

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
MEETING AGENDA
TUESDAY, March 19, 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. No Appointments Scheduled**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The March 14, 2024 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. State Tax Department Budget Amount Estimate:** The WV State Tax Department provides the fiscal year 2024-2025 budget for the Statewide Computer Network, Software, Mailing and Postage Charges and Support in the amount of \$41,761. The amount for fiscal year 2023-2024 was \$38,752 (*information only*)
- 6. Lewis County Sheriff's Mileage Report:** The February 2024 Sheriff's Mileage report is presented for review. (*information only*)
- 7. Lewis County Sheriff's Financial Statement:** The February 2024 Sheriff's Monthly Financial Statement is presented for review. Also presented are the previous statements from January 2024 and February 2023. (*information only*)
- 8. Fire Department Annual Reports:** The Walkersville Volunteer Fire Department Annual Report is presented for review. (*information only*)
- 9. WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the January 29, 2024 to February 13, 2024 distribution of Public Utilities and IRP Truck Taxes in the amount of \$215,940.45 The general county portion is \$70,148.76, the general county portion for the previous term was \$5,676.62. The general county portion for this time period last year was \$83,270.24. (*information only*)

- 10. State of West Virginia Department of Homeland Security:** This letter is to notify Lewis County Commission the Regional Jail billing rate will possibly be changing during the month of March 2024. The Overage Per Diem Rate will be \$65.38. *(information only)*
- 11. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Rotary, Lewis County Chamber of Commerce, National Association of Counties Rural Action Caucus, Lewis County Park Board, etc.

BUSINESS

- 12. Safe Sites and Structures:** Commission will consider the findings, facts and conclusions submitted by all parties that were involved in the Safe Sites Hearing that was held on March 8, 2024 in relation to the property located at 96 Broad Run Road, Jane Lew, West Virginia. *(action required)*
- 13. Lewis County Clerk, Cynthia Rowan:** Ms. Rowan presents the pollworker list for the May 14, 2024 Primary Election for approval. She is also requesting consideration for an increase for pollworkers for Election Day pay. *(action required)*
- 14. Proposed Telecommunications Facility at Big Run Rd.:** Commission will consider approval of a zoning letter from Harmoni and their development partner Verizon. *(action required)*
- 15. Software Systems:** This proposal is for a new AS/400 (System i) which runs tax collection, internet tax inquiry, sheriff's accounting, online tax payment, Assessor's supplemental, and Budget & Payroll software. This system comes with a three-year IBM Hardware and Software Maintenance. The price of the IBM Hardware plus 3-year warranty, RDX Cartridge, IBM Software and 3-year software maintenance is \$40,430.00. The service estimate cost is \$6,511.50. The cost of the renewal of the "End of Support" is \$4,668.62 Commission will consider approval of each of the costs. *(action required)*
- 16. Time Sheets, Leave Requests:** No Leave Requests Submitted *(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.

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: March 14, 2024

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 7, 2024

9:15 a.m. Review and approval of revised Community Emergency Response Team (CERT) bylaws and standard operating procedures. * [Pages 4-21](#)

9:30 a.m. Open, review, and potential award of contract for veterinarian services at Lewis Upshur Animal Control Facility. *

9:45 a.m. Shane Jenkins, President of the WV Strawberry Festival Board of Directors – discuss upcoming festivities and submit the following requests: [Pages 22-23](#)

- (1) financial assistance in the amount of \$6,000
- (2) use of the Courthouse Plaza on May 11th through May 19th, 2024
- (3) use of the Sheriff's Department for associated services, assistance from the E911 Communications Center and the Upshur County Department of Homeland Security and Emergency Management as necessary. *

Items for Discussion / Action / Approval:

