

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, JANUARY 9, 2024**

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

3. **10:10 AM** No Appointments Scheduled

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The January 4, 2024 Upshur County Commission meeting minutes are presented for review. *(information only)*
5. **Lewis – Gilmer E-911 Monthly Report:** The December 2023 Lewis-Gilmer E-911 report is presented for review. *(information only)*
6. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Lewis County Convention and Visitors Bureau, Rotary, WV Association of Counties, Lewis County First, 911 Advisory Board, etc.

BUSINESS

7. **Polling Place Change Order for Precinct #17:** The Commission will execute the order of changing Precinct 17 from Real Life Church to the Lewis County Senior Citizens Center. *(action required)*
8. **Consolidation Order of Precinct #18 and Precinct #19:** The Commission will execute the order to consolidate Precincts 18 & 19 to be known as Precinct 18. *(action required)*

9. **Policy for Security of Voting Equipment:** The Commission will execute the Policy for Security of Voting Equipment as per WV Code §3-4A-26 *(action required)*
10. **Emergency Absentee Ballot Commissioners:** Lewis County Clerk, Cynthia Rowan, will present the Emergency Absentee Votor Ballot Commissioners, Terri Walker and Rebecca Young, for the Commission approval. *(action required)*
11. **Emergency Absentee Voting Policy:** The Commission will execute the Emergency Absentee Voting Policy for voters who remain confined and unable to vote on election day as per WV Code §3-3-5c. *(action required)*
12. **Memorandum of Understanding:** Lewis County Commission will be asked to approve the Memorandum of Understanding between the Commission and the Town of Jane Lew to include the Town of Jane Lew Election on the Primary Election May 14, 2023. *(action required)*
13. **Additional Law Enforcement Equipment Purchase for a 2023 Ford Explorer Police Interceptor:** The Lewis County Sheriff request additional law enforcement equipment for the vehicle in the amount of \$7,339.62 from ACS. *(action required)*
14. **Kohler Model KG150 Gas Generator System:** The Commission will consider quotes for a generator for the new E-911 Center from Cumins and Service in the amount of \$107,025.00, Scott Electric / Palco Power Systems in the amount of \$100,750.00, Crites Electric in the amount of \$50,138.28. Item postponed from December 19, 2023 meeting. *(action required)*
15. **Lewis County Assessor's Office Letter of Resignation:** Christy Barlow has submitted a letter of resignation effective January 10, 2024. *(action required)*
16. **Lewis County Assessor's Office Request to Advertise:** John Breen, Lewis County Assessor, requests to advertise the position of Deputy Assessor. *(action required)*
17. **Time Sheets, Leave Requests, and Annual Leave Transfers:** List available at meeting *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

18. **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)*
19. **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)*
20. **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)*
21. **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:

22. **With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

- 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.

IN THE COUNTY COMMISSION OF LEWIS COUNTY, WV

The Lewis County Commissioners hereby order the following applications taken by the Lewis County Assessor, John L. Breen, approved by the Prosecuting Attorney be approved:

Erroneous Assessments:

NO EXONERATIONS!

COMMISSION MEETING 01/09/2024

Approved this the day of , 2024.

President, Lewis County Commission

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: January 4, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 21, 2023
- 9:15 a.m. Tasha Carrico, representative from Special Olympics, to discuss upcoming polar plunge event.
- 9:30 a.m. First reading of suggested revisions to the Upshur County Floodplain Ordinance, previously adopted on January 16, 2020. [Page 4](#)

Items for Discussion / Action / Approval:

