

# 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  
Agnes Queen, Commissioner  
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
AMENDED, AMENDED MEETING AGENDA  
TUESDAY, April 16, 2024**

## 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*)

## APPOINTMENTS

3. 10:05 AM **Telecommunicators Week Proclamation:** The Commission will be asked to execute a proclamation for Telecommunicators Week. (*action required*)
4. 11:00 AM **In Accordance with West Virginia Code §11-8-10a, the Lewis County Commission will Lay the Fiscal Year 2025 Levy**

## CORRESPONDENCE

5. **Upshur County Commission Meeting Agenda:** The April 11, 2024 Upshur County Commission meeting agenda is presented for review. (*information only*)
6. **WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditors Office has remitted the February 16, 2024 to March 5, 2024 distribution of Public Utilities and IRP Truck Taxes in the amount of \$329,497.12. The general county portion for the previous term was \$18,200.74. The general county portion for this time period last year was \$321,623.40. (*information only*)
7. **State of West Virginia Division of Corrections & Rehabilitation:** The Regional Jail invoice for the Month of March 2024 in the amount of \$42,821.28 is presented for review. The invoice amount for February 2024 was \$46,781.53 and the invoice amount for March 2023 was \$37,635.00. Lewis County has been billed for 8,425 jail beds during fiscal year 2024. The County rate increased to

\$54.48 per bed and will remain there until we reach 8,857 days. From there, the County will be billed \$65.38 every day thereafter until the next fiscal year when the cycle starts over again.

*(information only)*

- 8. State of West Virginia Department of Homeland Security Division of Administrative Services:** This letter is to alert the Lewis County Commission that it is likely Lewis County's inmate billing rate will be changing over to the next rate, which is the Overage Per Diem Rate of \$65.38 during the month of April 2024. *(information only)*
- 9. Lewis County Sheriff's Monthly Financial Report:** The March 2024 Sheriff's Monthly Financial Statement is presented for review. Also presented are the previous statements from February 2024 and March 2023. *(information only)*
- 10. WV Public Service District Wireless E911 Subscriber Fee Disbursement:** Lewis County received \$188,615.15 in Wireless E911 Subscriber Fees for the months of January, February, and March 2024. The amount received for the previous three-month period was \$187,073.03. The amount received for this quarter last year was \$176,416.16. *(information only)*
- 11. West Virginia First Foundation Region 4 Representative Letter of Recommendation:** Jessica Belt, AVP Behavioral Medicine and Psychiatry, WVU Medicine submits a letter of recommendation for Dr. James H. Berry for the vacant Region 4 representative position for the WV First Foundation. *(information only)*
- 12. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: North Central WV Counties Townhall-Childcare, State of the Corridor Chamber Event, Fire Board, Leadership Lewis, Safe Sites and Structures Committee, LC Senior Center Elimination Dinner, Fire Association Meeting, etc.

## BUSINESS

- 13. Lewis County Planning Commission:** The Lewis County Planning Commission By-Laws are presented for review and approval. *(action required)*
- 14. Lewis County Sheriff, David Gosa, Request to Hire:** Sheriff Gosa requests advice and consent per West Virginia Code §7-7-7 to hire Ethan Linger for the position of Probationary Deputy Sheriff and has been approved by the Lewis County Civil Service Commission. If approved Mr. Linger's start date will be May 1, 2024. *(action required)*
- 15. Brownfields Assessment Grant:** Civil and Environmental Consultants submit a field sampling plan for the Quinn Drive Property completed with revisions. An updated signature page is submitted to the Lewis County Commission for signatures. *(action required)*
- 16. Time Sheets, Leave Requests:** Tina Helmick Sick Leave *(action required)*

## ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 17. 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)*
- 18. 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)*
- 19. 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)*

**20. 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:**

**21. 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**

# National Telecommunicators Week 2024

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services;  
and

WHEREAS, when an emergency occurs the prompt response off police officers, firefighters and  
paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our First Responders is dependent upon the quality and accuracy of  
information obtained from citizens who telephone the communications center; and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have  
with emergency services; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our First Responders by  
monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, Public Safety Telecommunicators of Lewis County have contributed substantially to the  
health and safety of our citizens; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the  
performance of their job in the past year;

NOW, THEREFORE, the Lewis County Commission proclaims the week of April 14, 2024 – April 20, 2024  
as “National Telecommunications Week” in Lewis County in honor of the individuals whose diligence  
and professionalism keep our citizens safe.

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*Bobby Stewart, President*

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*Rod Wyman, Commissioner*

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*Agnes Queen, Commissioner*

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Date

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ATTEST: Cynthia S. Rowan, County Clerk



## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: April 11, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• April 4, 2024
- 9:15 a.m. Addie Helmick on behalf of Women’s Aid in Crisis – Presentation of Sexual Assault Awareness Month Proclamation. \*
- 9:30 a.m. Jerry Henderson - requesting permission to place a Memorial bench at the Upshur County Youth Camp. \*
- 9:45 a.m. Proclamation declaring the week of April 14<sup>th</sup> through 20<sup>th</sup>, 2024 National Public Safety Telecommunicators Week. \*
- 10:00 a.m. Hearing to Consider the Recommendation for Removal of Kimberly Lynn Walls as Executrix for the Estate of Sue S. Walls. \*

