

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

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, NOVEMBER 28, 2023**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** (*action required*)
- 2. 10:05 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:

No Appointments Scheduled

CORRESPONDENCE & INFORMATION:

- 3. Upshur County Commission Meeting Agenda:** The November 16, 2023 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 4. Justice Assistant Grant (JAG):** The Justice Assistant Grant (JAG) Program has been approved in the amount of \$19,750.00. Funds will be used to employ one or more Prevention Resource Officers. (*information only*)
- 5. Jane Lew Public Service District:** The Jane Lew Public Service District agenda and minutes are presented for review. (*information only*)
- 6. WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the September 14, 2023 – October 11, 2023 distribution of Public Utilities and IRP Truck Taxes in the amount of \$215,552.88. The general county portion is \$70,022.86 the total county portion for the previous term was \$51,346.51. The general county portion for this time period last year was \$55,392.83. (*information only*)

- 7. Board(s) and Committee(s) Reports:** Commission will give reports on any Board(s) or committee(s) meetings attended including: WV Association of Counties, WV First meeting, Country Roads Physical Therapy ribbon cutting, Planning Commission, Weston Fire Department Banquet, Lewis County Park Board, etc. *(information only)*

BUSINESS:

- 8. State Tax Department Farm Report:** The WV State Tax Commissioner has stated the Lewis County Assessor, John Breen, has complied with the additional duties as delineated in WV Code §7-7-6a and is entitled to the additional compensation of \$15,000. As provided in WV Code §7-7-6b. *(action required)*
- 9. Cancellation of the Commission meeting scheduled for Tuesday December 5, 2023:** The Commission will consider cancellation of the meeting scheduled for Tuesday, December 5, 2023 due to out-of-town training. *(action required)*
- 10. Cancellation of the Commission meeting scheduled for Tuesday, December 26, 2023:** The Commission will consider cancellation of the meeting scheduled for Tuesday, December 26, 2023 due to the holiday. *(action required)*
- 11. Requisition for Wes Banco for Construction costs for the New E-911 Center:** The Commission will consider the approval of a requisition in the amount of \$273,351.24. *(action required)*
- 12. Fund 42 – EMS Salary Enhancement Fund:** The WV Secretary of State Office requires Commissions to open a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by each County Commission. The Commission is requested to approve the new bank account and the creation of the EMS Salary Enhancement Fund. *(action required)*
- 13. Time Sheets and Leave Requests:** Steve Moneypenny Annual Leave; Tina Helmick Sick Leave Sherry Rogers Sick Leave *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 14. 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)*
- 15. 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)*
- 16. 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)*
- 17. 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:

18. 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 up to 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

November 28, 2023

Brownfield Meeting

Noon

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: November 16, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 2, 2023
- 9:15 a.m. Dr. James Moore, President – Providing an update from West Virginia Wesleyan College
- 9:30 a.m. Discuss status of property located in Meade Tax District owned by Randall Hughes Ministry, previously owned by the Estate of John Harmon George *
- 10:00 a.m. Chris Jeffries -- Panhandle Restoration and Cleaning presentation on Emergency Response Plan

Items for Discussion / Action / Approval:

1. Approval and signature of an Online Terms Acknowledgement between Motorola Solutions and the Upshur County Sheriff's Department for the acquisition of in-car cameras and related support equipment. *

Under separate cover
2. Approval and signature of a Resolution to create a checking account designated as Fund #42 EMS Salary Enhancement Fund per WV Senate Bill 737. *

Page 5
3. Review and discuss proposal from Commercial Technology Group, LLC for time and attendance software and implementation. Upon approval, authorize Commission President to execute sales agreement for a one-year period. *

Pages 6-9
4. Approval and signature of two Sworn Statements of Expenditures for funds received from the Division of Justice & Community Services in the amounts of \$78,613. for expenditures incurred in FY 2021 and \$14,320. for expenditures incurred in FY 2022. *

Pages 10-13
5. Approval and signature of the Victims of Crime Act (VOCA) Grant Contract Agreement, Resolution, and Schedule of Payments. The grant award is in the sum of \$38,595 to be used to provide crime victims notification of criminal charges, personal safety planning, court accompaniment, court notifications, change in case status, assistance obtaining restitution, and referrals. *

Pages 14-19
6. Review and approval to adopt a revised Upshur County Safe Sites and Structures Ordinance Complaint Form, as recommended by the Safe Sites and Structures Board. *