1. Election of Commission President for the 2024 Calendar Year *
2. Oath of Office for the Commission President *
3. Establish date and time for regular Commission Meetings *
4. Approval of Local Rules for Commission Meetings * [Page 5](#)
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3 * [Page 6](#)
6. Discuss agenda format and material *
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex * [Page 7](#)
8. Approval of 2024 Holiday Schedule and Administrative Closures * [Page 8](#)
9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature *
10. Consider Commissioner Board Appointments: * [Page 9](#)
 - Court Security Advisory Board
 - Lewis-Upshur Community Corrections Board
 - Upshur County Farmland Protection Board
 - Lewis-Upshur Local Emergency Planning Committee
 - Region VI Work Force Investment Board
 - Region VII Planning & Development Council
 - Upshur County 4H Foundation
 - Upshur County Development Authority
 - Upshur County Enhanced Emergency Telephone Board

- Upshur County Extension Service Committee
- Upshur County Fire Board Incorporated
- Upshur County Senior Center Board
- Upshur County Family Resource Network
- Upshur County Youth Council, Incorporated (SYC)
- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority
- Emergency Food and Shelter Program

11. Approval of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services. * [Page 10](#)
12. Approval and adoption of the 2024 Standard Mileage Rates- Effective January 1, 2024. * [Pages 11-12](#)
13. Approval of Order Requesting the Appointment of Sheriff J. Michael Coffman as the Administrator of the Estate of Roger Allen Sears. * [Page 13](#)
14. Approval and signature of a 2023-2024 school year Prevention Resource Officer Agreement by and between the Upshur County Board of Education, Upshur County Commission and Upshur County Sheriff's Office for the placement of a Prevention Resource Officer that will rotate among the seven Elementary Schools in Upshur County. * [Pages 14-19](#)
15. Approval of the purchase of a 2021 Jeep Grand Cherokee Laredo from the 26th Judicial Circuit Community Corrections Program for \$12,000. for use in the Upshur County Sheriff's Department. * [Page 20](#)
16. Approval of Requests for Bids and Minimum Vehicle Specifications for one Sport Utility Vehicle for the Upshur County Sheriff's Department. Sealed proposals must be received no later than 4:00 p.m. on January 31, 2024 at the Administrative Annex located at 91 West Main Street, Suite 101. Bids received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, February 1, 2024. * [Pages 21-22](#)
17. 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 John S. Jenkins, CPA and WV First QSF Administrator, outlining local government settlement payment requirements for the distribution of the West Virginia opioid settlement funds, which has now begun. [Page 23](#)
2. Correspondence from Patrick Morrissey, WV Attorney General, announcing a partnership between the Attorney General's Office and the WV State Auditor's Office relating to county opioid settlement funds. [Pages 24-44](#)
3. Memorandum from John B. McCuskey, WV State Auditor, outlining guidance and providing a mechanism to transparently track the county opioid settlement funds. [Pages 45-49](#)

4. Public Notices:

a) Newsletters and/or Event Notifications:

- None

b) Agendas and/or Notice of Meetings:

- City Council of Buckhannon January 4, 2024 [Page 50](#)
- Elkins Road Public Service District January 9, 2024 [Page 51](#)

c) Meeting Minutes:

- Upshur County Fire Board Meeting November 14, 2023 [Page 52](#)

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

<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.

5. 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)

Tabled November 30, 2023 - Consider executing a Memorandum of Understanding for Regional Task Force dedicated to optimizing funds available to political subdivisions from the WV First Foundation created as a result of the State opioid litigation and settlements. Upon entering this agreement, parties agree to cooperate and provide information and documentation to Ascension Recovery Services (Ascension). Financial contribution by the parties of this MOU for the services provided by "Ascension" is voluntary, not mandatory. [Pages 53-54](#)