1. Approve Election Officials, Alternates, and Emergency Ballot Commissioners for the May 14, 2024 Primary Election.
* [Under separate cover](#)
2. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and Inspira Financial. * [Pages 24-31](#)
3. Approval and signature of the FY 25 West Virginia Community Corrections Grant Program Application requesting the amount of \$695,668 in state funds to be used to cover personnel and equipment expenses. * [Pages 32-89](#)
4. Approval and signature of a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 6 - in the amount of four hundred fifty dollars (\$450) for an Airport Improvement Program Project at the Upshur County Regional Airport. * [Pages 90-92](#)
5. Approval and signature of a Letter of Support for the Upshur County Development Authority as they seek funding through the Build WV Program to bring housing opportunities to the area. * [Page 93](#)

6. Approval and signature of a letter requesting the support of US Senator's Joe Manchin and Shelley Moore Capito for the Upshur County Sheriff's Department FY 2025 request for a community project in the Commerce, Justice, Science Appropriations Bill that will make investments in satellite communication technologies to improve communication in rural counties. * [Page 94](#)
7. Approval and signature of a Letter of Support for the Buckhannon Upshur Airport Authority as they seek Congressional funding for a t-hangar expansion project. * [Page 95](#)
8. Memorandum from Greg Harris, Upshur County Facilities Director, requesting the employment of David N. Shannon as part-time seasonal groundskeeper, effective March 25, 2024, pending background check. If approved, Mr. Shannon will work up to twenty-nine and one-half hours per week. *
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. Correspondence from Douglas K. Bush, Upshur County Commissioner, expressing support for the 26th Judicial Community Corrections Programs. This letter will be used to seek grant funding. [Page 96](#)
2. Public Notices:
- a) Newsletters and/or Event Notifications:
- City of Buckhannon
Notice of Public Hearing for a Zoning Variance April 3, 2024 [Page 97](#)
- b) Agendas and/or Notice of Meetings:
- 26th Judicial Community Corrections Program March 11, 2024 [Page 98](#)
 - Upshur County Safe Structures and Sites Enforcement March 14, 2024 [Page 99](#)
 - Upshur County Fire Board March 19, 2024 [Page 100](#)
 - Upshur County Farmland Protection Board March 19, 2024 [Page 101](#)
- c) Meeting Minutes:
- Adrian Public Service District February 1, 2024 [Pages 102-103](#)
 - Elkins Road Public Service District February 6, 2024 [Pages 104-107](#)
 - Hodgesville Public Service District February 6, 2024 [Pages 108-110](#)

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

3. 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. ***

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)

None

Next Regular Meeting of the Upshur County Commission
March 28, 2024 --- 9:00 a.m.
Upshur County Courthouse Annex
The Commission Meeting scheduled for March 21, 2024 has been CANCELLED.



Larry Pack
Acting Secretary of Revenue

Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

March 12, 2024

Honorable Members of the
Lewis County Commission
Lewis County Courthouse
110 Center Ave
Weston, West Virginia 26452-1964

Dear Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing a FY 2024-2025 budget for the Statewide Computer Network, Software, Mailing and Postage Charges and Support.

Lewis County	\$41,761
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You should consult with your county assessor to determine if he or she plans a higher level than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can help you to determine an appropriate dollar amount for such a revision.

Should you have questions regarding this information, please feel free to contact Christina Turley at 304-558-1221.

Sincerely,

A handwritten signature in cursive script that reads "Deanna Sheets".

Deanna Sheets
Director
Property Tax

DS/ct

cc: Assessor of Lewis County



Dave Hardy
Secretary of Revenue

Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

March 8, 2023

Honorable Members of the
Lewis County Commission
Lewis County Courthouse
110 Center Ave
Weston, West Virginia 26452-1964

Dear Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing a FY 2023-2024 budget for the Statewide Computer Network, Software, Mailing and Postage Charges and Support.

Lewis County	\$38,752
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You should consult with your county assessor to determine if he or she plans a higher level than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can help you to determine an appropriate dollar amount for such a revision.

Should you have questions regarding this information, please feel free to contact Christina Turley at 304-558-1221.

Sincerely,

Deanna Sheets
Director
Property Tax

DS/ct

cc: Assessor of Lewis County

February 2024 MILEAGE REQUEST

UNIT LIC.