Page 20
7. Review and signature of an Agreement between the Upshur County Commission, William Rohr and Kim Burgoon. This agreement jointly engages Out On a Limb to remove a tree located on property adjoining the

Pringle Tree Park and further creates between them a mutual hold harmless and cross-indemnity arrangement. * [Pages 21-23](#)

8. Review and approval of a Grievance Procedure for Complaints Relating to Suspected or Alleged Discrimination on the Basis of Handicapped Status in Upshur County, West Virginia. * [Page 24](#)
9. Approval of Order following October 26, 2023 Hearing for the Estate of Doris Jean Davis Carr, deceased. * [Pages 25-26](#)
10. Consider recommendation from the Lewis-Upshur Community Criminal Justice Board to advertise a Request for Bids for two new sports utility vehicles to be utilized by the Lewis-Upshur Community Corrections Program. Upon approval, sealed proposals will be due no later than December 13, 2023 at the Administrative Annex located at 91 West Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed, and read aloud by the Commission on December 14, 2023. * [Pages 27-28](#)
11. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the employment of Vanessa L. Dean, as full-time Deputy County Clerk, effective December 10, 2023. * [Under separate cover](#)
12. Approval of Lewis-Upshur Animal Control Facility volunteer:
 - a) Yvette Shultz * [Under separate cover](#)
13. Approval of resignation of an employee. * *Item may lead to Executive Session per WV Code §6-9A-4 A* [Under separate cover](#)
14. Consider request from the Lewis-Upshur Community Criminal Justice Board to advertise for one full-time Case Aide with the 26th Judicial Circuit Community Corrections Day Report Center. Applications are due on or before close of business on December 1, 2023 and can be dropped off at the Office of the Upshur County Commission, Upshur County Day Report Center or the Lewis County Day Report Center. * [Page 29](#)
15. Correspondence from Tabatha Perry, County Administrator, requesting the appointment of James Moore to Region VII Planning and Development Council as public sector representative, effective immediately. * [Page 30](#)
16. 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 Shelly L. Murray, Executive Director of the West Virginia Courthouse Facilities Improvement Authority, announcing the Upshur County financial assistance request for courthouse improvements has been approved. The 21st cycle project involves the rehabilitation of stair treads in the rear courthouse stairwell. Distribution of the Funding Assistance Award Notice and Contract Agreement will be forthcoming. [Page 31](#)
2. Correspondence from David M. Wolff, Real Estate Specialist for the United States Post Office, inviting solicitation and input from community and local officials regarding the relocation of retail services to a new location within the 26234 (Rock Cave) Postal Zip Code. [Pages 32-39](#)

3. Correspondence from Joseph Ratliff, Director of the West Virginia Office of Emergency Medical Services, providing guidance surrounding the distribution of funds from the Emergency Medical Services Salary Enhancement Fund as provided in West Virginia Code of State Rules §64-116-1 *et seq.* [Pages 40-41](#)
4. Correspondence from Jeffrey Hartley, Project Manager for The Thrasher Group, providing the Regional Optical Communications (ROC) Study Report. This report provides information regarding the statewide study of broadband needs in West Virginia. The full report is available for viewing in the Commission Administrative Office. [Page 42](#)
5. WV State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the “assessor’s additional duties” and will receive additional compensation as provided in WV Code §7-7-6b. [Page 43-44](#)
6. Correspondence from Tabatha Perry, County Administrator, notifying the Joint Committee on Government and Finance that Upshur County received less than \$10,000 of Coalbed Methan Gas Severance Tax in FY 2023. The total funds received were \$8,197.76 and were used to offset County Regional Jail expenses. [Page 45](#)
7. Notification of disbursement of Wireless E-911 subscriber fees for the months of August, September, and October 2023. [Page 46](#)
8. West Virginia State Treasurer’s Office Reports:
- 3rd Quarter 2023 Volunteer Fire Department State Distribution --- October 2023 [Pages 47-56](#)
 - 25% Coal Severance Tax Distribution for period July 1, 2023 through September 30, 2023 [Page 57](#)
 - Coal Bed Methane Severance Tax Distribution --- October 2023 [Page 58](#)
 - 25% Oil and Gas Tax Distribution for period October 1, 2022 through September 30, 2023 [Page 59](#)
9. Upshur County Fire Board, Inc. Financial Report for July through September 2023. [Pages 60-73](#)
10. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for October, 2023. The invoice reflects 1,837 inmate days X \$43.58 per diem rate totaling \$80,056.46. The September 2023 invoice was \$74,739.70. [Page 74](#)
11. Lewis-Upshur Animal Control Facility Reports for the month of October, 2023.
- Revenue Report [Page 75](#)
 - Account of Animals Report [Page 76](#)
 - Animal Control/Humane Officer Animal Report [Page 77](#)
12. Public Notices:
- Newsletters and/or Event Notifications:
 - WV Navigator – Open Enrollment Event November 20, 2023 [Page 78](#)
 - SMART Recovery Workshop Series November 28, 2023 [Page 79](#)
 - Agendas and/or Notice of Meetings:
 - Community Corrections – Special Meeting November 6, 2023 [Page 80](#)
 - Elkins Road Public Service District November 7, 2023 [Page 81](#)
 - Upshur County Convention & Visitor’s Bureau November 8, 2023 [Page 82](#)
 - Upshur County Safe Structures and Sites Enforcement November 9, 2023 [Page 83](#)
 - Buckhannon Upshur Airport Authority November 13, 2023 [Page 84](#)
 - Upshur County Family Resource Network November 13, 2023 [Page 85](#)
 - Upshur County Fire Board November 14, 2023 [Page 86](#)



