	0.00	\$190.25	\$0.00	\$190.25	0.00
Court Reporter	0.00	\$75.00	\$0.00	\$75.00	0.00
State Police	0.00	\$465.00	\$0.00	\$465.00	0.00
Vehicle License - DMV	0.00	\$19,748.78	\$0.00	\$19,748.78	0.00
State Fines	0.00	\$3,105.00	\$0.00	\$3,105.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	366.50	\$498.00	\$0.00	\$362.00	502.50
General Current Expenses	0.00	\$8,001.28	\$121,681.20	\$129,682.48	0.00
Excess Levy	0.00	\$4,262.18	\$66,282.92	\$70,545.10	0.00
Weston Current	0.00	\$34.65	\$13,879.09	\$13,913.74	0.00
Jane Lew Current	0.00	\$5.42	\$2,170.61	\$2,176.03	0.00
County Clerk Election Administration	2,604.73	\$453.97	\$0.00	\$0.00	3,058.70
County Clerk Real Property E-Records	2,604.73	\$453.97	\$0.00	\$0.00	3,058.70
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	\$132,787.25	\$360.16	\$0.00	\$0.00	133,147.41
American Rescue Plan	\$2,845,443.52	\$7,717.78	\$0.00	\$0.00	2,853,161.30
Certified to State	\$181,847.68	\$1,990.28	\$0.00	\$6,229.22	177,608.74
Opioid Settlement	\$276,017.70	\$748.65	\$0.00	\$0.00	276,766.35
County Fire Protection	\$28,404.34	\$32,988.54	\$0.00	\$28,336.10	33,056.78
EMS Salary Enhancement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Totals	\$16,010,932.38	\$697,793.55	\$296,444.26	\$1,302,738.04	\$15,702,432.15

Balance in county depositories - End of Month	\$16,161,001.49	Bank Errors	
Less: Orders Outstanding	\$709,137.97	Bank Errors	
Add: Deposits in Transit	\$246,934.43		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or -)			
Total in county Depositories and Office	\$15,702,297.95	Bank Errors	
		Total	
		True Balance	\$15,702,432.15

I, [Signature] Sheriff of [Signature] West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of [Signature] 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 - \$134.20

Dated and sworn to on this date.



State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street
Charleston, WV 25301
(304) 558-2350



ROBERT CUNNINGHAM
CABINET SECRETARY

TINA DESMOND
DIRECTOR

February 7, 2025

Lewis County Commission
110 Center Ave.
Weston, WV 26452

Dear Commission,

This letter is to alert you that it is likely your county's inmate billing rate will be changing over to the next rate, which is the Base Per Diem Rate of \$57.46, during this month of February 2025.

During the 2023 Regular Session of the Legislature, HB3552 was passed and subsequently approved by the Governor on March 29, 2023. This bill amended West Virginia Code §15A-3-16, relating to jail per diem costs. In subsection (k), it states the base rate per day, per inmate rate shall be set at \$57.46. It also states a county will be billed based on a pro rata number of inmate days. That pro rata number of inmate days will be calculated by *multiplying each county's population as contained in the 2020 United States Census by .52*.

Each county is responsible for the following regarding annual per diem jail costs:

- **80% of the current per diem rate for the first 80% of its pro rata share of total billed inmate days. This rate is determined to be \$45.97.**
- **100% of the current per diem rate for its inmate days that are greater than 80% and up to 100% of its pro rata share of total billed inmate days. This would be the base per diem rate of \$57.46.**
- **120% of the current per diem rate for its inmate days that exceed 100% of its pro rata share of total billed inmate days. This rate is determined to be \$68.95.**

Based on the data from the US 2020 Census, 80% of your county's pro rata days is ... **7,086** days

As of 1/31/2025, your county has been billed (including days of debits and credits) ... **6,852** days

If you have any questions, please contact Angela Nitardy, Accounts Receivable Manager, at 304-352-0218 or by email at Angela.D.Nitardy@wv.gov.