### Items for Discussion / Action / Approval:

1. Review and approval of an Agreement delineating the use of the County Fire Protection funds between Upshur County and each subrecipient. This funding will be conveyed equally to each of the seven volunteer fire departments within Upshur County per Senate Bill 1021 further designated as WV Code §7-5B-1 & §7-5B-2. \*
2. Consider approving a Multi-Jurisdictional Hazard Mitigation Plan presented by Region VII Planning and Development Council. The plan has been in the updating phase since 2023 and now has been approved by FEMA, pending the adoption of the plan by each of the region’s local governments. \*
3. Approval of “Request for Proposals” for a Carpet Replacement Project at the Upshur County Public Library. A mandatory pre-bid conference will be held on Tuesday April 30, 2024 at 2:00 pm. Sealed bids must be received no later than 4:00 pm on Wednesday May 8, 2024 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, May 9, 2024. \*
4. Approval and signature of correspondence expressing support for the Upshur County Sheriff’s Department’s request for a community project in the Commerce, Justice, and Science Appropriations Bill. This letter will be used to seek grant funding.
5. Approval of resignation of an employee. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)*

6. Approval of an advertisement for one full-time position of Deputy Circuit Clerk in the Upshur County Circuit Clerk's Office. Applications must be received by the close of business on May 10, 2024 in the Upshur County Circuit Clerk's Office located on the third floor of the Courthouse Annex (Room 304). \*
7. 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. Correspondence from Joseph C. Thornton, Director of the Division of Administrative Services on behalf of the Division of Corrections and Rehabilitation, concerning the statutory eligibility requirements for counties to receive funds from the Jail Operation Partial Reimbursement Fund (JOPRF).
2. 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 March, 2024. The invoice reflects 2,034 inmate days X \$65.38 per diem rate totaling \$132,982.92. The February 2024 invoice was \$117,181.12. This amount does not include credits and additional debits made during this period
3. Correspondence from Jessica Belt, WVU Medicine, nominating James H. Berry, DO, for the vacant Region 4 representative position for the WV First Foundation. This item will be considered during a future meeting of the local governments.
4. Adrian Public Service District Statement of Budget, Income & Equity for 2024-2025.
5. Adrian Public Service District – Auditor's Report and Financial statement for years ended June 30, 2023 and June 30, 2022.
6. Freedom of Information Act (FOIA) request and fulfillment from Buckhannon Fire Department on behalf of Verisk Insurance Company, regarding a First Due Boundary area.
7. Upshur County E911 Communication Reports – March, 2024. Under separate cover
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
8. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - 2024 Business at Breakfast Workshop April 17, 2024
  - b) Agendas and/or Notice of Meetings:
    - Buckhannon-Upshur Airport Authority April 8, 2024
    - Upshur County Family Resource Network April 8, 2024
    - Special Meeting of the Upshur County Commission April 16, 2024
  - c) Meeting Minutes:
    - Hodgesville Public Service District March 4, 2024
    - Elkins Road Public Service District March 5, 2024

- Adrian Public Service District
- Adrian Public Service District

March 7, 2024

March 20, 2024

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

[www.upshurcounty.org](http://www.upshurcounty.org) -- Upcoming events are listed on the main page.

9. 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](mailto: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. \*\*\**

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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

April 4, 2024 - Correspondence from Steve Wykoff, Director of Upshur County Division of Homeland Security and Emergency Management, requesting an unused radio tower currently located outside the old jail building be moved to the Emergency Operations Center for use by DHSEM and CERT. The tower would be used for training for the amateur radio and emergency communications program.

Next Regular Meeting of the Upshur County Commission

April 25, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

There will be a Special Meeting held on April 16, 2024 at 9:00 a.m.

The meeting scheduled for April 18, 2024 has been cancelled.



# 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

**John B. McCuskey**  
**State Auditor and**  
**Commissioner of Delinquent**  
**and Nonentered Lands**

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

March 25, 2024

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 \$1,014,298.09 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 02/16/2024 to 03/05/2024.

Please keep the following breakdown for your records:

|                             | Public Utilities Tax | IRP Trucks Fee   | Total                 |
|-----------------------------|----------------------|------------------|-----------------------|
| 2023 County Current Expense | 318,980.78           | 10,516.34        | 329,497.12            |
| 2023 School Current         | 432,743.14           | 14,266.92        | 447,010.06            |
| 2023 School Excess Levy     | 230,201.50           | 7,589.41         | 237,790.91            |
| <b>Totals</b>               | <b>\$981,925.42</b>  | <b>32,372.67</b> | <b>\$1,014,298.09</b> |

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

If this office can be of future assistance, please contact Russell Rollyson at (304) 558-2251, Extension 8535.

Sincerely,

John B. McCuskey  
State Auditor

JBM/pu

414124  
# 81911



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



**WILLIAM K MARSHALL III**  
**COMMISSIONER**

**MARK A SORSAIA**  
**CABINET SECRETARY**

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

BASE RATE LEWIS COUNTY  
PO BOX 466  
WESTON, WV 26452

**Invoice Number: 31249E2D**

**Invoice Date: 4/3/2024 9:42:33 AM**

**Month of Service: March, 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 Base Rate Lewis County for the month of March, 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: March

Number of Inmate Days: 786

Per Diem Rate: \$54.48

Amount Due: March, 2024

\$42,821.28

This invoice amount is due and payable upon receipt.

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



MARK A. SORSAIA  
CABINET SECRETARY

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



JOSEPH C. THORNTON  
DIRECTOR

April 5, 2024

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 Overage Per Diem Rate of \$65.38, during this month of April 2024.