Jim Justice
Governor of West Virginia

November 27, 2023

The Honorable Agnes G. Queen
President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Dear Commissioner Queen:

I am pleased to inform you that I have approved a Justice Assistant Grant (JAG) Program award to the Lewis County Commission in the amount of \$19,750. Funds will be used to employ one or more Prevention Resource Officers (PROs) to act as mentors, role models, and advocates for students in West Virginia schools.

Please let me know if our Justice & Community Services' staff or I can be of further assistance.

Sincerely,


Jim Justice
Governor

JJ/mah

Cc: Tina J. Helmick, Project Director
Rebecca Carder, Fiscal Officer

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

November 9, 2023 4:00 PM

~ Working Agenda ~

I. Call to Order (Foster)

~ ROUTINE MONTHLY BUSINESS ~

II. Minutes (10/12/2023) (/) **Motion to Amend or Approve**

III. General Manager's October Reports (Snow-McKisic)

A. WATER:

1. Water Bills (/) **Motion to Ratify**
2. Water Treasury Report (/) **Motion to Approve**
3. Water Adjustments Report (/) **Motion to Approve**
4. Water Purchase, Sales & Loss Report (/) **Motion to Approve**
5. Water Preventive Maintenance Report (*averting unplanned breakdowns*)
 - a. Lines-**Walked lines looking for leaks.**
 - b. Loss Prevention **Water loss 5 percent**
 - c. Fire & Flushing Hydrants [57 + 25] **Hydrants have been flushed. Number, map and record when changes occur.**
 - d. Valves [148] **Cleaned valve box at Arby's. Sucked out rocks and cleaned with a shopvac.**
 - e. Meters [705] **Meter lids were cleaned and trimmed around.**
 - f. Booster Stations [3] **Checked all boosters. Turned off the fans and turned on the heat in preparation for winter.**
 - g. Tanks [2] **Nothing**
 - h. Office Furnace & A/C **Nothing**
 - i. Vehicles [⁰⁵ Chevy Truck, ¹⁹ Ford; ¹ crane truck & ¹ Buggy] **Trucks have been washed.**
 - j. Generator (2 Small Port.) **Exercised Chesapeake generator-check oil and fluids before each use.**
 - k. Expensive Equipment [Mower] **Tires, brakes, oil changes as needed.**
 - l. Critical Inventory **Good**
 - m. Other-**nothing**

6. Water Leak Detection Report (*finding & fixing actual leaks*) **Nothing**
7. Water System Repairs Report (*fixing other unplanned breakdowns*) **nothing**
8. New Taps/Road Bores (non-project) **Nothing**
9. Cross Connections/Backflow Report **Ongoing**
10. Other. **Nothing**

