

# 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 5, 2024**

## **SILENT MEDITATION AND PLEDGE OF ALLEGIANCE**

- 1. 10:00 AM**      **Call Meeting to Order** (*action required*)
- 2. 10:00 AM**      **John Breen, Lewis County Assessor**  
**RE:** Exonerations, Consolidations, Apportionments  
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

## **APPOINTMENTS**

- 3. 10:05 AM**      **Lewis County Blueprint Community, Project Coordinator, Victoria Stansberry:** Ms. Stansberry will provide the quarterly report for the Lewis County Blueprint Community. (*information only*)

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agenda:** The February 29, 2024 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 5. WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the January 4, 2024 to January 8, 2024 distribution of Public Utilities and IRP Truck Taxes in the amount of \$18,200.74. The general county portion is \$5,912.56, the total county portion for the previous term was \$5,676.62. The general county portion for this time period last year was \$5,732.30. (*information only*)
- 6. Fire Department Annual Reports:** The Jane Lew Fire Department Annual Report is presented for review. (*information only*)
- 7. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Ireland Community Meeting, Lewis County Economic Development Authority, National Association of Counties Northeast Region, Lewis Upshur Treatment Center Ribbon Cutting, Building A Better America Communities in Action, Hubcap meeting, County Commission Association of WV Legislative Call, etc.

## BUSINESS

- 8. AARP Capacity-Building Microgrants:** Victoria Stansberry, Blueprint Community Project Coordinator, presents the microgrant for approval. This grant would provide funds to complete a walk audit on the intersection of West Second and North and South River Avenue. Grant amount is \$2,500.00 plus additional resources such as webinars, cohort learning opportunities, up to two hours of one-on-one coaching with leading national organizations and AARP publications. Lewis County Commission would act as the fiscal agent for this project. If awarded, the proposed project would run from June 2024 through December 2024. There is no monetary match for this grant. *(action required)*
- 9. Lewis County Park Board Reappointments:** The Commission will consider the following persons for reappointment to the Lewis County Park Board for three-year terms; Barb Paugh, Richard Messenger, Alyce Henry, and Doug Stalnaker. The terms will expire March 15, 2027. *(action required)*
- 10. Lewis County Safe Sites and Structures:** The Safe Sites and Structures Committee reviewed information provided on 5543 US Highway 19 North, Jane Lew, WV 26378. The property score rating by the committee is 88. A Citation will be drafted and the property presented at the Commission meeting on March 5, 2024 for approval. *(action required)*
- 11. Lewis County Safe Sites and Structures:** The Safe Sites and Structures Committee reviewed information provided on 5595 US Highway 19 North, Jane Lew, WV 26378. The property score rating by the committee is 95. A Citation will be drafted and the property presented at the Commission meeting on March 5, 2024 for approval. *(action required)*
- 12. Lewis County Safe Sites and Structures:** The Safe Sites and Structures Committee reviewed information provided on 489 Homewood Road, Weston, WV 26452. The property score rating by the committee is 95. A Citation will be drafted and the property presented at the Commission meeting on March 5, 2024 for approval. *(action required)*
- 13. Lewis-Gilmer E-911 Addressing:** Steve Money Penny, Lewis-Gilmer E-911 Addressing & Mapping Office presents a request to name a private road off of Bloody Run Rd. The requested name of the road is Maverick Lane. Commission will consider approving the name of the road. *(action required)*
- 14. Time Sheets, Leave Requests:** Tina Helmick Time Sheet, Ray Smith Annual Leave *(action required)*

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

- 15. 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)*
- 16. 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)*
- 17. 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)*
- 18. 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:**

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

**LEWIS COUNTY COMMISSION MEETING MANAGEMENT**

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

**Additional Notices**

LC Economic Development Authority    March 5, 2024                      11:00 am  
Updates

Broadband Meeting                                      March 5, 2024                      1:00 pm