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 \$54.48. 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 \$43.58.*
- 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 \$54.48.*
- 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 \$65.38.*

Based on the data from the US 2020 Census, 100% of your county's pro rata days is ... **8,857** days

As of 3/31/2023, your county has been billed (including days of debits and credits) ... **8,425** 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](mailto:Angela.D.Nitardy@wv.gov).

Very respectfully,

Joseph C. Thornton

Lewis County Financial Statement  
Month Ending- March 2024

Lewis County  
04/09/2024 @ 12:15:11 PM

|                                      | Beginning Balance | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance  |
|--------------------------------------|-------------------|--------------------|---------------------|---------------------|-----------------|
| General County                       | 4,182,627.72      | \$376,375.59       | \$450,610.92        | \$744,603.21        | 4,265,011.02    |
| Coal Severance                       | 48,628.75         | \$115.91           | \$0.00              | \$0.00              | 48,744.66       |
| General School                       | 7,432.62          | \$6,821.97         | \$0.00              | \$0.00              | 14,254.59       |
| Magistrate Court                     | 155.24            | \$1,876.57         | \$0.00              | \$50.00             | 1,981.81        |
| Worthless Check                      | 12,315.73         | \$54.39            | \$0.00              | \$0.00              | 12,370.12       |
| Dog and Kennel                       | 14,640.17         | \$599.83           | \$0.00              | \$802.81            | 14,437.19       |
| Home Detention                       | 66,015.03         | \$11,336.53        | \$0.00              | \$1,865.50          | 75,486.06       |
| Emergency 911 Fund                   | 3,936,568.49      | \$37,474.91        | \$0.00              | \$240,381.56        | 3,733,661.84    |
| Lewis County Aquatic Fund            | 570,918.10        | \$1,360.82         | \$0.47              | \$0.00              | 572,279.39      |
| Citizens Education                   | 19,902.67         | \$47.44            | \$0.00              | \$0.00              | 19,950.11       |
| Federal Equitable                    | 0.71              | \$0.00             | \$0.00              | \$0.00              | 0.71            |
| Fire Fees                            | 0.00              | \$2,197.57         | \$0.00              | \$2,197.57          | 0.00            |
| Sheriff Special Account-State        | 14,822.49         | \$35.33            | \$0.00              | \$0.00              | 14,857.82       |
| County Building                      | 459,205.09        | \$560.75           | \$0.00              | \$0.00              | 459,765.84      |
| Board of Health                      | 771,318.80        | \$67,127.99        | \$0.00              | \$91,443.35         | 747,003.44      |
| Tax Lien                             | 146,845.33        | \$0.00             | \$0.00              | \$0.00              | 146,845.33      |
| Delinquent Nonentered                | 31,455.10         | \$0.00             | \$0.00              | \$0.00              | 31,455.10       |
| Concealed Weapons                    | 51,628.38         | \$685.80           | \$0.00              | \$0.00              | 52,314.18       |
| Assessor Valuation                   | 198,659.88        | \$25,038.94        | \$0.00              | \$20,724.80         | 202,974.02      |
| Voters Registration                  | 638.76            | \$6.27             | \$0.00              | \$0.00              | 645.03          |
| State Current                        | 0.00              | \$16.26            | \$6,854.24          | \$6,870.50          | 0.00            |
| Criminal Charges                     | 0.00              | \$1,168.98         | \$0.00              | \$1,168.98          | 0.00            |
| Court Reporter                       | 0.00              | \$50.00            | \$0.00              | \$50.00             | 0.00            |
| State Police                         | 25.00             | \$315.00           | \$0.00              | \$340.00            | 0.00            |
| Vehicle License - DMV                | 0.00              | \$30,866.65        | \$0.00              | \$30,866.65         | 0.00            |
| State Fines                          | 0.00              | \$3,157.29         | \$0.00              | \$3,157.29          | 0.00            |
| Jury Fund                            | 0.00              | \$3,916.36         | \$0.00              | \$3,916.36          | 0.00            |
| WV Deputies Fund                     | 579.00            | \$570.50           | \$0.00              | \$574.50            | 575.00          |
| General Current Expenses             | 0.00              | \$8,588.06         | \$607,082.41        | \$615,670.47        | 0.00            |
| Excess Levy                          | 0.00              | \$51,296.31        | \$282,965.79        | \$334,262.10        | 0.00            |
| Weston Current                       | 0.00              | \$140.79           | \$59,330.26         | \$59,471.05         | 0.00            |
| Jane Lew Current                     | 0.00              | \$15.74            | \$6,633.57          | \$6,649.31          | 0.00            |
| County Clerk Election Administration | 3,420.65          | \$179.33           | \$0.00              | \$0.00              | 3,599.98        |
| County Clerk Real Property E-Record  | 3,420.65          | \$179.33           | \$0.00              | \$0.00              | 3,599.98        |
| LC Blueprint Community               | 41,847.53         | \$0.00             | \$0.00              | \$0.00              | 41,847.53       |
| 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                          | \$133,464.77      | \$318.12           | \$0.00              | \$0.00              | 133,782.89      |
| American Rescue Plan                 | \$2,859,345.55    | \$856.52           | \$0.00              | \$0.00              | 2,860,202.07    |
| Certified to State                   | \$159,626.50      | \$380.48           | \$0.00              | \$0.00              | 160,006.98      |
| Opioid Settlement                    | \$277,426.04      | \$661.26           | \$0.00              | \$0.00              | 278,087.30      |
| County Fire Protection               | \$46.32           | \$8.47             | \$0.00              | \$7.00              | 47.79           |
| EMS Salary Enhancement               | \$143,881.37      | \$342.95           | \$0.00              | \$0.00              | 144,224.32      |
| Financial Stabilization              | \$1,740,765.05    | \$0.00             | \$0.00              | \$0.00              | 1,740,765.05    |
| Totals                               | \$15,897,627.49   | \$665,718.78       | \$1,413,477.66      | \$2,196,046.78      | \$15,780,777.15 |