B. WASTEWATER:

1. Wastewater Bills (/) **Motion to Ratify**
2. Wastewater Treasury Report (/) **Motion to Approve**
3. Wastewater Adjustments Report (/) **Motion to Approve**
4. Wastewater Treatment Purchase, Sales & Loss Report (/) **Motion to Approve**
5. Wastewater Preventive Maintenance Report (*averting unplanned breakdowns*)
 - a. **Lines Flush lines**
 - b. I&I Prevention **Nothing**
 - c. Manholes [643] **Number, map and record changes. Keep mowed during grow season.**
 - d. Grinder Pumps [Duplex] **Amped & Enzymed every Friday. Draw and record Amps weekly. Pulled rags and debris from Unlimited Energy grinder pump.**
 - e. Lift Stations [10] **Amped & Enzymed every Friday/ Checked lights / Changed Charts and record meter readings/Record run times/Trim and mow during growing season. Reset modem at Station 6. Station 6, Pump 1, tripped and reset, put it back online**
 - f. Bar Screen [1] **Clean Bar Screen-every week**
 - g. Vehicles [’06 GMC Truck; ½ ’19 Ford; ½ crane truck; & ½ Buggy] All vehicles have been washed. Routine maintenance performed.
 - h. Generators [3 Station. + 2 Port.] **Stationary exercised every Monday. Computer checked weekly and heater block will be checked weekly during winter. Ports are exercised on the 20th of every month.**
 - i. Classroom Furnace & A/C-Filter **changed. Professional inspection scheduled in fall.**
 - j. Expensive Equipment [Mower] **Nothing**
 - k. Critical Inventory **Nothing**
 - l. Other **Nothing**
 - m. Wastewater Repairs Report (*fixing unplanned breakdowns*) **Pulled pump at Station 3and replaced with a spare pump. Pulled pump 2 at Station 6. Drilled out a bolt and returned to service. Pulled pump 1 Station 6 and sent to Soles.**
6. New Taps/Road Bores (non-project) **Nothing**
7. Other **Nothing**

IV. PSD Policies and Job Descriptions (Snow-McKisic) **Nothing**

V. Personnel (Snow-McKisic) **Nothing**

VI. Announcements (Snow-McKisic or Board) **Nothing**

- VII. Correspondence:
Letter from State Auditor-WV-Chief Inspector-Notice of Approved Contract-received 10/26/23.
Copy of Classified Ad-Public Notification of Rate Increase-10/17/23.

~~ OLD BUSINESS ~~

- VIII. Request to purchase property beside Wastewater Plant (Snow-McKisic) –**UPDATE: This has been approved by the PSC. The Deed has been drawn up by Tracy Weber’s Office. Jim Kelsh and I reviewed the Deed for accuracy. We are now waiting on a date to finalize this transaction.**
- IX. Rate Increase-19A Application, cash flow analysis and cover letter for the Jane Lew water system 2023 Rate Increase has been submitted to the PSC for approval. **UPDATE: The rate increase has been approved by the PSC. The public notification date was October 25, 2023. The affidavit will be filed with the PSC once the publication is returned. Tentatively, the rate increase should go into effect in January 2024.**
- X. Scoring the CPA firms for the audits, 2023-2025. **UPDATE: The State Auditor’s Office approved Ferrari and Associates to be our auditor and the contract was signed.**

~~ NEW BUSINESS ~~

- XI. Late-Received Agenda Items (Snow-McKisic) Email from Ray Smith (LC Economic Development) Ray spoke with Shane from Region VII about the proposed study and he called a few agencies. IT looks like Ray should be able to secure the funding for the study without an issue. He is meeting with Shane, in person, next week and will keep me updated on the progress.
- XII. Adjournment _____ PM

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting November 9, 2023

Present: Bradley Foster (Chairman), Nancy Gee (Board), Oscar Mills (Board),

Guests:

Absent: Stephanie Snow-McKisic

- I. **Call to Order** The meeting was called to order at 4:07pm by Chairman Foster.

~~ ROUTINE MONTHLY BUSINESS ~~

II. **Minutes: (9/14/23)**

MOTION: (Mills/Gee) to approve attached Minutes of the September regular meeting. **[Carried Unanimously]**

III. **General Manager's September Reports (Snow-McKisic)**

A. **WATER:**

1. Bills (Attached)

MOTION: (Gee/Foster) to ratify payment of attached list of water invoices for September 2023. **[Carried Unanimously]**

2. Treasury Report (Attached)

MOTION: (Foster/Gee) to approve attached Water Treasury Report for September 2023. **[Carried Unanimously]**

3. Water Adjustments Report (Attached)

MOTION: (Mills/Foster) to approve attached Water Adjustments Report for September 2023. **[Carried Unanimously]**

4. Water Purchase, Sales & Loss Report (Attached)

MOTION: (Gee/Foster) to approve attached Water Purchase, Sales & Loss Report for September 2023. **[Carried Unanimously]**