Very respectfully,

Tina Desmond
Director



State of West Virginia

Office of the State Auditor
County Collections Division
State Capitol, Building 1, Suite W-118
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Mark A. Hunt
State Auditor and
Commissioner of Delinquent
and Nonentered Lands

Toll Free: (888) 509-6568
www.wvsao.gov

January 21, 2025

Honorable David B. Gosa
Sheriff & Treasurer
Lewis County
110 Center Ave
Weston, WV 26452

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$1,182.32 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 12/05/2024 to 12/27/2024.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2014 County Current Expense	45.47	0.00	45.47
2014 County Excess Levy	5.24	0.00	5.24
2014 School Current	61.69	0.00	61.69
2014 School Excess Levy	32.81	0.00	32.81
2015 County Current Expense	34.00	0.00	34.00
2015 County Excess Levy	3.92	0.00	3.92
2015 School Current	46.13	0.00	46.13
2015 School Excess Levy	24.54	0.00	24.54
2024 County Current Expense	0.00	301.63	301.63
2024 School Current	0.00	409.21	409.21
2024 School Excess Levy	0.00	217.68	217.68
Totals	\$253.80	928.52	\$1,182.32

Any bond money collected is being forwarded to the Municipal Bond Commission for credit.



State of West Virginia

Office of the State Auditor
County Collections Division
State Capitol, Building 1, Suite W-118
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Mark A. Hunt
State Auditor and
Commissioner of Delinquent
and Nonentered Lands

Toll Free: (888) 509-6568
www.wvsao.gov

If this office can be of future assistance, please contact Lora S. Lane at (888) 509-6568. Extension 8511.

Sincerely,

A handwritten signature in cursive script that reads "Mark A. Hunt".

Mark A. Hunt
State Auditor

MAH/pu



Lewis County Sheriff's Department
State of West Virginia
M.E. Metz, Sheriff



Tax Department

Phone: (304) 269-8222

Fax: (304) 269-8698

Law Enforcement

Phone: (304) 269-8251

Fax: (304) 269-2644

To The Lewis County Commission,

2/11/25

I Sheriff Mickey E Metz am requesting to advertise for the position of Deputy Sheriff as we currently have one open position, and also have one Deputy leaving in late March. I would like to request that we have a running advertisement for the position of Deputy Sheriff, so that we may get enough applicants to have a full registry to work with.

A handwritten signature in blue ink that reads "Mickey E Metz".

Sheriff Mickey E Metz

117 Court Avenue Room 104
Weston, WV 26452



Lewis County Sheriff's Department
State of West Virginia
M.E. Metz, Sheriff



Tax Department

Phone: (304) 269-8222

Fax: (304) 269-8698

Law Enforcement

Phone: (304) 269-8251

Fax: (304) 269-2644

To The Lewis County Commission,

2/11/25

I Sheriff Mickey E Metz am requesting to be placed on the February 18th Agenda for a status update on the replacement of the wrecked vehicle replacement request.


A handwritten signature in blue ink that reads "Mickey E Metz".

Sheriff Mickey E Metz

117 Court Avenue Room 104
Weston, WV 26452

CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff (f) (1)

Comes now Steven Moneyppenny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 28 , Tax Map 1G, situate in the unincorporated portion of Freemans Creek District, Lewis County, West Virginia, being described in a deed to Sunshine State Investment Grou, said deed recorded in Deed Book 811, at page 746, (1/3 interest) which describes said property as .5 Acres, (parsonage) Leading Creek, said property address of 13687 U S HWY 33W, Alum Bridge, WV, 26321, the West Virginia State Auditor currently has been certified with a 2/3 interest in said property owned by James Fraley, Jr., of 1774 Pigin Run Road, West Union, WV 26456, due to unpaid 2021 taxes, Fraley acquired his interest in Inventory Book 183, at page 224, and by the Will of J. B. Summers, Jr., of record in Will Book 44, at page 639, and Summers and Lois Summers acquired title by deed dated February 22, 1974, recorded in Deed Book 333, at page 466, and said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 80.



Steven Moneyppenny, Technically Qualified
Lewis County Employee

Dated: February 6, 2025

Lewis County Safe Sites & Structures

Address: 13687 U S Highway 33 West, Alum Bridge, West Virginia, 26321

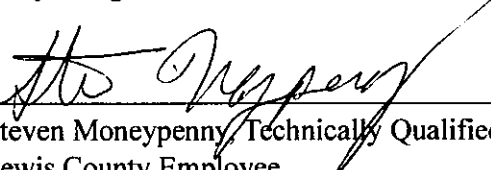
Legal Description: Freemans Creek District Map 1 G Parcel 28 - 0.50 AC LEADING CREEK--
214X115X204X46