|   |                 |              |                 |
|---|-----------------|--------------|-----------------|
| Balance in county depositories - End of Month | \$16,981,922.24 | Bank Errors  |                 |
| Less: Orders Outstanding                      | \$1,937,556.87  | Bank Errors  |                 |
| Add: Deposits in Transit                      | \$732,911.78    |              |                 |
| Cash in Office at End of Month                | \$3,500.00      |              |                 |
| Misc. Adjustments (+ or-)                     |                 |              |                 |
| Total in county Depositories and Office       | \$15,780,777.15 | Bank Errors  |                 |
|   |                 | Total        |                 |
|   |                 | True Balance | \$15,780,777.15 |

I, D. G. Cox, 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.

M. B. Gonzalez  
Sheriff & Treasurer, County

Difference

Dated and sworn to on this date.

Lewis County Financial Statement  
Month Ending- February 2024

Lewis County  
03/08/2024 8:12:46:24 PM

|                                      | Beginning Balance | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance  |
|--------------------------------------|-------------------|--------------------|---------------------|---------------------|-----------------|
| General County                       | 5,993,513.25      | \$295,203.20       | \$404,682.86        | \$2,510,771.59      | 4,182,627.72    |
| Coal Severance                       | 48,513.12         | \$115.63           | \$0.00              | \$0.00              | 48,628.75       |
| General School                       | 4,110.49          | \$3,322.13         | \$0.00              | \$0.00              | 7,432.62        |
| Magistrate Court                     | 588.84            | \$1,435.34         | \$0.00              | \$1,868.94          | 155.24          |
| Worthless Check                      | 12,286.45         | \$29.28            | \$0.00              | \$0.00              | 12,315.73       |
| Dog and Kennel                       | 3,113.46          | \$30,786.17        | \$0.00              | \$19,259.46         | 14,640.17       |
| Home Detention                       | 58,658.14         | \$7,402.59         | \$0.00              | \$45.70             | 66,015.03       |
| Emergency 911 Fund                   | 3,686,564.43      | \$368,426.43       | \$0.00              | \$118,422.37        | 3,936,568.49    |
| Lewis County Aquatic Fund            | 569,558.36        | \$1,357.58         | \$2.16              | \$0.00              | 570,918.10      |
| Citizens Education                   | 19,855.34         | \$47.33            | \$0.00              | \$0.00              | 19,902.67       |
| Federal Equitable                    | 0.71              | \$0.00             | \$0.00              | \$0.00              | 0.71            |
| Fire Fees                            | 0.00              | \$4,243.81         | \$0.00              | \$4,243.81          | 0.00            |
| Sheriff Special Account-State        | 14,776.33         | \$46.16            | \$0.00              | \$0.00              | 14,822.49       |
| County Building                      | 506,083.16        | \$1,121.93         | \$0.00              | \$48,000.00         | 459,205.09      |
| Board of Health                      | 802,806.61        | \$50,551.28        | \$0.00              | \$82,039.09         | 771,318.80      |
| Tax Lien                             | 146,845.33        | \$0.00             | \$0.00              | \$0.00              | 146,845.33      |
| Delinquent Nonentered                | 31,335.40         | \$119.70           | \$0.00              | \$0.00              | 31,455.10       |
| Concealed Weapons                    | 51,255.47         | \$372.91           | \$0.00              | \$0.00              | 51,628.38       |
| Assessor Valuation                   | 228,077.20        | \$25,904.71        | \$0.00              | \$55,322.03         | 198,659.88      |
| Voters Registration                  | 638.76            | \$0.00             | \$0.00              | \$0.00              | 638.76          |
| State Current                        | 0.00              | \$6.59             | \$7,158.87          | \$7,165.46          | 0.00            |
| Criminal Charges                     | 0.00              | \$106.06           | \$0.00              | \$106.06            | 0.00            |
| Court Reporter                       | 0.00              | \$25.00            | \$0.00              | \$25.00             | 0.00            |
| State Police                         | 0.00              | \$275.00           | \$0.00              | \$250.00            | 25.00           |
| Vehicle License - DMV                | 0.00              | \$28,071.80        | \$0.00              | \$28,071.80         | 0.00            |
| State Fines                          | 0.00              | \$265.00           | \$0.00              | \$265.00            | 0.00            |
| Jury Fund                            | 0.00              | \$0.00             | \$0.00              | \$0.00              | 0.00            |
| WV Deputies Fund                     | 502.50            | \$574.50           | \$0.00              | \$498.00            | 579.00          |
| General Current Expenses             | 0.00              | \$8,444.08         | \$542,202.87        | \$550,646.95        | 0.00            |
| Excess Levy                          | 0.00              | \$4,539.07         | \$295,538.00        | \$300,077.07        | 0.00            |
| Weston Current                       | 0.00              | \$49.87            | \$54,163.33         | \$54,213.20         | 0.00            |
| Jane Lew Current                     | 0.00              | \$3.82             | \$4,145.33          | \$4,149.15          | 0.00            |
| County Clerk Election Administration | 3,058.70          | \$361.95           | \$0.00              | \$0.00              | 3,420.65        |
| County Clerk Real Property E-Record  | 3,058.70          | \$361.95           | \$0.00              | \$0.00              | 3,420.65        |
| LC Blueprint Community               | 43,710.32         | \$0.00             | \$0.00              | \$1,862.79          | 41,847.53       |
| 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            | \$33,473.77        | \$0.00              | \$33,473.77         | 0.00            |
| E-911 Construction Fund              | \$0.00            | \$0.00             | \$0.00              | \$0.00              | 0.00            |
| ARPA - PILT                          | \$133,147.41      | \$317.36           | \$0.00              | \$0.00              | 133,464.77      |
| American Rescue Plan                 | \$2,853,161.30    | \$6,184.25         | \$0.00              | \$0.00              | 2,859,345.55    |
| Certified to State                   | \$177,608.74      | \$1,650.47         | \$0.00              | \$19,632.71         | 159,626.50      |
| Opioid Settlement                    | \$276,766.35      | \$659.69           | \$0.00              | \$0.00              | 277,426.04      |
| County Fire Protection               | \$33,056.78       | \$46.32            | \$0.00              | \$33,056.78         | 46.32           |
| EMS Salary Enhancement               | \$0.00            | \$143,881.37       | \$0.00              | \$0.00              | 143,881.37      |
| Financial Stabilization              | \$0.00            | \$1,740,765.05     | \$0.00              | \$0.00              | 1,740,765.05    |
| Totals                               | \$15,702,651.65   | \$2,760,549.15     | \$1,307,893.42      | \$3,873,466.73      | \$15,897,627.49 |