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: February 29, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 15, 2024
- 9:15 a.m. Jason Keeling, on behalf of the American Red Cross Allegheny Highlands Chapter -- Provide overview of services provided locally, request for funding and presentation of Proclamation declaring March as Red Cross Month. \*
- 9:30 a.m. Recognition of Ian Strader for his act of bravery during the February 24, 2024 residential fire.
- 10:00 a.m. Lisa Gum, Buckhannon River Watershed Association Vice Chair-- Discuss the association's efforts to obtain flat water trail designation for 45 miles of Buckhannon River and request for support of project. \*

### Items for Discussion / Action / Approval:

1. Review and approval of Notice of Public Auction. \*  
*Item may lead to Executive Session per WV Code §6-9A-4(9)*
2. Approval and signature of 2024 Board of Review and Equalization (BORE) meeting minutes. \*  
*Under separate cover*
3. Review and signature of correspondence from Samantha Woods, Deputy State Auditor Chief Inspector Division for the West Virginia State Auditor's Office, confirming understanding of the terms of the compliance examination engagement and the services to be provided to the Upshur County Commission. The objective is to examine compliance of the Coronavirus State and Local Fiscal Recovery Funds during the year ended June 30, 2023. The fee for the service will be \$2,990. \*
4. Consider removing A&S Recovery from the Upshur County Wrecker Rotation List maintained by the Upshur County E911 Communications Center for non-compliance with the Procedures to Dispatch Wrecker Services. \*
5. Consider selling a 2021 Toyota Tacoma seized by the Upshur County Sheriff's Department to the Barbour County Commission for the sum of \$14,500. \*
6. Acceptance of the Service Proposal provided by Battalion 1 Consultants (B1C) for Phases I and II for Regional Mental Health & Wellness Program Development, Peer Support Group Development, and Organizational

Improvement. Crisis Response funds designated through the Emergency Medical Services Salary Enhancement Fund will be utilized for this project, as previously discussed on November 2, 2023. \* Under separate cover

7. Discuss the disbursement of funds received from the County Fire Protection Fund established through WV Senate Bill 1021. The total amount received to date is \$86,612.05. \*
8. Approve retirement of an employee. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* Under separate cover
9. Consider approval of an advertisement for a full-time Animal Control Officer in the Upshur County Sheriff's Department. Applications received on or before the close of business on Friday, March 15, 2024 will be reviewed; however, applications may be considered until position is filled. \*
10. 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 Tabatha R. Perry, County Administrator, notifying the Office of the Upshur County Assessor and the Property Tax Division of the State Tax Department of the approval to correct valuations for real property, personal property, and/or mineral accounts through March 15, 2024.
2. Freedom of Information Act (FOIA) request from Deltek Public Records requesting information pertaining to the James Curry Park capital improvement project engineering services contract.
3. Freedom of Information Act (FOIA) request from SmartProcure for all purchasing records from December 1, 2023 to current.
4. Correspondence from Brian Cooper, District Seven Engineer for the West Virginia Department of Transportation Division of Highways inviting review, comments and compliance verification in relation to a proposed culvert replacement project located on Morgan Addition Road in Buckhannon.
5. Notification of the Statewide Transportation Improvement Program (STIP) Administrative Modification #2 that pertains to Upshur County for Federal Fiscal Years 2023-2028.
6. Upshur County Sheriff's Financial Statement for period ending January 31, 2024.
7. Notification of disbursement of Wireless E-911 subscriber fees for the months of November, December 2023 and January, 2024.
8. Upshur County Mileage Reports – January, 2024.
  - Addressing and Mapping
  - Dog Pound
  - Emergency Management
  - Maintenance
  - Parks & Recreation
  - Sheriff
  - Upshur 911

9. Lewis-Upshur Animal Control Facility Reports for the month of January, 2024.

- Revenue Report
- Account of Animals Report
- Animal Control/Humane Officer Animal Report

10. Upshur County E911 Communication Reports – January, 2024.

[Under separate cover](#)

- Monthly Department Summary Report
- Monthly Wrecker Report
- YTD Wrecker Report

11. Public Notices:

a) Newsletters and/or Event Notifications:

- West Virginia University Extension Service Committee Public Notice February 28, 2024
- City of Buckhannon – Notice of Cemetery Annual Clean-up March 25-29<sup>th</sup>, 2024
- Rotary Club of Buckhannon-Upshur Spring 2024 Blood Screenings

b) Agendas and/or Notice of Meetings:

- Upshur County Convention and Visitor’s Bureau February 14, 2024
- 26<sup>th</sup> Judicial Circuit Community Corrections February 27, 2024
- Elkins Road Public Service District March 5, 2024
- City of Buckhannon City Council March 5, 2024
- Special Working Session of City Council of Buckhannon March 12, 2024

c) Meeting Minutes:

- Upshur County Convention and Visitor’s Bureau January 10, 2024
- Upshur County Public Library January 17, 2024
- Wes-Mon-Ty RC&D January 23, 2024
- Upshur County Fire Board January 23, 2024

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

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

12. Appointments Needed or Upcoming:

- None

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [chughes@upshurcounty.org](mailto:chughes@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

13. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex, unless otherwise noted, on the following dates. For a detailed list of meetings, please contact Tabatha Perry at [tperry@upshurcounty.org](mailto:tperry@upshurcounty.org).

- Thursday, March 7<sup>th</sup> beginning at 10:00 a.m. – Commission Meeting Room, Courthouse Annex
- Friday, March 8<sup>th</sup> beginning at 8:15 a.m.
- Saturday, March 9<sup>th</sup> beginning at 9:00 a.m. and concluding no later than 12:00 p.m.
- Monday, March 11<sup>th</sup> beginning at 1:00 p.m.
- Tuesday, March 12<sup>th</sup> beginning at 9:00 a.m. (if needed)

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

None

Next Regular Meeting of the Upshur County Commission

March 7, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

The Commission Meeting scheduled for March 21, 2024 has been CANCELLED.



# State of West Virginia

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

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

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

January 25, 2024

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

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$18,200.74 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 01/04/2024 to 01/08/2024.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2023 County Current Expense	93.06	5,819.50	5,912.56
2023 School Current	126.24	7,894.98	8,021.22
2023 School Excess Levy	67.15	4,199.81	4,266.96
<b>Totals</b>	<b>\$286.45</b>	<b>17,914.29</b>	<b>\$18,200.74</b>

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

If this office can be of future assistance, please contact Russell Rollyson at (304) 558-2251, Extension 2183.

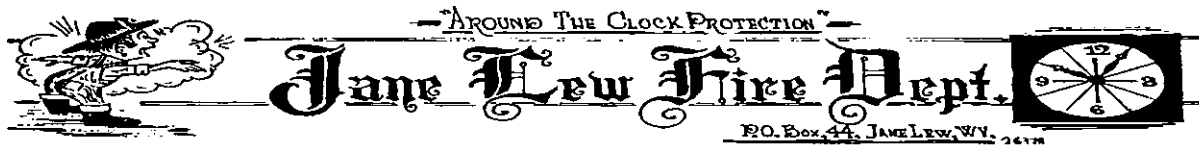
Sincerely,

John B. McCuskey  
State Auditor

JBM/pu

2/12/24  
# 21442





## 2023 Fire Rescue Billing

In the year of 2023 total profit from Fire Rescue Billing, LLC was \$7,725.50. See below for actual breakdown of amounts received and paid.

Gross amount Received: \$9,230.00

Amount Paid to Billing Company: \$1,954.50

Total Profit: \$7,275.50

Dustin Hedrick  
Treasurer



# Lewis ~ Gilmer E-911

## Addressing

201 Orchard St • Weston, WV 26452  
Phone 304-269-6567

E-911  
Addressing

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

March 5, 2024

Dear Lewis County Commission,

The Addressing & Mapping office has received a request to name a private road on Bloody Run Rd. This land will have a driveway over 700 feet long and it is expected that family members may also build on that land in the future.