Next Regular Meeting of the Upshur County Commission

January 11, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

LEWIS-GILMER E-911 YEARLY TOTALS

CAD #	DATE	2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS	
LEWIS COUNTY																
15	LEWIS SHERIFF		273	284	434	397	435	413	459	482	427	369	303	328	4604	
10	WESTON PD		182	210	241	243	178	231	201	260	218	219	222	224	2629	
250	WVSP WESTON		118	132	155	172	189	168	174	143	101	158	166	151	1827	
230	LEWIS NRP		16	13	26	46	29	42	53	34	37	33	39	15	383	
208	LEWIS EMS		292	243	307	240	275	306	311	316	259	249	259	226	3283	
201	WESTON FD		94	84	130	117	96	126	132	124	115	110	109	95	1332	
202	JANE LEW FD		16	30	61	35	68	58	68	54	67	47	62	53	619	
203	PRICETOWN FD		12	18	22	28	20	23	27	20	24	23	13	14	244	
204	WALKERSVILLE FD		15	14	17	15	13	26	19	26	19	13	12	12	201	
205	JACKSON MILL FD		22	26	45	19	32	18	25	21	15	24	21	11	279	
206	MIDWAY FD		2	2	10	7	1	3	6	8	7	1	6	3	56	
	ANIMAL CONTROL		37	41	40	38	43	69	58	71	55	61	52		565	
	DOGS PICKED UP		7	5	8	8	10	18	13	34	9	28	11		151	
	OTHERS PICKED UP		12	19	12	1	12	3	10	9	2	6	2		88	
															Total	16022

GILMER COUNTY																
104	GILMER SHERIFF		37	54	79	61	66	49	42	59	45	31	19	16	558	
102	GLENVILLE PD		76	101	76	55	98	143	119	94	80	85	71	89	1087	
103	GSU PD		4	2	4	6	1	0	1	13	5	1	3	3	43	
150	WVSP GLENVILLE		38	42	54	57	57	40	60	45	57	43	52	48	593	
130	GILMER NRP		0	3	5	11	1	2	5	3	1	3	16	1	51	
175	GILMER EMS		118	147	129	90	111	89	113	91	96	78	85	90	1237	
101	GLENVILLE FD		21	26	29	42	29	20	55	14	29	17	23	22	327	
105	NORMANTOWN FD		5	3	4	15	5	1	6	1	5	3	10	6	64	
106	SAND FORK FD		16	22	27	30	20	11	41	8	22	13	21	16	247	
107	CEDARVILLE FD		2	15	9	12	3	8	16	2	11	3	3	5	89	
108	TROY FD		4	15	11	13	3	7	21	4	11	4	6	11	110	
	ANIMAL CONTROL		0	0	2	0	1	0	2	2	2	0	1	0	10	
															Total	4416