Owner: Sunshine State Investment Company



CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff(f) (1)

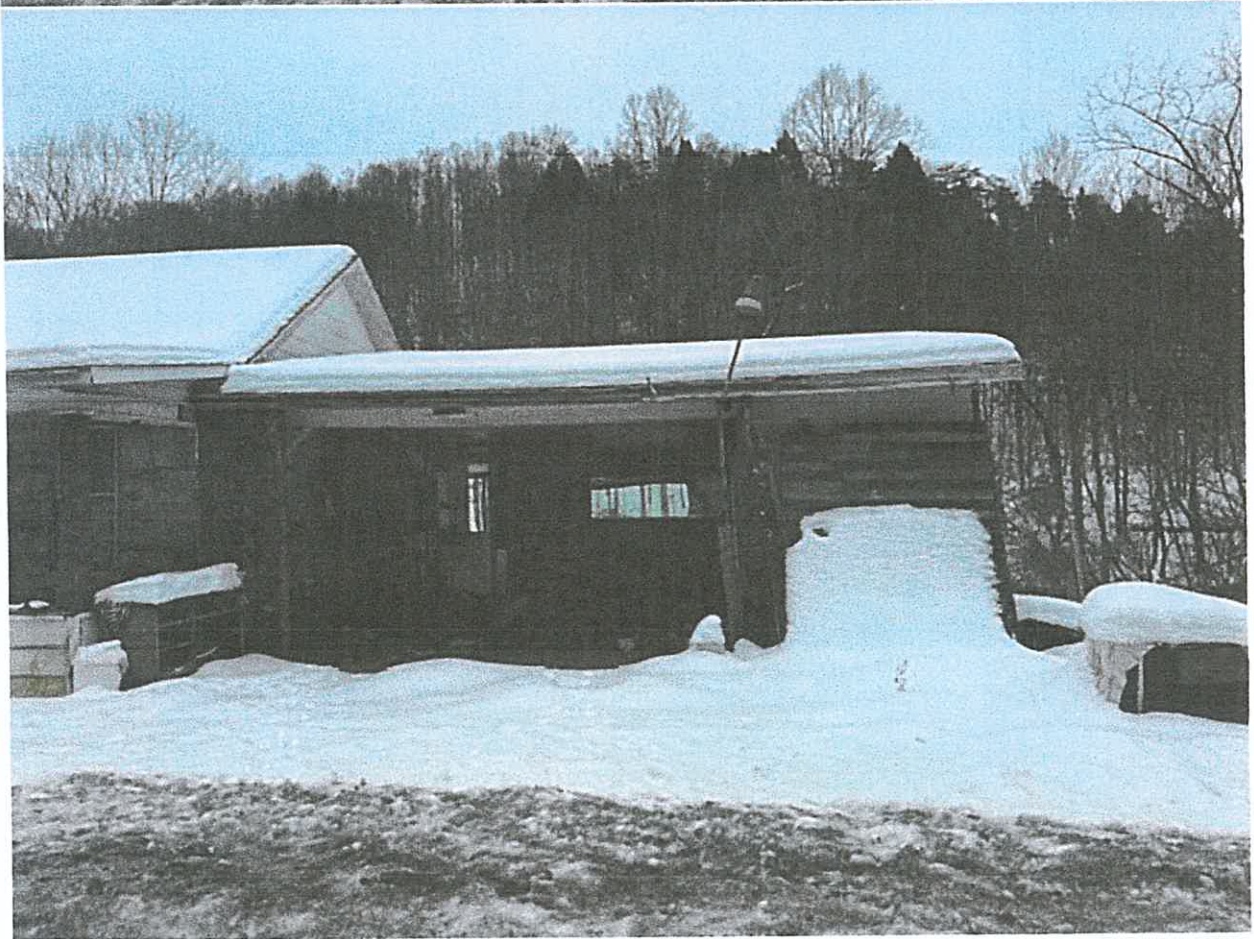
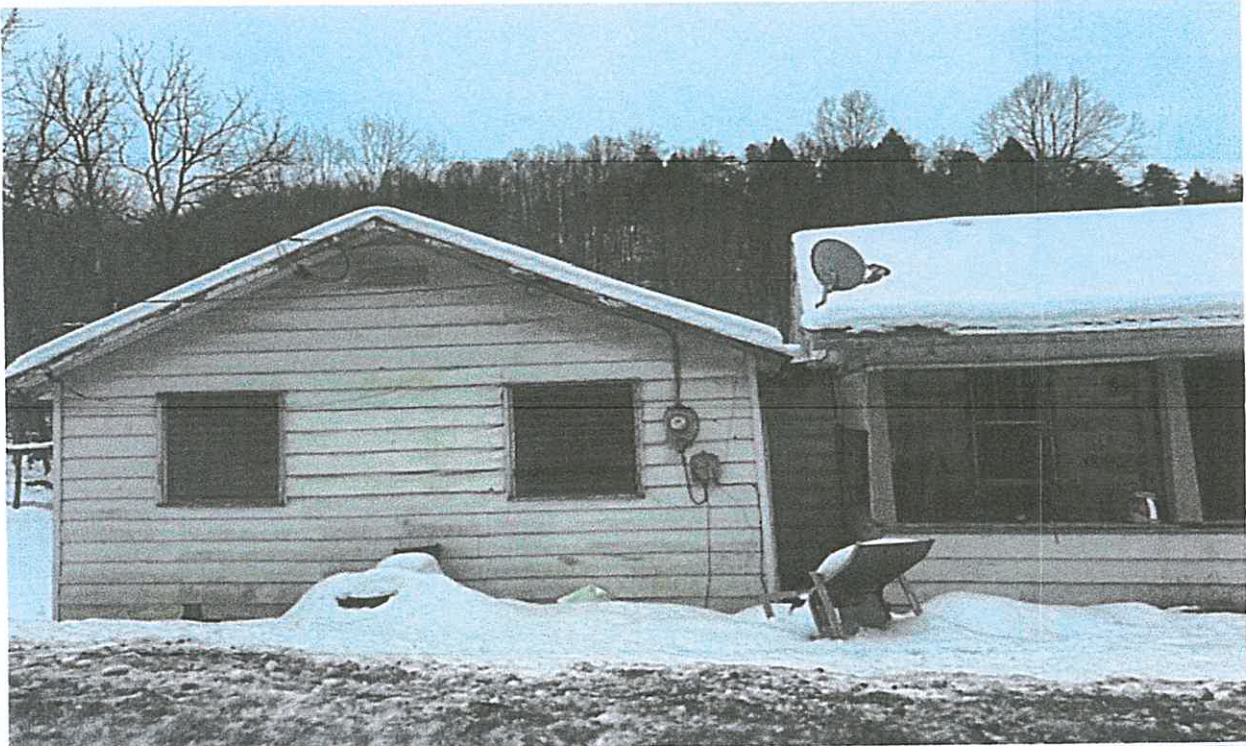
Comes now Steven Money penny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency which, after first investigating and determining that the following described property, being Parcel 27 , Tax Map 1 G, situate in the unincorporated portion of Freemans Creek District, Lewis County, West Virginia, being described in a deed to Montana Sky, LLC, said deed recorded in Deed Book 812, at page 307, which describes said property as .25 Acres, Leading Creek, said property address of 13669 U S HWY 33W, Alum Bridge, WV, 26321 , said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 80.