5. Water Preventive Maintenance Report -

- a) Lines – **Walked lines looking for leaks.**
- b) Loss Prevention/leak detection – **water loss 6%**
- c) Fire + Flushing Hydrants [57 + 25] – **Number, trim around, map and record changes. Hydrant near the hotel is not working. IT is properly marked and a new one has been ordered.**
- d) Valves [148] **Worked Valves for leak detection-Exercised 1 full cycle. TTM and HA5 flushed at the plant.**
Meters [705] -1 replaced
- e) Booster Stations [3] – **checked. All vents will be shut and heat on by November.**
- f) Tanks [2] – **nothing.**
- g) Office Furnace + A/C -Filter changed in preparation for the heat to be turned on.
- h) Vehicles [½ 2019Truck, ½ crane truck, + ½ Buggy] – **nothing**
- i) Generators [1 big port + 2 small] – **exercised generator**
- j) Expensive Equipment [Mower] – **nothing**
- k) Critical Inventory – **good**
- l) Other – **nothing**

6. Water System Water Leak Detection Report (finding & repairing actual leaks) – **Nothing.**
7. Water System Repairs Report (fixing unplanned breakdowns) -**2 substantial leaks located. 1. Trenton Batten (beside Sam Hicks) and Janice Clemons (beside The Office) Both leaks were located on our end, the necessary repairs were made and adjustments given to the customers.**
8. Cross-Connections/Backflow Report – **ongoing**
9. New Non-Project Water Taps/Road bores – **none**
10. Other – **none**

Water Assignments

None

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Gee/Mills) to ratify payment of list of Sewer invoices for October 2023. **[Carried Unanimously]**

2. Wastewater Treasury Report (Attached)

MOTION: (Foster/Gee) to approve Sewer Treasury Report for October 2023. **[Carried Unanimously]**

3. Wastewater Adjustments Report (Attached)

MOTION: (Gee/Mills) to approve Sewer Adjustments Report for October, 2023. **[Carried Unanimously]**

4. Wastewater Treatment Purchase, Sales & Loss Report (Attached) -

MOTION: (Mills/Gee) to approve Sewer Treatment Purchase, Sales & Loss Report of October **Letter from State Auditor-WV-Chief Inspector-Notice of Approved Contract-received 10/26/23. Copy of Classified Ad-Public Notification of Rate Increase-10/17/23.**

2023. **[Carried Unanimously]**

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines– **Flushed Jeff Sim’s and 12 Seth St. Camera used at 12 Seth St. Deodorant block hung at 48 Ridgeview Est.**
- b) I&I Prevention - **nothing**
- c) Manholes [643] –**Number, map and record when changes occur. Mow during the growing season. Planned repair**
- d) Duplex + ABS Grinder Pumps [5 + 2] – **amped and enzymed every Friday**
- e) Lift Stations [10 total] – **Inspect pit and floats weekly. Clean floats as needed. Inspect lightbulbs weekly. Amped & Enzymed every Friday/ Changed Charts and record meter readings/Record run times/Trim and mow during growing season.**
- f) Bar Screen [1] – **clean bar screens every week.**
- g) Vehicles – [½ '19 Ford Truck, ½ crane truck & ½ Buggy] – **Wash monthly, change oil, rotate tires, brakes and rotors as needed.**
- h) Generators – [3 station + 2port] **Stationary exercised every Monday. Computer checked weekly and heater block will be checked weekly during winter months. Ports are exercised on the 20th of every month.**
- i) Classroom Furnace & A/C – **nothing**
- j) Expensive Equipment [mower] – **nothing**
- k) Critical Inventory – **nothing.**
- l) Other- **nothing.**

6. Wastewater Repairs Report (attached) **Martin #1 pump installed-rebuilt pump. Donnie Smith installed new pump.**

7. New Non-Project Sewer Taps/Road Bores – **Nothing**

8. Other – **Nothing**

- IV. PSD Policies and Job Descriptions (Snow-McKisic) – **Nothing**
- V. Personnel Matters (Snow-McKisic) – **Nothing**
- VI. Announcements: -Nancy Gee completed the 3-day Board Member training in Charleston.
- VII. Correspondence: **nothing**
- VIII. Letter from State Auditor-WV-Chief Inspector-Notice of Approved Contract-received 10/26/23.
Copy of Classified Ad-Public Notification of Rate Increase-1

~~ **OLD BUSINESS** ~~

- I. Request to purchase property beside Wastewater Plant (Snow-McKisic) –**UPDATE: This has been approved by the PSC. The Deed has been drawn up by Tracy Weber’s Office. Jim Kelsh and I reviewed the Deed for accuracy. We are now waiting on a date to finalize this transaction.**
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- III. Scoring the CPA firms for the audits. 2023-2025. **UPDATE: The State Auditor’s Office approved Ferrari and Associates to be our auditor and the contract was signed.**