Total by Month 1419 1551 1937 1758 1796 1874 2037 1938 1719 1622 1587 1439

DATE 2023 JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC TOTALS

ZACH'S COUNTY	4	2	5	5	4	7	7	6	7	6	6	5	64
ZACH'S OWNER	2	2	0	2	4	2	1	0	2	1	0	1	17
ZACH'S SERVICE	0	0	1	1	1	2	2	1	0	2	1	1	12
ZACH'S TOTAL	6	4	6	8	9	11	10	7	9	9	7	7	93
A & S COUNTY	4	2	5	6	4	8	6	6	8	6	5	6	66
A & S OWNER	1	0	1	1	3	7	3	4	3	2	2	0	27
A & S SERVICE	0	0	1	1	1	1	2	1	1	1	2	1	12
A & S LARGE	1	0	1	0	1	0	0	1	1	0	0	1	6
A & S TOTAL	6	2	8	8	9	16	11	12	13	9	9	8	111
HITT'S COUNTY	4	1	6	5	4	7	7	6	7	6	6	5	64
HITT'S OWNER	3	2	1	1	5	0	0	4	3	0	10	2	31
HITT'S SERVICE	0	0	1	1	1	2	2	1	0	2	1	1	12
HITT'S TOTAL	7	3	8	7	10	9	9	11	10	8	17	8	107
LIPP'S COUNTY	4	2	5	6	4	8	6	7	7	6	6	6	67
LIPP'S OWNER	1	0	1	1	1	0	0	2	2	0	2	0	10
LIPP'S SERVICE	1	0	1	1	1	1	2	1	1	1	2	1	13
LIPP'S LARGE	1	0	2	0	1	0	0	1	1	0	1	0	7
LIPP'S TOTAL	7	2	9	8	7	9	8	11	11	7	11	7	97
TOLANDS COUNTY	4	1	6	5	4	8	6	7	7	6	6	5	65
TOLANDS OWNER	0	2	2	0	0	0	0	3	1	2	1	2	13
TOLANDS SERVICE	0	1	1	1	2	2	2	1	0	2	1	1	14
TOLANDS TOTAL	4	4	9	6	6	10	8	11	8	10	8	8	92
VALLEYCHAPEL COUNTY	4	2	6	5	4	8	6	7	7	6	6	5	66
VALLEY CHAPEL OWNER	1	2	1	0	5	1	2	1	1	2	1	0	17
VALLEY CHAPEL SERVICE	0	1	1	1	2	1	2	1	1	2	0	1	13
VALLEY CHAPEL LARGE	1	0	1	0	1	0	0	1	1	0	1	0	3
VALLEY CHAPEL TOTAL	6	5	9	6	12	10	10	10	10	10	8	6	102
GILMER COUNTY													
GLEN- AUTO COUNTY	6	3	1	4	2	3	5	3	2	3	4	4	40
GLEN- AUTO OWNERS	3	2	1	2	5	2	2	1	6	1	4	1	30
GLEN- AUTO SERVICE	0	0	1	1	0	0	0	0	0	0	1	0	3
GLEN- AUTO TOTALS	9	5	3	7	7	5	7	4	8	4	9	5	73
A and S COUNTY	5	3	1	5	2	2	6	2	3	3	5	3	40
A and S OWNERS	0	0	0	0	1	1	0	0	3	0	1	0	6
A and S SERVICE	0	1	1	1	0	0	0	1	0	0	0	1	5
A and S LARGE	1	0	0	0	0	0	1	0	4	0	0	0	6
A and S TOTAL	6	4	2	6	3	3	7	3	10	3	6	4	57

2023 LEWIS-GILMER E-911 TELETYPE REPORT

		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LEWIS														
LC SHERIFF	10-27	140	111	120	112	123	98	101	97	91	88	94	85	1260
	10-28	122	98	89	81	73	95	94	84	81	79	73	70	1039
	III & CIB	111	87	79	67	73	62	52	56	66	65	57	48	823
	OTHER	34	44	60	30	35	33	42	27	48	20	28	18	419
	DVP	14	15	23	28	30	22	39	38	30	22	20	32	313
WESTON PD	10-27	88	57	54	44	33	31	29	28	22	24	31	26	467
	10-28	101	97	51	39	41	31	29	27	20	26	28	21	511
	III & CIB	11	6	12	6	12	18	16	9	13	13	11	13	140
	OTHER	16	21	15	17	25	7	4	13	4	0	12	0	134
	DVP	7	4	7	9	4	5	5	15	8	4	0	4	72
WVSP	10-27	31	24	13	18	12	14	9	11	23	6	11	13	185
	10-28	20	19	12	11	17	16	8	6	0	8	1	2	120
	III & CIB	14	9	11	6	6	5	0	2	0	3	9	0	65
	OTHER	1	2	0	3	5	3	0	9	1	0	0	0	24
	DVP	4	16	21	9	21	10	7	6	12	16	11	4	137
NRP	10-27	2	1	2	8	1	8	6	8	9	0	0	0	45
	10-28	5	2	7	13	0	7	4	6	0	24	6	0	74
	III & CIB	4	0	0	0	0	5	2	1	0	0	1	0	13
	OTHER	19	0	0	1	1	1	1	1	3	0	0	0	27
	DVP	4	3	0	6	3	2	3	9	2	7	4	5	48
PROSECUTOR	10-27	0	0	2	0	0	0	0	0	0	0	1	0	3
	10-28	0	0	0	0	0	0	0	0	0	0	0	0	0
	III & CIB	31	16	16	21	14	13	15	18	26	19	21	19	229
	OTHER	0	0	0	0	0	0	0	0	0	0	0	6	6
	DVP	0	0	0	0	0	0	0	0	0	0	1	0	1
PROBATION	10-27	3	8	2	1	0	0	0	0	3	0	0	0	17
	10-28	0	0	0	0	0	0	0	0	0	0	0	0	0
	III & CIB	22	12	7	0	14	0	0	0	19	0	0	0	74
	OTHER	0	0	0	0	0	0	0	1	0	0	0	0	1
	DVP	0	0	4	0	0	0	0	0	0	2	0	0	6
SWJS PARK	10-27	0	0	0	0	0	0	0	0	0	0	0	0	0
	10-28	0	0	0	0	0	0	0	0	0	0	0	0	0
	III & CIB	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
	DVP	0	0	0	0	0	0	0	0	0	0	0	0	0
FAMILY COURT	III & CIB	0	0	0	0	0	0	0	0	1	0	0	0	1
DAY REPORT	10-27	0	4	0	0	0	0	0	0	0	0	0	0	4
	10-28	0	0	0	0	0	0	0	0	0	0	0	0	0
	III & CIB	0	0	0	146	4	0	0	3	0	0	0	0	153
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
	DVP	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TRANSACTIONS														6411