150 D. Gosa / Vin. A42305 / 1236 – 21 SUV 49611

151 M. Cayton / Vin. A42304 / 1235 – 21 SUV 47161

152 Z. Lopez / Vin. A18031 / 4105 – 20 SUV 36409

153 B. Hendershot / Vin. A42303 / 1696 – 20 SUV 22820

154 B. Newbrough / Vin. C20138 / – 23 SUV 1230

155 M. Ayoob / Vin. A40308 / 2966 – 22 SUV 32234

156 J. Johnmeyer / Vin. B04451 / 4220 – 21 SUV 50527

157 D. Cooley / Vin. A48451 / 1241 – 22 SUV 27401

158

159

160

161

170 C. Kirkpatrick / Vin. C62863 / 1234 – 20 SUV 35167

171 C. Matheny / Vin. B29979 / 3841 – 22 SUV 27549

172 T. Lafever / Vin. A18030 / 1232 - 20 SUV 45309

173 J. Jenkins / Vin. 568479 / 6LB-698 – 17 JEEP 29255

174 R. Bush / Vin. 179324 / 4287 – 17 JEEP 34949

175 D. Cayton / Vin.319897 / 3258 – 14 CHARGER 62193

1500 Dep. Reserves / Vin. 116126 / 1910 -13 INTERCEPTOR 117308

1500 Dep. Reserves / Vin. 553134 / 1233 – 10 NITRO 78502

1500 Dep. Reserves / Vin. 553135 / 2726 – 11 NITRO 64421

Spare / Vin. 106494 / 3930 - 18 INTERCEPTOR 74516

Spare / Vin. 106495 / 3929 – 18 INTERCEPTOR 68392

Spare / Vin. A78623 / 3370 – 15 EXPLORER 115358

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

Thank You

Lewis County Financial Statement
Month Ending- February 2024

Lewis County
03/08/2024 @ 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 Severence	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 Resistration	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. Gosse, 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, Lewis County
3-8-2024

Difference

Dated and sworn to on this date.

Lewis County Financial Statement
Month Ending- January 2024

Lewis County
02/01/2024 9:09:41 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 Resistration	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, D. Coan, Sheriff of Lewis, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis, 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. Coan
Sheriff & Treasurer,
Lewis County

Difference - \$134.20

Dated and sworn to on this date.

Lewis County Financial Statement
Month Ending- February 2023

Lewis County
03/03/2023 @ 03:21:03 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	4,120,225.02	\$332,737.10	\$356,562.00	\$654,789.06	4,154,735.06
Coal Severance	52,542.37	\$40.31	\$0.00	\$0.00	52,582.68
General School	7,472.50	\$7,292.35	\$0.00	\$0.00	14,764.85
Magistrate Court	2,996.73	\$1,553.08	\$0.00	\$3,657.94	891.87
Worthless Check	18,343.67	\$14.07	\$0.00	\$0.00	18,357.74
Dog and Kennel	19,087.27	\$396.57	\$0.00	\$1,595.51	17,888.33
Home Detention	8,367.95	\$3,791.84	\$0.00	\$1,956.53	10,203.26
Emergency 911 Fund	3,921,658.11	\$20,045.16	\$0.00	\$103,608.30	3,838,094.97
Lewis County Aquatic Fund	562,197.49	\$431.28	\$1.08	\$0.00	562,629.85
Citizens Education	18,437.46	\$14.15	\$0.00	\$0.00	18,451.61
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$8,670.37	\$0.00	\$8,670.37	0.00
Sheriff Special Account-State	20,555.77	\$15.77	\$0.00	\$0.00	20,571.54
County Building	496,919.34	\$322.88	\$0.00	\$0.00	497,242.22
Board of Health	685,399.76	\$20,628.69	\$0.00	\$50,353.16	655,675.29
Tax Lien	264,543.12	\$0.00	\$0.00	\$2,617.67	261,925.45
Delinquent Nonentered	30,971.40	\$0.00	\$0.00	\$0.00	30,971.40
Concealed Weapons	46,139.62	\$554.74	\$0.00	\$10.00	46,684.36
Assessor Valuation	232,020.78	\$23,272.72	\$0.00	\$18,861.25	236,432.25
Voters Resistration	4,834.56	\$0.00	\$0.00	\$0.00	4,834.56
State Current	0.00	\$2.01	\$6,341.94	\$6,343.95	0.00
Criminal Charges	0.00	\$1,221.70	\$0.00	\$1,221.70	0.00
Court Reporter	0.00	\$57.50	\$0.00	\$57.50	0.00
State Police	0.00	\$140.00	\$0.00	\$140.00	0.00
Vehicle License - DMV	0.00	\$35,145.50	\$0.00	\$35,145.50	0.00
State Fines	0.00	\$1,300.00	\$0.00	\$1,300.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	371.00	\$554.00	\$0.00	\$366.50	558.50
General Current Expenses	0.00	\$7,978.57	\$479,972.39	\$487,950.96	0.00
Excess Levy	0.00	\$25,635.62	\$261,820.59	\$287,456.21	0.00
Weston Current	0.00	\$15.37	\$48,553.74	\$48,569.11	0.00
Jane Lew Current	0.00	\$1.52	\$4,791.33	\$4,792.85	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
ARPA - PILT	\$65,340.29	\$5.01	\$0.00	\$0.00	\$65,345.30
Certified to State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
American Rescue Plan	\$2,822,324.37	\$2,165.07	\$0.00	\$0.00	2,824,489.44
Totals	\$13,447,628.28	\$494,002.95	\$1,158,043.07	\$1,719,464.07	\$13,380,210.23