|   |                 |              |                 |
|---|-----------------|--------------|-----------------|
| Balance in county depositories - End of Month | \$17,030,413.80 | Bank Errors  |                 |
| Less: Orders Outstanding                      | \$1,954,130.85  | Bank Errors  |                 |
| Add: Deposits in Transit                      | \$817,844.54    |              |                 |
| Cash in Office at End of Month                | \$3,500.00      |              |                 |
| Misc. Adjustments (+ or -)                    |                 |              |                 |
| Total in county Depositories and Office       | \$15,897,627.49 | Bank Errors  |                 |
|   |                 | Total        |                 |
|   |                 | True Balance | \$15,897,627.49 |

I, D. Gosce, 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.

[Signature]  
Sheriff & Treasurer, County

Difference

Dated and sworn to on this date.



Amended

Lewis County Financial Statement  
Month Ending- March 2023

Lewis County  
05/08/2023 @ 08:54:12 AM

|                                  | Beginning Balance | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance  |
|----------------------------------|-------------------|--------------------|---------------------|---------------------|-----------------|
| General County                   | 4,154,735.06      | \$366,762.35       | \$386,099.52        | \$742,043.52        | 4,165,553.41    |
| Coal Severance                   | 52,582.68         | \$47.54            | \$0.00              | \$0.00              | 52,630.22       |
| General School                   | 14,764.85         | \$8,419.82         | \$0.00              | \$0.00              | 23,184.67       |
| Magistrate Court                 | 891.87            | \$2,120.34         | \$0.00              | \$1,889.00          | 1,123.21        |
| Worthless Check                  | 18,357.74         | \$66.64            | \$0.00              | \$0.00              | 18,424.38       |
| Dog and Kennel                   | 17,888.33         | \$30,542.14        | \$0.00              | \$21,633.46         | 26,797.01       |
| Home Detention                   | 10,203.26         | \$4,387.83         | \$0.00              | \$0.00              | 14,591.09       |
| Emergency 911 Fund               | 3,838,094.97      | \$22,992.13        | \$0.00              | \$138,122.52        | 3,722,964.58    |
| Lewis County Aquatic Fund        | 562,629.85        | \$508.69           | \$15.45             | \$0.00              | 563,153.99      |
| Citizens Education               | 18,451.61         | \$1,116.66         | \$0.00              | \$661.07            | 18,907.20       |
| Federal Equitable                | 0.71              | \$0.00             | \$0.00              | \$0.00              | 0.71            |
| Fire Fees                        | 0.00              | \$3,617.27         | \$0.00              | \$3,617.27          | 0.00            |
| Sheriff Special Account-State    | 20,571.54         | \$528.77           | \$0.00              | \$51.00             | 21,049.31       |
| County Building                  | 497,242.22        | \$249.00           | \$0.00              | \$0.00              | 497,491.22      |
| Board of Health                  | 655,675.29        | \$135,874.21       | \$0.00              | \$111,019.72        | 680,529.78      |
| Tax Lien                         | 261,925.45        | \$0.00             | \$0.00              | \$0.00              | 261,925.45      |
| Delinquent Nonentered            | 30,971.40         | \$200.00           | \$0.00              | \$0.00              | 31,171.40       |
| Concealed Weapons                | 46,684.36         | \$965.74           | \$0.00              | \$32.04             | 47,618.06       |
| Assessor Valuation               | 236,432.25        | \$41,151.32        | \$0.00              | \$18,623.58         | 258,959.99      |
| Voters Resistration              | 4,834.56          | \$15.13            | \$0.00              | \$0.00              | 4,849.69        |
| State Current                    | 0.00              | \$5.40             | \$5,601.39          | \$5,606.79          | 0.00            |
| Criminal Charges                 | 0.00              | \$1,380.70         | \$0.00              | \$1,380.70          | 0.00            |
| Court Reporter                   | 0.00              | \$50.00            | \$0.00              | \$50.00             | 0.00            |
| State Police                     | 0.00              | \$825.00           | \$0.00              | \$825.00            | 0.00            |
| Vehicle License - DMV            | 0.00              | \$34,329.00        | \$0.00              | \$34,329.00         | 0.00            |
| State Fines                      | 0.00              | \$5.29             | \$0.00              | \$5.29              | 0.00            |
| Jury Fund                        | 0.00              | \$5,635.39         | \$0.00              | \$5,635.39          | 0.00            |
| WV Deputies Fund                 | 558.50            | \$639.50           | \$0.00              | \$554.00            | 644.00          |
| General Current Expenses         | 0.00              | \$7,408.85         | \$518,705.32        | \$526,114.17        | 0.00            |
| Excess Levy                      | 0.00              | \$60,322.87        | \$236,983.83        | \$297,306.70        | 0.00            |
| Weston Current                   | 0.00              | \$31.17            | \$32,326.24         | \$32,357.41         | 0.00            |
| Jane Lew Current                 | 0.00              | \$3.71             | \$3,844.09          | \$3,847.80          | 0.00            |
| COVID-19 PANDEMIC                | 0.00              | \$0.00             | \$0.00              | \$0.00              | 0.00            |
| LC Blueprint Community           | 46,878.99         | \$0.00             | \$0.00              | \$0.00              | 46,878.99       |
| 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            | \$0.00             | \$0.00              | \$0.00              | \$0.00          |
| E-911 Construction Fund          | \$0.00            | \$0.00             | \$0.00              | \$0.00              | \$0.00          |
| ARPA - PILT                      | \$65,345.30       | \$5.55             | \$0.00              | \$0.00              | \$65,350.85     |
| American Rescue Plan             | \$2,824,489.44    | \$2,553.65         | \$0.00              | \$0.00              | 2,827,043.09    |
| Totals                           | \$13,380,210.23   | \$732,761.66       | \$1,183,575.84      | \$1,945,705.43      | \$13,350,842.30 |