IN RE: POLLING PLACE CHANGE FOR PRECINCT #17

ORDER

WHEREAS, the County Commission of Lewis County, West Virginia, found it necessary to change the location of the polling place for Precinct #17 located in the Real Life Church to the Lewis County Senior Citizens Center, this precinct being a part of the voting district Freemans Creek Magisterial District, Lewis County, in accordance with WV Code §3-1-7; and

WHEREAS, proper notice having been published in the Weston Democrat for two (2) consecutive weeks and at least thirty (30) days effective January 11, 2024.

NOW, THEREFORE, it is ordered that the polling place for Precinct #17 Real Life Church be changed to and moved to the Lewis County Senior Citizens Center and be known as **Precinct #17 Lewis County Senior Citizens Center-Middle**, with this precinct being a part of the voting district Freemans Creek Magisterial District, Lewis County.

ORDERED and ATTESTED to this 9th day of January, 2024, and being effective January 11, 2024, by the members of the County Commission and the Clerk of said Commission.

Robert S. Stewart, III, President

Agnes G. Queen

Roderick B. Wyman

ATTEST:

Cynthia S. Rowan
Clerk of the Lewis County Commission

Seal

IN RE: CONSOLIDATION OF PRECINCT #18 AND PRECINCT #19

ORDER

WHEREAS, the County Commission of Lewis County, West Virginia, found it necessary to consolidate Precinct #18 and Precinct #19, both located in the Lewis County Senior Citizens Center, these precincts being a part of the voting district Freemans Creek Magisterial District, Lewis County, in accordance with WV Code §3-1-7; and

WHEREAS, proper notice having been published in the Weston Democrat for two (2) consecutive weeks and at least thirty (30) days effective January 11, 2024.

NOW, THEREFORE, it is ordered that Precinct #18 and Precinct #19 - Lewis County Senior Citizens Center be consolidated and known as Precinct #18 Lewis County Senior Citizens Center-Right, with this precinct being a part of the voting district Freemans Creek Magisterial District, Lewis County.

ORDERED and ATTESTED to this 9th day of January, 2024, and being effective January 11, 2024, by the members of the County Commission and the Clerk of said Commission.