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- IV. Late-Received Agenda Items (Snow-McKisic) Email from Ray Smith (LC Economic Development) Ray spoke with Shane from Region VII about the proposed study and he called a few agencies. IT looks like Ray should be able to secure the funding for the study without an issue. He is meeting with Shane, in person, next week and will keep me updated on the progress.
- V. Adjournment 4:28 PM

Attachments:

- Oct 2023 Bills Paid (Water/Wastewater)
- Oct t 2023 Adjustments Reports (Water/Wastewater)
- Oct 2023 Water/Wastewater Treatment Purchase, Sales & Loss Report
- Correspondence



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

October 25, 2023

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 \$215,552.88 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 09/14/2023 to 10/11/2023.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2023 County Current Expense	65,156.50	4,866.36	70,022.86
2023 School Current	88,394.12	6,601.92	94,996.04
2023 School Excess Levy	47,022.03	3,511.95	50,533.98
Totals	\$200,572.65	14,980.23	\$215,552.88

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 (E04) 558-2251, Extension 2183.

Sincerely,

John B. McCuskey
State Auditor

JBM/pu

11/9/2023
804136



Dave Hardy
Secretary of Revenue

STATE TAX DEPARTMENT

Matthew Irby
State Tax Commissioner

November 8, 2023

President, Lewis County Commission
Lewis County Courthouse
PO Box 706
Weston, West Virginia 26452

Dear Commission President:

This letter is to certify that John Breen, Assessor of Lewis County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Breen to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

Matthew Irby
State Tax Commissioner

MI/ct

cc: Assessor of Lewis County
Clerk of Lewis County

**ASSESSOR ADDITIONAL DUTIES - 2023
SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)**

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2022 to June 30, 2023 in the manner prescribed by the State Tax Commissioner.	X	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2022 – June 30, 2023) by entering this information in the IAS/CAMA system.	X	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. <u>1800+</u>)	X	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	X	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	X	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	X	
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide an explanation.	X	

STATEMENT OF COMPLETION

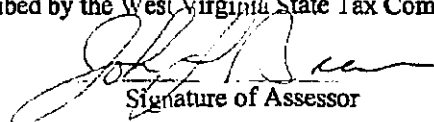
State of West Virginia

County of Lewis

I, the undersigned, John C. Breen, Assessor
of Lewis County, hereby certify that I have substantially completed each additional duty

described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

8-8-2023
Date


Signature of Assessor

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

----- Forwarded Message -----

From: Shellie Humphrey <shellie.humphrey@wvsao.gov>
To: LGS-List <lgs@wvsao.gov>
Sent: Wednesday, November 8, 2023 at 03:22:14 PM EST
Subject: Guidance for new EMS Fund

In accordance with the passage of WV Code §16-4C-25, we have created a new fund in the County Uniform Chart of Accounts.

Fund 42 – EMS Salary Enhancement Fund

Your County Commission must also open up a new bank account to accompany this fund. Both the creation of the fund and opening of the bank account must be approved by the County Commission in a public meeting.

The bank account should be interest-bearing, and any interest earned will remain in the fund and be subject to the same restrictions as the other revenues in the fund. This fund is a governmental fund and therefore the account requires 3 signatures – President of the County Commission, County Clerk, and Sheriff. Invoices will be processed the same as invoices for all other county governmental funds. The County Clerk will write the checks, and the Sheriff will be responsible for the receipts and maintaining the bank accounts.

To record these revenues, you will use account #323 “State Government Grants”. The expenditure accounts utilized will be based on the decisions made by the County Commission when these funds are used. Counties should refer to the County Uniform Chart of Accounts when making these decisions.

Questions regarding expenditures of this money should be directed to the state Director of the Office of Emergency Medical Services, as they are charged by code with administering and setting the rules for this fund. As a reminder, in order to be in compliance with provisions in WV Code, the county must have some sort of documentation to support all expenditures. It is up to the County Commission to determine the procedures for releasing these funds.

We have sent this to elected officials (and tax deputies). Please distribute within your office as needed.

Let us know if we can be of further service to you.

****Please note my new extension.**

Shellie Humphrey, CPA, AFI, CGFM
Budget-Finance Specialist
Local Government Services
West Virginia State Auditor's Office
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Clarksburg, WV 26301
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