|  |                        |                          |                        |
|--|------------------------|--------------------------|------------------------|
| Balance in county depositories - End of Month  | \$14,450,651.47        | Bank Errors              |                        |
| Less: Orders Outstanding                       | \$1,737,375.31         | Bank Errors              |                        |
| Add: Deposits In Transit                       | \$634,066.14           |                          |                        |
| Cash in Office at End of Month                 | \$3,500.00             |                          |                        |
| Misc. Adjustments (+ or-)                      |                        |                          |                        |
| <b>Total in county Depositories and Office</b> | <b>\$13,350,842.30</b> | <b>Bank Errors Total</b> |                        |
|  |                        | <b>True Balance</b>      | <b>\$13,350,842.30</b> |

I, D. Gosca 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.

D. Gosca Sheriff & Treasurer  
Lewis County  
5-8-2023

Dated and sworn to on this date.

Difference

# 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



April 4, 2024

Lewis County Commission  
110 Center Avenue  
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$188,615.15 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 January, February and March, 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

April 2, 2024

Dear County Commissioner:

I would like to nominate James H. Berry, DO for the vacant Region 4 representative position for the WV First Foundation. Dr. Berry currently serves as Professor and Chair of the Department of Behavioral Medicine and Psychiatry at West Virginia University School of Medicine's Rockefeller Neuroscience Institute and the Director of Addictions. He brings with him a wealth of experience, being board certified in both General Psychiatry and Addiction Psychiatry. His extensive expertise, dedication, and remarkable contributions make him ideal for this role.

Throughout his career, Dr. Berry has been at the forefront of addressing the addiction crisis in Appalachia. He and his colleagues at WVU developed innovative community-based treatment models that have garnered national recognition. Further, they are actively engaged in groundbreaking neuromodulation research related to substance use disorders through WVU's Rockefeller Neuroscience Institute, including the nation's first trial of Deep Brain Stimulation for opioid use disorder.

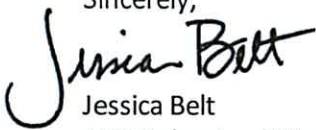
Dr. Berry has been a dedicated clinician and educator in West Virginia since the early days of the addiction epidemic. He is the proud recipient of The Addiction Policy Forum's Pillar of Excellence Award for Addiction Treatment, WVDHHR's inaugural Medical Provider Award for Advancement of Quality Addiction Care, and WVU School of Medicine's Distinguished Teacher Award.

Statewide, he serves as a member of the West Virginia Governor's Advisory Council on Substance Use Disorders and the Medical Cannabis Advisory Board. His influence extends beyond the state of West Virginia, as he actively contributes to national initiatives and serves on various advisory boards, demonstrating his dedication to advancing addiction care on a broader scale.

Dr. Berry's advocacy efforts have brought attention to the plight of individuals facing mental illness and addiction, leading to impactful engagements with local, state, and national media outlets. His audiences range from local town hall meetings to the United States Senate. His work and opinions have led to interviews with media sources such as *Psychology Today* and *The Doctors* television show. He and his patients were featured in the PBS NOVA documentary: *Addiction* that exposed a national audience to the science behind addiction and the humanity of those who suffer.

