**COUNTY COMMISSION OF LEWIS COUNTY**

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**LEWIS COUNTY COMMISSION**

**110 CENTER AVENUE, 2ND FLOOR**

**WESTON, WV 26452**

**MEETING AGENDA**

**TUESDAY, JUNE 17, 2025**

**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)*

**No Appointments Scheduled**

**CORRESPONDENCE**

1. **Upshur County Commission Meeting Agenda:** The June 12, 2025 Upshur County Commission meeting agenda is presented for review. *(information only)*
2. **State of West Virginia Division of Corrections & Rehabilitation:**The Regional Jail invoice for the month of May 2025 in the amount of $77,361.90 is presented for review. The total invoice amount for the month of April 2025 was $73,903.38. The total invoice amount for May 2024 was $31,827.52. The County rate has now increased to the daily rate of $68.95. Lewis County has been billed for 10,813 jail beds during fiscal year 2025. *(information only)*
3. **Lewis County Sheriff’s Mileage Report:** The May 2025 Sheriff’s Mileage Report ispresented for review. *(information only)*
4. **Jane Lew Public Service District:**  The May 2025 agenda for the Jane Lew PSD 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 April 4, 2025 to April 25 , 2025 distribution of Public Utilities and IRP Truck Taxes in the amount of $22,748.06. The general county portion is $7,384.23. The general county portion for the last reporting period was $177,342.55. The general county portion for this time period last year was $34,481.16. *(information only)*
6. **Lewis – Gilmer E-911 Monthly Report:** The May 2025 Lewis – Gilmer E-911 Report is presented for review. *(information only)*
7. **Lewis County Sheriff’s Financial Statement:**The May 2025 Lewis County Sheriff’s Financial Statement is presented for review. The May 2024 and the Amended April 2025 financial statements are also presented for review. *(information only)*
8. **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, WV Public Health Committee, Weston Central Neighborhood Watch, Dunkin Donuts Ribbon Cutting, 911 Advisory Board, Alum Bridge Neighborhood Watch, National Association of Counties, Fire Board, Mountaineer Boys State, Corridor H Water Extension Update, Pioneer Descendants Board, Budget Meeting, Region VII Special Council Budget Meeting, etc.

**BUSINESS**

1. **Bid Opening for Two Forced Air Split Systems:** The Commission will open bids for the two Forced Air Split Systems for the Extension Office and consider the bid award.

(*action* *required)*

1. **Lewis County Assessor Geospatial Proposal:** John Breen submits the Landmark Geospatial proposal for the renewal of the County’s web mapping application. The cost is $700.00 per month which includes the new images and information for field units. The Assessor requests for the Commission to cover $200.00 of the cost and he will pay the remaining $500.00. *(action required)*
2. **Lewis County Sheriff Request to Hire:**Mickey Metz, Lewis County Sheriff, requests advice and consent per West Virginia Code §7-7-7 to hire Brianna Richelle Ball as a Tax Deputy for a vacancy in the office. If approved the employment start date will be June 25, 2025. This position will be for 40 hours a week at $30,000.00 salary. Sheriff Metz requests the 90-day probationary period for benefits to be waived. *(action required)*
3. **West Virginia Prosecuting Attorneys Institute:**  The fiscal year 2026 Premium Notice for the WV Prosecuting Attorneys Institute in the amount of $4,500.00 is submitted for consideration. West Virginia Code §7-4-6 created the WV Prosecuting Attorneys Institute and further provides that each county pay a premium to the State Treasurer for the Institutes use. *(action required)*
4. **Fred Hess, CPA Contract Agreement:** The contract agreement with Mr. Hess outlining specific job duties and responsibilities for preparation of the Lewis County financial proposal is presented for consideration. The cost for this service is $7,700.00 *(action required)*
5. **Letter of Retirement:**Garry DeMoss, Lewis County Commission Maintenance Department, submits a letter of retirement effective June 30, 2025. *(action required)*
6. **Consideration of Meeting Cancelations:**The Commission will consider the cancelation of the meetings scheduled for August 12, 2025 and August 26, 2025 due to out-of-town trainings. *(action required)*
7. **Time Sheets/Annual or Sick Leave Requests:**  No Leave Requests *(action required)*

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

1. **Actions of the Clerk:** The LewisCounty Clerk 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)*
2. **Approval of Estates:** The Lewis County Clerk 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)*
3. **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)*
4. **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:**

1. **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**

Safe Sites and Structures Hearing June 17, 2025 10:45 am

June 24, 2025 Commission Meeting Canceled