Steven Money penny, Technically Qualified
Lewis County Employee

Dated: February 10, 2025

Lewis County Safe Sites & Structures



Lewis County Safe Sites & Structures

Address : 13669 U S Highway 33 West, Alum Bridge, WV 26321

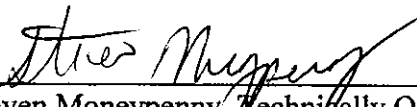
Legal Description: Freemans Creek District Map 1G Parcel 27 - 0.25 AC SURF LEADING CREEK--
115X87X125X90

Owner : MONTANA SKY LLC P O BOX 346 - WILLIAMSTOWN,WV 26187



CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff (f) (1)

Comes now Steven Money penny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 39.2 , Tax Map 8E, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Charles Charlton, et, ux, said deed recorded in Deed Book 571, at page 503, which describes said property as 1.446 Acres, Life Run, said property address of 96 B Brown Road, Weston, WV, 26452, said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 76.

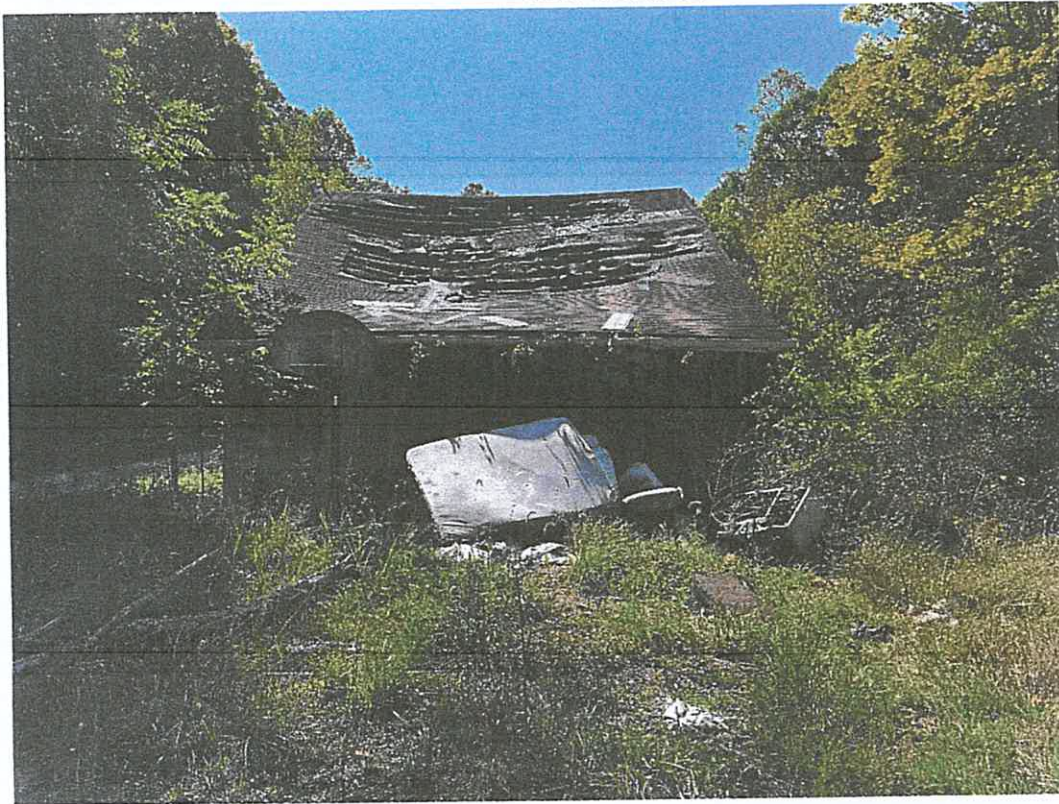


Steven Money penny, Technically Qualified
Lewis County Employee

Dated: February 6, 2025

Lewis County Safe Sites and Structures

96 B. Brown Rd

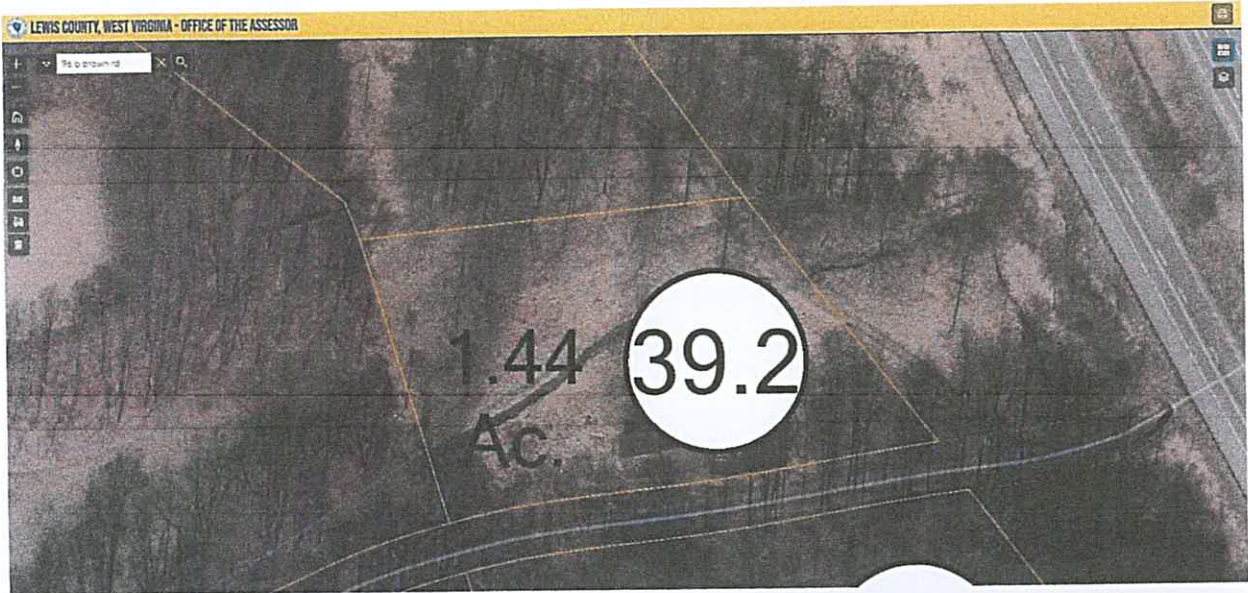


All structures on this property are badly in disrepair broken windows, overgrown with brush and roofing issues. (Roof mostly missing on one) It appears in assessors photograph to be approximately the same For the past few years.

The current taxes go to Charles and Carla Charlton of 123 Dempsey LN, Flemington WV 26347


Lewis County Safe Sites and Structures

96 B. Brown Rd



CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff (f) (1)