Robert S. Stewart, III, President

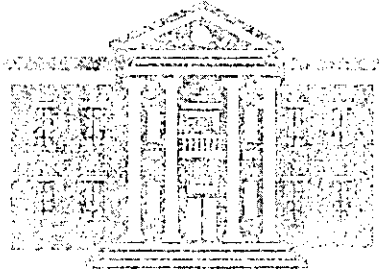
Agnes G. Queen

Roderick B. Wyman

ATTEST:

Cynthia S. Rowan
Clerk of the Lewis County Commission

Seal



Cynthia S. Rowan
Lewis County Clerk
110 Center Avenue
Weston, WV 26452-1964
Office (304) 269-8215 Fax (304) 269-8202

LEWIS COUNTY COMMISSION
POLICY FOR SECURITY OF VOTING EQUIPMENT

The Lewis County Commission has a room for the specific reason to house the County voting equipment. This room is heated and air conditioned to maintain a constant environment for the best condition to protect the equipment. The Lewis County Commission has specifically taken into account West Virginia Code §3-4A-26 in storing our ExpressVote Markers even though the equipment has no tabulating capabilities. Access to this equipment is in compliance with the West Virginia Code §3-4A-10 and §3-4A-26.

Dated this the 9th day of January, 2024

President

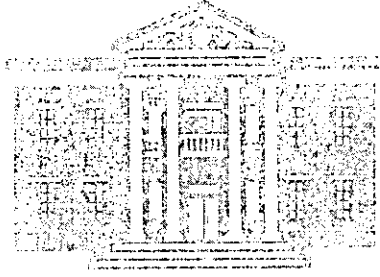
Commissioner

Commissioner

Attest:

Clerk

Seal



Cynthia S. Rowan
Lewis County Clerk
Election Division

110 Center Avenue
Weston, WV 26452
Office: (304) 269-8215 Fax: (304) 269-8202

TO: Lewis County Commission

FROM: Cynthia S. Rowan
Lewis County Clerk

RE: Emergency Absentee Voter Ballot Commissioners

DATE: January 9, 2024

In reference to West Virginia Code §3-3-5(c), it is my opinion for the May 14th, 2024 Primary Election one set of Emergency Absentee Ballot Commissioners will be needed.

Therefore, with your approval, Terri Walker, a Republican and Rebecca Young, an Unaffiliated, will be appointed to serve as Emergency Absentee Ballot Commissioners.

Seal

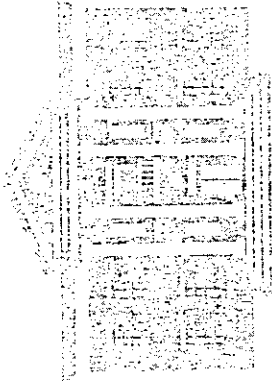
Cynthia S. Rowan
Clerk of the Lewis County Commission

Approved by the Lewis County Commission on the 9th day of January, 2024.

_____ President

_____ Commissioner

_____ Commissioner



Cynthia S. Rowan
Lewis County Clerk
Election Division

110 Center Avenue, Weston, WV 26452
(304) 269-8215 Fax (304) 269-8202

EMERGENCY ABSENTEE VOTING POLICY

WHEREAS, West Virginia Code §3-3-5c authorizes County Commissions in West Virginia to adopt a policy extending emergency absentee voting procedures in their County; and

WHEREAS, it is the opinion of this Commission that the adoption of such a policy would benefit the citizens of Lewis County.

THE FOLLOWING POLICY IS HEREBY ADOPTED BY THIS COMMISSION

A person qualified to vote an absent voter's ballot, as defined by West Virginia Code §3-3-1, who is admitted on or after the seventh day next preceding an election, to:

- (1) A hospital or other duly licensed health care facility within a County adjacent to Lewis County or within thirty-five miles of the County Seat of Lewis County, for medical treatment; or
- (2) A nursing home within the County;

And who remains confined and is unable to vote in person on election day, may vote an emergency voter's ballot under the procedures set forth in West Virginia Code §3-3-5c.

ORDERED and ATTESTED to this the 9th day of January, 2024, by the members of the County Commission and the Clerk of said Commission.

Lewis County Commission

President

Commissioner

Commissioner

Clerk of the Lewis County Commission

Seal

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is hereby entered into by and between the Lewis County Commission (“County”) and the Town of Jane Lew (“Municipality”), referred to jointly as the “Parties,” which sets forth the intergovernmental agreement for the County to administer the Municipality’s regularly scheduled elections concurrently with the statewide primary or general elections as set forth in Chapter 3 of the West Virginia Code, or both as agreed in this MOU, as authorized by W. Va. Code §3-1-31 and §8-5-5.