In view of his impressive work and unwavering commitment to advancing addiction care, Dr. Berry's expertise will undeniably contribute to the success of the WV First Foundation's mission. Thank you for considering Dr. James Berry to represent Region 4 in this important initiative to further the addiction care within West Virginia.

Sincerely,



Jessica Belt  
AVP Behavioral Medicine and Psychiatry  
WVU Medicine  
Rockefeller Neuroscience Institute



## **srogers lewiscountywv.org**

---

**From:** Tina Helmick  
**Sent:** Tuesday, April 9, 2024 12:38 PM  
**To:** srogers lewiscountywv.org  
**Subject:** FW: Levy Estimate

FYI...lets go ahead though and put it as an appointment on the agenda....and we will pray the letter comes.

---

**From:** Ora Ash <Ora.Ash@wvsao.gov>  
**Sent:** Tuesday, April 9, 2024 11:33 AM  
**To:** Tina Helmick <thelmick@lewiscountywv.org>  
**Cc:** Samantha Woods <Samantha.Woods@wvsao.gov>; LGS-List <LGS@wvsao.gov>  
**Subject:** RE: Levy Estimate

We had a large number of counties and municipalities send us there budget on or near the deadline. Plus, we are seeing a large number of budgets with problems. This has given us very little time to process them before the April 16 meetings to set the levy rates. We are doing are best to respond to everyone as soon as possible.

Ora L. Ash,  
Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone 304-627-2415

**Office of West Virginia State Auditor**  
**John B. McCuskey**

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**From:** Tina Helmick <[thelmick@lewiscountywv.org](mailto:thelmick@lewiscountywv.org)>  
**Sent:** Tuesday, April 9, 2024 9:40 AM  
**To:** Ora Ash <[Ora.Ash@wvsao.gov](mailto:Ora.Ash@wvsao.gov)>  
**Cc:** Samantha Woods <[Samantha.Woods@wvsao.gov](mailto:Samantha.Woods@wvsao.gov)>  
**Subject:** Levy Estimate



# **BY-LAWS OF THE LEWIS COUNTY PLANNING COMMISSION**

## **Article I - The Planning Commission**

### **SECTION 1 -NAME**

The official name of the Commission shall be the Lewis County Planning Commission.

### **SECTION 2 -REFERENCES**

As used throughout these bylaws, "Planning Commission" shall refer to the Lewis County Planning Commission, and "County Commission" shall refer to the County Commission of Lewis County, both of Lewis County, West Virginia.

### **SECTION 3 -AUTHORITY**

These bylaws and their provisions are authorized by WV Code §8A-2-11, provided that the same are adopted by the County Commission.

### **SECTION 4 - MEMBERSHIP**

The Planning Commission, by ordinance previously adopted by the County Commission shall be comprised of 8 members appointed by the County Commission pursuant to WV Code §8A-2-4.

### **SECTION 5 - TERM OF OFFICE**

Upon appointment to the Planning Commission, a member shall serve a term of three years pursuant to WV Code §8A-2-4(g).

### **Section 6 - COMMITTEES**

The Planning Commission may establish one or more committees to which it may delegate limited powers, pursuant to WV Code §8A-2-11(15). Committees shall consist of no less than three (3) nor more than five (5) members of the Planning Commission. Appointments to committees shall be made by a majority vote of the Planning Commission.

## **Article II – OFFICERS**

### **SECTION 1 -ELECTIONS**

Annually, at the first regular meeting of the Planning Commission held in January, or as otherwise scheduled, the Commission shall nominate and elect a President and Vice-President. Secretarial duties will be handled by the County Commission representative.

### **SECTION 2 -PRESIDENT**

The President shall preside at meetings of the Planning Commission and at public hearings and meetings called by the Planning Commission. The President shall call special meetings of the Planning Commission as required and shall transmit reports, plans, recommendations, and other documents from the Planning Commission to the

appropriate authorities or bodies. The President shall also perform such duties and functions as may, from time to time, be required by the Planning Commission.

### **SECTION 3 -VICE-PRESIDENT**

During the absence of the President, the Vice-President shall assume the duties and functions of the President. The Vice-President shall also perform such duties and functions as may, from time to time, be required by the Planning Commission.

### **SECTION 4 -ADDITIONAL DUTIES**

The President and Vice-President shall perform such other duties and functions as may, from time to time, be required by the Planning Commission.

### **SECTION 5 -REPLACING OFFICERS**

In the event of the death, resignation, or removal of the President or Vice-President, the Planning Commission shall elect one of its members to complete the unexpired term.

### **SECTION 6 -TERM OF OFFICE**

The President may not serve more than two consecutive one-year terms.

## **Article III – MEETINGS**

### **SECTION 1 -REGULAR MEETING**

Regular meetings of the Planning Commission shall be scheduled as agreed upon by members, on no less than a semi-annual basis.

### **SECTION 2 -SPECIAL MEETINGS**

Special meetings of the Planning Commission may be called by the President or by at least two members upon request to the President. Whether called by the President, or by two or more members, the County Commission Representative shall send to all members, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting. Written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting or if all the members are present at the special meetings.

### **SECTION 3 -VIRTUAL MEETINGS**

Virtual meetings of the Planning Commission may take the place of a regular meeting when called by the President or by at least two members upon request to the President. Whether called by the President, or by two or more members, the County Commission Representative shall send to all members, at least two days in advance of a virtual meeting, a written notice fixing the date, time, and location (URL, zoom, google meet, etc.) of the meeting. Written notice of a virtual meeting is not required if the date, time, and location of the virtual meeting have been fixed in a regular meeting.