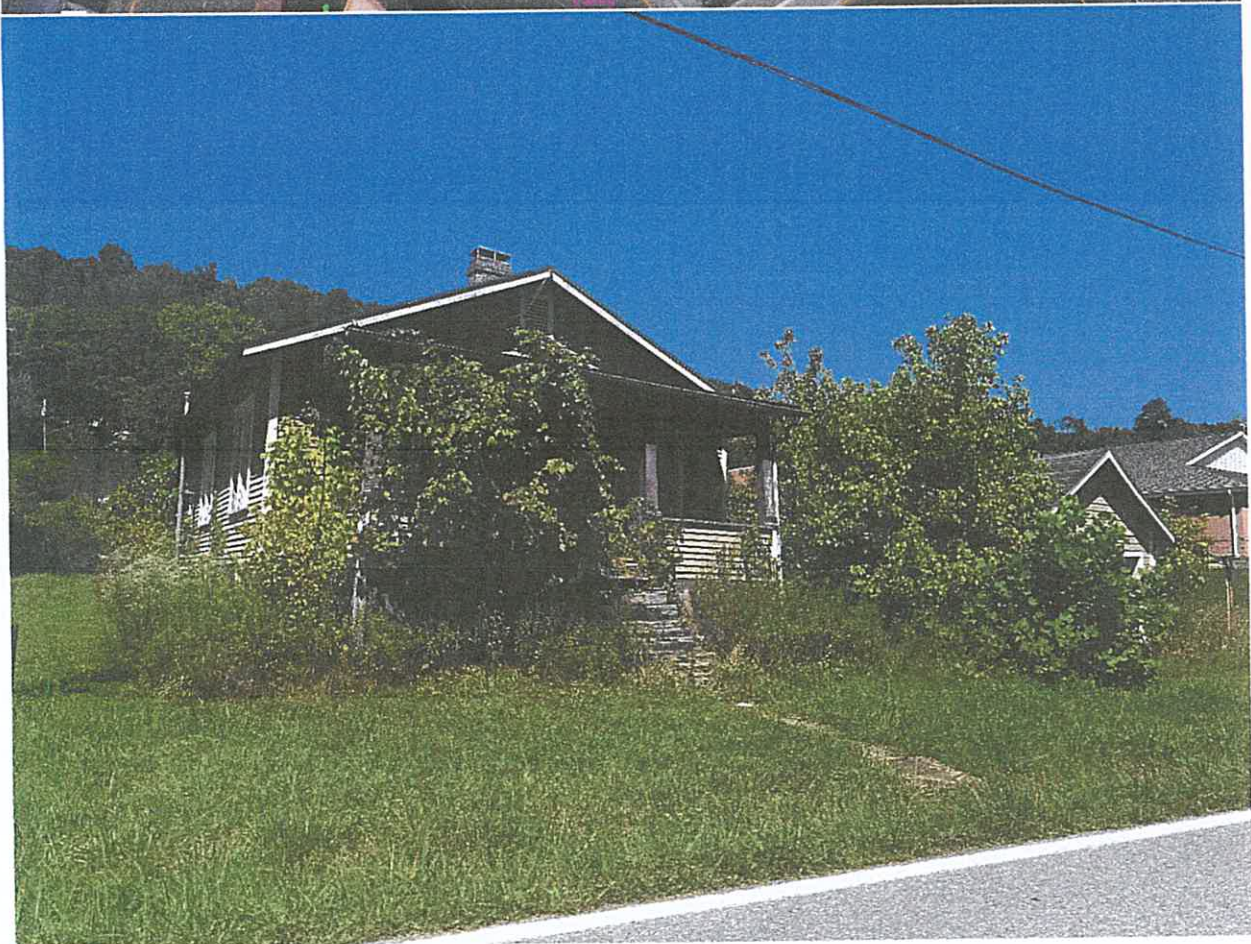
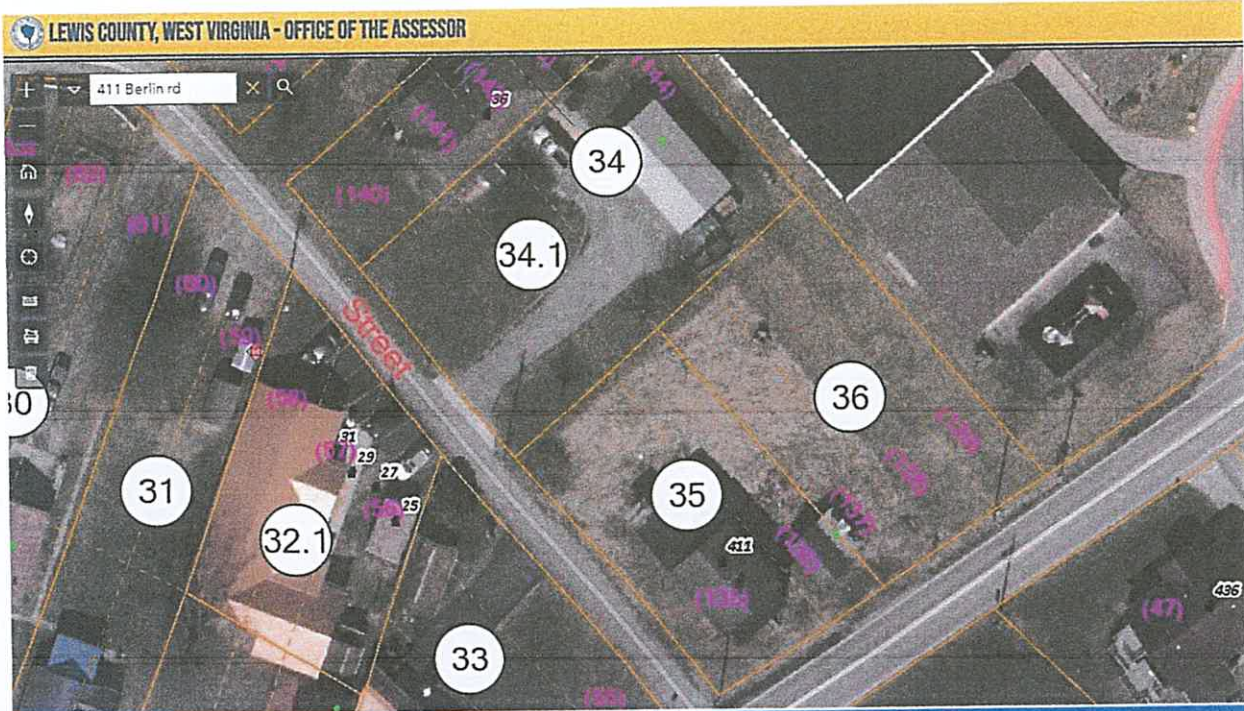
Comes now Steven Money Penny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 35, Tax Map 2, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Kamal Nizami, et, ux, said deed recorded in Deed Book 422, at page 633, which describes said property as Part of Lots 135 through 139 McGuire Park Addition, said property address of 411 Berlin Road, Weston, WV, 26452, said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 65.



Steven Money Penny, Technically Qualified
Lewis County Employee

Dated: February 6, 2025

Lewis County Safe Sites and Structures 411 Berlin Rd



Lewis County Safe Sites and Structures
411 Berlin Rd

The house appears vacant. There are broken windows and obvious overgrowth of trees. There is no gas meter, or electrical hook up it is very close to an elementary school.


The property owner lives at a different address in Weston.