WHEREAS, the County and County Clerk are jointly responsible for the administration of statewide elections in the County; and

WHEREAS, the Municipality desires for the County to administer its regularly scheduled municipal elections concurrently with the statewide primary or general elections, or both as agreed in this MOU; and

WHEREAS, the Municipality has satisfied its obligations to amend its Municipal Charter pursuant to W. Va. Code §8-5-5(b), or in the absence of a Municipal Charter has satisfied its obligations of duly and lawfully passing an ordinance pursuant to W. Va. Code §8-5-5(g), to establish its Municipal Election Date(s) on the same day as a regularly scheduled statewide primary or general election, or both; and

WHEREAS, the Municipality has satisfied its obligations to align its municipal voting precinct boundaries in the Municipality, if any, with the voting precinct boundaries established by the County pursuant to W. Va. Code §8-5-5(b), and the County has aligned the County voting precinct boundaries with the Municipality boundaries pursuant to W. Va. Code §3-1-5(b), or otherwise the Parties otherwise have agreed to coordinate prior to each election the production of separate municipal registration books to be utilized in voting precincts wherein Municipality voters and non-Municipality voters are assigned for in-person voting to ensure only Municipality voters receive a Municipality ballot.

THEREFORE, the Parties hereto agree to the following:

COPY

[TERMS AND CONDITIONS BEGIN ON NEXT PAGE]

TERMS AND CONDITIONS

1. The County shall concurrently hold the election concurrently with the regularly scheduled statewide primary election in even-numbered years on a four (4) year basis beginning with the regularly scheduled statewide primary election scheduled for 2024.
2. The Municipality shall be responsible for reimbursing the County Two Hundred (\$200.00) Dollars no later than thirty (30) days before each election. The amount to be reimbursed will be reviewed with each election. The method of reimbursement shall be by check or credit card.
3. The County shall be responsible for selecting poll workers, election commissioners, and other temporary election workers for each election, as permitted by law following the submission of the lists of election workers by county political party executive committees pursuant to W. Va. Code §3-1-30.
4. The County office shall be the office to which Candidate Certificates of Announcement and associated filing fees shall be filed, subject to the following:
 - a. If the County is designated as a filing location, the Municipality shall communicate in writing to the County the amount of filing fees for each municipal office on the Municipality's portion of the County ballot by no later than one (1) month prior to the start of the candidate filing period established by W. Va. Code § 3-5-7.
 - b. If the Municipality is designated a filing location for municipal candidates, the Municipality shall deliver, and the County shall receive, all Candidate Certificates of Announcement by N/A days following the close of the filing period, all Write-In Certificates of Announcement by N/A days following the close of the Write-In filing period, all appointments to fill vacancies in nomination or on the ballot by N/A days following the close of the appointment period, and all official Candidate Withdrawal Form by N/A days following the close of the withdrawal period.
5. Except for publication of the Sample Ballot, which shall be the duty of the County as required by law, the County and Municipality shall be separately responsible for all notices required by any applicable law and neither Party shall be responsible for publishing any notice required by the other Party including but not limited to notice concerning proposed levies or levy renewals, public hearings concerning charter amendments or ordinances, or other legal advertisements, unless otherwise agreed in a subsequent writing between the Parties.
6. The County Board of Ballot Commissioners shall prepare, proof, and approve the official ballot(s) to be administered to Municipality voters as required by law for any elections held by the County in accordance with this MOU.
7. The County under the authority of the County Clerk as provided in W. Va. Code §3-3-1 *et seq.*, shall be the official filing office for all Absentee Ballot Applications submitted by Municipality voters, and shall be responsible for reviewing and issuing all Absentee Ballots to applicants.
8. The County Board of Canvassers shall superintend and conduct the Canvass for all elections, including Municipal elections held concurrently with the regularly scheduled statewide primary or general elections, or both as agreed in this MOU, and shall declare and certify the results of said election(s) as provided by law.

