

# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
Weston WV 26452  
Phone:( 304)269-8200  
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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, AUGUST 8, 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:**

- 3. 10:10 AM**      **Presentation of Certificate: Charlene Thomas**
  
- 4. 10:15 AM**      **West Virginia Grant Resources:** Introduction and Overview of the Program  
(*information only*)

## **CORRESPONDENCE & INFORMATION:**

- 5. Upshur County Commission Meeting Agenda:** The August 3, 2023 Upshur County Commission meeting was cancelled. The next regular meeting is scheduled for August 10, 2023 at 9:00am. (*information only*)
- 6. State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The WV State Auditor's Office has remitted the May 16, 2023 – June 12, 2023 distribution of Public Utilities and IRP Truck Taxes in the amount of \$18,743.71. The general county portion is \$6,088.93 the total county portion for the previous term was \$13,057.32. (*information only*)

- 7. Board(s) and Committee(s) Reports:** Commission will give reports on any Board(s) or committee(s) meeting attended including: Lewis County Convention and Visitors Bureau, Lewis County Community Foundation Fund Advisory Board, etc. *(information only)*

#### **BUSINESS:**

- 8. Lewis County Assessor:** John Breen, Lewis County Assessor requests permission to advertise for the position of Data Entry Deputy Assessor. This position will be funded by the Assessor's Valuation Fund. *(action required)*
- 9. Letter of Resignation:** The E-911 Center presents a letter of resignation from Charlene Thomas, effective August 10, 2023. Ms. Thomas is a twenty-six-year veteran of the facility. *(action required)*
- 10. Lewis County War Memorial/Louis Bennett Public Library:** The Commission will discuss the signage at the Library and War Memorial. This item was tabled during the July 18th meeting. *(possible action)*
- 11. Requisition for Wes Banco for Construction costs for the New E-911 Center:** The Commission will be asked to approve a requisition to be signed for Wes Banco for payment to Dan Hill Construction invoice. *(action required)*
- 12. Lewis – Upshur Animal Control Facility:** The Upshur County Clerk submits an invoice for the Lewis-Upshur Animal Control Facility for one half share of the operational expenses of the animal control facility from April 1, 2023 through June 30, 2023. Operational expenses, salary and related costs total \$33,557.14, half of which would require a check from the Lewis County Commission in the amount of \$16,778.57. *(action required)*
- 13. State of WV Department of Health and Human Resources Bureau for Public Health Office of Emergency Medical Services:** Senate Bill 737 (2023 Regular Session) created the Emergency Medical Services Salary Enhancement Fund and mandated the promulgation of an accompanying emergency legislative rule, 64CSR116-4.3., each county must complete a County Questionnaire on or before September 1 of each year to allow the Office of Emergency Medical Services to allocate available funds in accordance with the rule. *(action required)*
- 14. Time Sheets and Leave Requests:** Tina Helmick, Time Sheet, James Gum Annual Leave Barbara Winans, Annual Leave, Personal Day *(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 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**

**August 8, 2023    11:00 AM                      Work Session                      WV Grant Resources**  
**WV Grant Resources will provide information about the program and services offered.**



# 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 25303

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

Toll Free: (888) 509-6568  
Telephone: (304) 558-2262  
Fax: (304) 558-4156  
www.wvsao.gov

June 27, 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 \$18,743.71 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 05/16/2023 to 06/12/2023.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2022 County Current Expense	2,261.46	3,827.47	6,088.93
2022 School Current	3,067.99	5,192.51	8,260.50
2022 School Excess Levy	1,632.07	2,762.21	4,394.28
<b>Totals</b>	<b>\$6,961.52</b>	<b>11,782.19</b>	<b>\$18,743.71</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

JUL 27 2023  
79230

## LETTER OF RESIGNATION

From: Charlene Thomas

To: Keith Talbert, Assistant Director Lewis – Gilmer E-911 Center

Date: July 27, 2023

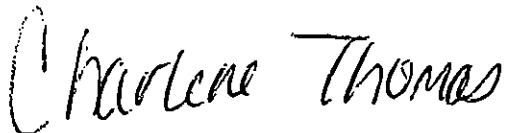
Kindly accept this letter as my formal resignation as Dispatcher at the Lewis – Gilmer E-911 Center. My last day is expected to be on August 10, 2023.

I have been employed with the Lewis – Gilmer E-911 Center for the past 26 years. I am incredibly grateful for my years working at the 911 center. It has been an amazing experience. However, I currently have enough years of service to obtain a retirement upon reaching retirement age, and my career goals have changed.

As previously stated, my last day of employment will be August 10, 2023. I am willing to work with you to make this transition as seamless as possible; it is essential to note that I did accept other employment beginning August 1, 2023.

Best wishes,

Charlene Thomas

A handwritten signature in black ink that reads "Charlene Thomas". The signature is written in a cursive style with a large initial "C".

**CAROL J. SMITH**  
**UPSHUR COUNTY CLERK**

Upshur County Courthouse  
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201  
Telephone: (304) 472-1068 • Fax: (304) 472-1029

July 7, 2023

Cindy Rowan, County Clerk  
Lewis County Courthouse  
110 Center Avenue  
Weston WV 26452

Subject: Lewis-Upshur Animal Control Facility

Dear Cindy:

Please forward a check, payable to the Upshur County Commission, for Lewis County's one-half share of operational expense of the animal control facility from April 1, 2023 through June 30, 2023. Operational expenses, salary and related costs totaled \$33,557.14 half of which would require a check from the Lewis County Commission in the amount of \$16,778.57. Enclosed you will find a list of invoices and related documentation concerning these expenditures.

If you have any questions, please give me a call at 304-472-0949.

Sincerely,



Carol J. Smith  
Upshur County Clerk





STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Emergency Medical Services

Sherri A. Young, DO, MBA, FAAFP  
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

DATE: July 28, 2023

TO: All County Commissioners

FROM: Joseph Ratliff, BA, FP-C  
Director, West Virginia Office of Emergency Medical Services

RE: Senate Bill 737

As you may know, Senate Bill 737 (2023 Regular Session) created the Emergency Medical Services Salary Enhancement Fund and mandated the promulgation of an accompanying emergency legislative rule, 64CSR116. Pursuant to 64CSR116-4.3., each county must complete a County Questionnaire **on or before September 1** of each year to allow the Office of Emergency Medical Services to allocate available funds in accordance with the rule.

A copy of the County Questionnaire, which is also available on the Secretary of State's website as APPENDIX A to 64CSR116, is attached to this memorandum. Please do not hesitate to contact the Office of Emergency Medical Services with questions as you complete this form.