Lewis County Safe Sites and Structures
411 Berlin Rd



CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff (f) (1)

Comes now Steven Money Penny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 55, Tax Map 5, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Larry Bean, II, said deed recorded in Deed Book 634, at page 569, which describes said property as Lot 11 Jackson Acres Section 1, said property address of 132 Kimberly Lane, Jane Lew, WV, 26378, said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 100.



Steven Money Penny, Technically Qualified
Lewis County Employee

Dated: February 6, 2025

Lewis County Safe Sites & Structures



Lewis County Safe Sites & Structures

Property Address: 132 Kimberly Ln

Legal Description: Lot 11 Jackson Heights Hackers Creek District Map 5 Parcel 55

Deed Book 634 Page 569

Owner: Larry Francis Bean II


Lot situate on the corner of Virginia St and Kimberly Ln, In close proximity to neighbors one structure previously burned, numerous cars, and smaller structures on property. This had been previously sold for taxes but has now been redeemed (as of January 2025). The other side of the fence pictured includes a play area for children. There is also an unfenced tree house in disrepair on the corner of the property.

Property Received a Score of 100



CITATION OF LEWIS COUNTY SAFE STRUCTURES ENFORCEMENT AGENCY
WV Code 7-1-3ff (f) (1)

Comes now Steven Money penny, the designated technically qualified county employee, and issues this citation, at the direction of said enforcement agency, which, after first investigating and determining that the following described property, being Parcel 15, Tax Map 14, situate in the unincorporated portion of Hackers Creek District, Lewis County, West Virginia, being described in a deed to Rebecca Collins said deed recorded in Deed Book 637, at page 827, which describes said property as Lot 35 McGary Addition 3, said property address of 741 ½ Lynn Avenue, Weston, WV, 26452, said property contains structures (dwelling and buildings) wherein an accumulation of refuse and debris has occurred, which is unsafe, unsanitary, dangerous and is detrimental to the public safety and welfare and should be vacated, removed, cleaned and demolished, said property being described above, and which said property has received a scoring of 76.



Steven Money penny, Technically Qualified
Lewis County Employee

Dated: February 6, 2025

Lewis County Safe Sites & Structures

Property Address : 741 ½ Lynn Ave

Legal Description: LOT 35 MCGARY;50X200

Hackers Creek District Map 14 Parcel 15

Deed Book 637 Page 8207

Structure is in obvious disrepair with holes in siding, windows missing, structural issues and roof problems. It appears the building is about to collapse.

Score : 10

Meeting Date: _____





23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 – 2568 FAX: (304) 292 - 9836

February 6, 2025

Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear Commission,

This proposal is for a new AS/400 (System i) in your county. Lewis County’s current system was installed in March 2018 and runs Software Systems’ Tax Collection, Internet Tax Inquiry, Sheriff’s Accounting, Online Tax Payment, Assessor’s Supplemental, and Budget & Payroll software. The proposed system is an IBM 9105-41B that comes with a 4-Core 3.9 GHz Power10 Processor card (one processor activated), 64 GB memory; RDX SSD backup solution; and two 800GB SSD PCIe4 drives. The Operating System is version 7.4 with a license transfer for the users. Included is a UPS that will function with the new system with an additional battery for longer downtimes. **This system comes with a three year IBM Hardware and Software Maintenance.** The RDX solid state drive backup solution will ensure your data is protected and will greatly reduce your operating costs over previous technologies.

Included in our proposal are installation and migration services to install the IBM System i, install Client Access on end-user systems, update end-user system and printer settings in the office, and migrate Software Systems applications and data.

The total price of products and services for this offering to Lewis County: \$48,638.03

Products

Description	Qty	Price	Ext Price
IBM Hardware (9105-41B) + UPS Includes 3-year hardware warranty	1		\$26,496.53
RDX Cartridge	10	\$200.00	\$2,000.00
IBM Software (i5/OS v7.3) Includes 3-year software maintenance	1		<u>\$13,630.00</u>
	Product Total		\$42,126.53



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 - 2568 FAX: (304) 292 - 9836

Services

Installation Services	40 hrs.	\$145.00	\$5,800.00
Travel and Expenses			<u>\$ 711.50</u>
		Services Total	\$6,511.50

This is a service estimate. Please let me know what questions you may have and how you would like to proceed. This price on this proposal is only good for 90 days, as hardware and software becomes updated the price may change after the 90-day period.

Sincerely,

Michael C Manley