Balance in county depositories - End of Month

Less: Orders Outstanding

Add: Deposits in Transit

Cash in Office at End of Month

Misc. Adjustments (+ or-)

Total in county Depositories and Office

\$14,368,477.83
\$1,584,397.52
\$592,629.92
\$3,500.00
\$13,380,210.23

Bank Errors

Bank Errors

Bank Errors

Total

True Balance

\$13,380,210.23

I, D. Gosa 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. Gosa
Sheriff & Treasurer,
Lewis County
3-3-2023

Difference

Dated and sworn to on this date.

From: Agnes Queen <aqueen4500@aol.com>
Sent: Tuesday, March 12, 2024 10:56 AM
To: Tina Helmick; bobbystewart00@gmail.com; centralwv@yahoo.com; srogers lewiscountywv.org
Subject: Walkersville Fire Department Billing

Hi Agnes. I receive e a call today about 2023 billing for Walkersville VFD. We do not bill for call and dis not bill in 2023. Thank you. Steve Mealey Chief 304.613.9875

Thank You,

Agnes Queen, Commissioner
Lewis County Commission
110 Center Avenue,
Weston, WV 26452
Office - 304-269-8200
Cell - 304-871-7158



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

February 28, 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 \$215,940.45 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 01/29/2024 to 02/13/2024.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2023 County Current Expense	64,895.60	5,253.16	70,148.76
2023 School Current	88,040.19	7,126.65	95,166.84
2023 School Excess Levy	46,833.76	3,791.09	50,624.85
Totals	\$199,769.55	16,170.90	\$215,940.45

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

3/8/2024
81605



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

March 7, 2024

Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear Commission,

This letter is to alert you that it is *possible* 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 March 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 2/29/2024, your county has been billed (including days of debits and credits) ... **7,698** 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,

Joseph C. Thornton

Date: March 12, 2024

To: Lewis County, WV
108 Center Ave
Weston, WV 26452

RE: Proposed Telecommunications Facility at Big Run Rd (Collins Settlement District)

Lewis County Parcel Number: 01-7Q000800150000

Harmoni Site Number: WV0007098
Harmoni Site Name: Walkersville WV

To Whom it May Concern,

Kimley-Horn is working on behalf of Harmoni and their development partner Verizon, on a new telecommunications facility at the above referenced location. Per our conversations with your office, there are no zoning or building permit requirements in the unincorporated areas of the Lewis County, WV.