Mrs. King provided a letter which is enclosed requesting Maverick LN. I see no problems with that road name. Lynx LN is also an acceptable choice. Peaceful LN is not exactly used other places in the county but is part of other road names. Faith LN would also be an acceptable choice.

Please indicate below by circling the road name, or write in the chosen road name.

1) MAVERICK LANE

2) PEACEFUL LANE

3) LYNX LANE

4) FAITH LANE

Respectfully Submitted,

Steve Moneypenny  
Addressing & Mapping

X \_\_\_\_\_

Robert S. Stewart III, President



# Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Phone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

## OWNER / RESIDENT INFORMATION PAGE

If you will need additional space for resident information please copy this page.

ROAD NAME CHOICES IN ORDER OF PREFERENCE (must match choices on page 2)

1. \* Maverick Lane

3. Peaceful Lane

2. Lynx Lane

4. Faith Lane

NAME Gene T King Jr  
MAILING  
ADDRESS 502 Guster Manor Rd  
CITY Jane Lew ST WV ZIP 26378  
TELEPHONE (304) 838 - 3179  
SIGN \_\_\_\_\_ DATE 1-2-24

NAME Tammy K. King  
MAILING  
ADDRESS 502 Guster Manor Rd  
CITY Jane Lew ST WV ZIP 26378  
TELEPHONE (304) 838 - 3178  
SIGN Tammy K. King DATE 1-2-24

NAME Larry J. Bush Jr  
MAILING  
ADDRESS 317 Bloody Run Rd  
CITY Jane Lew ST WV ZIP 26378  
TELEPHONE (304) 517 - 3844  
SIGN Larry J. Bush Jr DATE 1-2-24

NAME Josie E. Bush  
MAILING  
ADDRESS 317 Bloody Run Rd  
CITY Jane Lew ST WV ZIP 26378  
TELEPHONE (304) 517 - 0135  
SIGN Josie E. Bush DATE 1-2-24

NAME \_\_\_\_\_  
MAILING  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
SIGN \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
MAILING  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
SIGN \_\_\_\_\_ DATE \_\_\_\_\_



# Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452  
Phone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

## APPLICATION FOR NEW ROAD NAME / NAME CHANGE

Community: Jane Lew Zip Code: 26378 Route #: NA

CURRENT ROAD NAME: None

ROAD LOCATION: Bloody Run Rd

DRIVING DIRECTIONS: From US Hwy 33 E @ Gorton Plz go 2.9 mi  
Turn Left onto Berlin Rd, go 4.9 mi turn Left onto Hackers  
Creek Rd, go 1 mi turn Right, go — turn Right

ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please READ road naming criteria)	
1. <u>* Maverick Lane</u>	3. <u>Peaceful Lane</u>
2. <u>Lynx Lane</u>	4. <u>Faith Lane</u>

Lewis~Gilmer Addressing reserves the right to refuse any names that do not meet the adopted county ordinance.

Liaison Information Expires 30 Days from date issued.

NAME: Tamm King TELEPHONE: 304-838-3778

ADDRESS: 502 Gorton Manor Rd CITY: Jane Lew STATE: WV ZIP: 26378

Signature: Jammy K King Date: 1/2/2024

Before signing please verify that this form is complete and correct to the best of your knowledge.

### For Office Use Only

<input checked="" type="radio"/> Private Road <input type="radio"/> Public Road <input type="radio"/> OTHER _____	<input checked="" type="radio"/> NEW ROAD NAME <input type="radio"/> ROAD NAME CHANGE
APPLICATION RECEIVED <u>1/1/20</u>	Signature _____

Date 2/1/2025

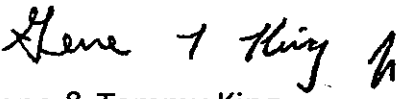
January 2, 2024

Dear Lewis County Commission:

I am submitting a form in order to be able to name a road where we are going to build a house. I would really appreciate it if you would allow us to use our first choice which is - "Maverick Lane". This has a special meaning to us.

Thank you for your consideration in this matter.

Sincerely,

  
Gene & Tammy King