9. The County Board of Canvassers shall conduct any recount and contest filed by any Municipality candidate or voter, as the case may be and as permitted by law.
10. Nothing in this MOU shall terminate any legal obligations of the Parties concerning the administration of any election except as otherwise expressly herein provided and agreed.

[SIGNATURE PAGE FOLLOWS]

The undersigned Parties understand, acknowledge, and agree to the foregoing terms of this Memorandum of Understanding.

Agnes G. Queen, County Commissioner

Date

Roderick B. Wyman, County Commissioner

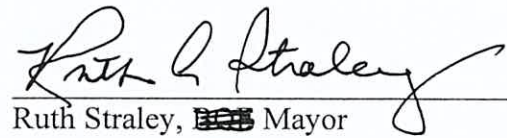
Date

Robert S. Stewart, III, County Commissioner

Date

Cynthia S. Rowan, County Clerk

Date



Ruth Straley, ~~1998~~ Mayor

December 15, 2023
Date



Tom Frazier, Councilman

December 15, 2023
Date



Derek Harbert, Councilman

DECEMBER 18, 2023
Date



David Ramsburg, Councilman

12/19/23
Date



Jonathan Clutter, Councilman

December 18, 2023
Date



Debra K. West, Town Recorder

12/15/23
Date

ACS

27 Jackson Street
Weston, WV 26452
Phone 304-269-3468

Quotation

DATE: December 27, 2023
Invoice # 508

To:
Lewis County Sheriff
110 Center Avenue
Weston, WV 26452

DESCRIPTION	AMOUNT
Explorer 2024	
Feniex GPL 49" Blue Light Bar	\$ 1,249.00
SoundOff nERGY 400 Siren, 200 watt, Rotary Knob	\$ 715.00
Havis Console C-VS-1012-INUT	\$ 598.00
Havis Cup Holder CUP2-1001	\$ 74.00
Havis Arm Rest	\$ 166.00
ProGard Rear Cargo Barrier	\$ 542.00
Progard Partition, Sliding Window	\$ 834.00
Progard Side window barrier	\$ 317.00
UHF Wide Band Antenna	\$ 72.92
VHF Band Antenna	\$ 16.72
(2) Havis Mic Clip bracket	\$ 34.00
(2) SoundOff Undercover Hideaway Blue	\$ 178.00
(2) mPower 4" 6 LED Blue	\$ 228.00
mPower PMP2RS201 Rear Spoiler Mount	\$ 47.00
(2) NMO Antenna Mount	\$ 36.00
(2) Feniex S-2009 Siren Speaker	\$ 238.00
(2) mPower 4" 6 LED Blue	\$ 228.00
SoundOff License Plate Bracket	\$ 39.00
(2) mPower 3" 6 LED Blue, Ford PIU Grill Mount	\$ 228.00
Setina Universal XL Gun Lock (2 Gun)	\$ 639.00
(2) Whelen SAK-66 Speaker Bracket	\$ 59.98
Installation	\$ 800.00
TOTAL	\$ 7,339.62

Christy Barlow
124 E. 1st Street
Weston, WV 26452

December 27, 2023

John Breen/Lewis Co. Commission
110 Center Ave.
Weston, WV 26452

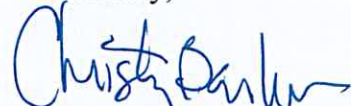
Dear John,

Please accept this letter as my formal resignation as Deputy Assessor at the Lewis County Assessor's Office, effective two weeks from today. My last day will be January 10, 2024.

I greatly appreciate John and the staff here at the Assessor's Office for the opportunities it has provided. Thank you for being so supportive during my time here.

Please let me know how I can assist during this time of transition. It comes at a crucial time for my department, and I want to make my transition as smooth as possible.

Sincerely,


Christy Barlow