We would appreciate your assistance in confirming that there will be no zoning required for the construction of the wireless facility by signing and dating this letter below, and emailing it to mike.daubenmire@kimley-horn.com. If you have any questions and/or comments, please feel free to contact me at (330) 462-8631. Thank you in advance for your time and assistance in this matter.

Sincerely,

Mike Daubenmire, Authorized Agent for Harmoni

It is confirmed that Lewis County, WV does not have any zoning requirements or building regulations in the unincorporated areas of the county, therefore Harmoni is not required to obtain a zoning permit for the construction of a wireless tower facility on parcel 01-7Q000800150000.

By: _____

Name: _____

Title: _____

Tel No. _____



23 South University Avenue, Morgantown, WV 26508

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

March 7, 2024

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), 32 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: \$46,941.50

Products

Description	Qty	Price	Ext Price
IBM Hardware (9105-41B) + UPS Includes 3-year hardware warranty	1		\$26,980.00
RDX Cartridge	10	\$200.00	\$2,000.00
IBM Software (i5/OS v7.3) Includes 3-year software maintenance	1		<u>\$11,450.00</u>
		Product Total	\$40,430.00



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



23 South University Avenue, Morgantown, WV 26508

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

Multi-Year Cost Breakdown Analysis		
Initial System Cost	2018	\$36,547.00
Maintenance	2019	\$0.00
Maintenance	2020	\$0.00
Maintenance	2021	\$3,934.93
Maintenance	2022	\$3,977.00
Maintenance	2023	\$4,585.00
Total 6-year Cost		\$49,043.93
Total Yearly Average	2018 - 2024	\$8,173.99

A new system, equivalent but faster than your existing system, would cost between \$35,000 and \$45,000. It will include three years of maintenance, and therefore will not require any additional maintenance charges for the first three years.

We encourage Lewis County to take advantage of the cost savings of \$4,668.62 and acquire a new system instead of the one-year maintenance renewal. With a new system, you get improved technology, reliability, and speed.

If you prefer to renew your maintenance for another year through March 9, 2025, you should plan to order your new system by February 2025 so it can be implemented before your renewed maintenance contract is up. It will take about a month to order and install.

If you have any questions or need more information, please let us know.

Sincerely,

Samantha Alvarez
Software Systems, Inc.
samantha@softwaresystems.com



23 South University Avenue, Morgantown, WV 26508

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

February 15, 2024

Lewis County Commission
Tina Helmick, County Administrator
110 Center Avenue
Weston, WV 26452

Dear Ms. Helmick,

You may soon receive a letter from IBM, if you haven't already, stating that your IBM system will soon reach "End of Support." This means that IBM hardware support with a "Service Extension" will be available with a surcharge. IBM has announced that this Extension will be available until December 31, 2025.

IBM is discontinuing normal hardware support of your AS/400 model as of **May 31, 2024**. Your software is up-to-date and can still be renewed as normal, but your hardware (8286-41A) will only be supported on a limited basis (I.E. the Service Extension).

Your 8286-41A serial number 7867B6X was installed in March 2018 and has a hardware and software contract that is due to expire on **March 9, 2024**, which is prior to the End of Support date.

Your contract can be renewed for one more year, giving you coverage until March 9, 2025. This will cost \$4,668.62. Beyond this date, IBM will only offer support through the end of 2025.

On the next page is an analysis of your actual cost of the hardware, IBM software, and IBM maintenance cost since your purchase in 2018.



23 South University Avenue, Morgantown, WV 26508

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

Please select one of the two options below and return this page to us:

- Lewis County will purchase a new system before the End of Support on May 31, 2024.**
Please send us a hard quote on a new system.
 (This quote would include a short-term maintenance contract to bridge the gap of your current contract, dated March 10, 2024 through May 31, 2024.)

OR

- Renew Lewis County’s IBM Maintenance Contract for one year.** \$4,668.62

Authorized Signature Date

* _____

Printed name

* _____

Email address

**IBM requires an end-user name and email address upon placing the order for your renewal.*