### **SECTION 4 -QUORUM AND ATTENDANCE**

In order to conduct a meeting, a quorum of the members must be present. A

majority of the members shall constitute a quorum. No action of the Planning Commission shall be official unless authorized by a majority of the members present at a regular or properly called special meeting. In person attendance is preferred, but if pre-approved, members may participate virtually or telephonically in meetings, and they are permitted to vote.

#### **SECTION 5 -TEMPORARY PRESIDENT**

In the event of a quorum for a meeting and the absence of both the President and Vice-President any member may call the meeting to order for the purpose of electing a temporary President by a simple majority of those present.

#### **SECTION 6 -PROCEDURES FOR CONDUCTING MEETINGS**

In the absence of state law, or other procedures adopted by the Lewis County Planning Commission; Roberts Rules of Order, current addition, shall be the parliamentary authority of the Planning Commission meetings.

#### **SECTION 7 - ORDER OF BUSINESS**

The order of business at all regular meetings shall be as follows: (a) Call to Order; (b) Roll Call (c) Adoption of the Agenda; (d) Approval of the minutes of the previous meeting; (e) Public hearing; (f) Public input of approximately 5 minutes (g) Unfinished business; (h) New business; (i) Adjournment.

### **Article IV – INFORMING GOVERNING BODY OF MEMBERS' ABSENCES**

#### **SECTION 1 -INFORMING COUNTY COMMISSION OF MEMBERS' ABSENCE**

The President shall automatically send a letter to the County Commission to inform them when any member fails to attend three (3) consecutive regularly scheduled meetings without excuse in a calendar year.

### **Article V – SEVERABILITY**

#### **SECTION 1 -SEVERABILITY**

The invalidation of any article or any section of any article shall not invalidate any other portion of these bylaws.

### **Article VI -HEARINGS**

#### **SECTION 1 -HEARINGS**

An investigation into any lawful subject matter may be initiated by a majority vote of a quorum at any regular or special meeting of the Planning Commission. Any hearing, upon matters lawfully before the Planning Commission, shall be held at a regular meeting of the Planning Commission, and previously set by a majority vote of the Planning Commission at a regular meeting, therein specifying those entitled to be heard at such hearing, or at another time and place, properly determined, after first publishing a Class II Legal Notice in a newspaper of General Circulation in Lewis County, specifying the alternate time and place, and all such hearings held by the

Planning Commission shall provide for a meaningful opportunity to be heard, by those entitled to be heard at such hearings.

**Article VII – AMENDMENTS TO BYLAWS**

**SECTION 1 -AMENDMENTS**

These bylaws can be amended at any regular meeting by a two-thirds vote provided that the amendments have been submitted in writing at the previous meeting.

President of Planning Commission Approval:

\_\_\_\_\_

Date: \_\_\_\_\_

Lewis County Commission Approval:

\_\_\_\_\_

Date: \_\_\_\_\_





# Lewis County Sheriff's Department



D. Gosa, Sheriff

---

April 11, 2024

Lewis County Commission  
110 Center Avenue  
Weston, WV 26452

Dear Honorable Lewis County Commission:

I respectfully request advice and consent per WV Code §7-7-7 to hire Ethan Linger as a probationary deputy Sheriff and has been approved by the Lewis County Civil Service Commission. I would request his employment begin 5/1/2024.

Thank you advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Dave B. Gosa".

Dave B. Gosa

Sheriff of Lewis County

**FIELD SAMPLING PLAN (FSP) – Revision 1.0  
LIMITED PHASE II ENVIRONMENTAL SITE ASSESSMENT  
USEPA BROWNFIELDS ASSESSMENT GRANT NO. 95304901**

**QUINN DRIVE PROPERTY  
QUINN DRIVE  
WESTON, LEWIS COUNTY, WEST VIRGINIA**

**Prepared For:**

**LEWIS COUNTY COMMISSION**

**Prepared By:**

**CIVIL & ENVIRONMENTAL CONSULTANTS, INC.  
120 GENESIS BOULEVARD  
BRIDGEPORT, WV**

**CEC Project 328-161**

**April 9, 2024**



**Civil & Environmental Consultants, Inc.**

SIGNATURE SHEET

**Concurrence**

**Preparer/Author**

|   |  |
|---|--|
| Name: Brittany Hedrick<br>Title: Project Manager<br>Organization: CEC | Signature: <i>Britt Hedrick</i><br>Date: April 9, 2024 |
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**Cooperative Agreement Recipient**

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**Quality Assurance Officer**

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**EPA Region 3**

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**Approval**

**EPA Region 3**

|  |                     |
|--|---------------------|
| Name:<br>Title: Applied Science and Quality Assurance Branch<br>Delegated Approving Official<br>Organization: USEPA Region 3 | Signature:<br>Date: |
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## REVISION HISTORY

This table shows changes to this controlled document over time. The most recent version is presented in the top row of the table. Previous versions of the document are maintained by Quality Manager.

| <b>Document Control Number</b>                     | <b>History/ Changes</b> | <b>Effective Date</b> |
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| 328-161 Quinn Drive Phase II FSP                   | Original Document       |                       |
| 328-161 Quinn Drive Phase II FSP –<br>Revision 1.0 | Revision 1.0            |                       |

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## FIGURES

Figure 1: Project Organization Chart

Figure 2: Subject Property Location Map

Figure 3: Subject Property Diagram and Proposed Sample Locations

Figure 4: Conceptual Site Model