# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:( 304)269-8200

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**COMMISSIONERS:**
Agnes Queen, President
Bobby Stewart, Commissioner
Chad Westfall, Commissioner

## LEWIS COUNTY COMMISSION
## 110 CENTER AVENUE, 2ND FLOOR
## WESTON, WV 26452
## MEETING AGENDA
## TUESDAY, OCTOBER 20, 2026

**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** **Gary Morris, Fiduciary Commissioner:** Riffle Estate (*action required*)
4. **10:15 AM** **Garry Morris:** Safe Sites Update (*information only)*

**CORRESPONDENCE**

5. **Upshur County Commission Meeting Agenda:** The October 15, 2026 Upshur County Commission meeting agenda is presented for review. *(information only)*
6. **Lewis County Sheriff's Financial Statement:** The September 2026 Sheriff's Financial Statement is presented for review. The Sheriff's Financial Statements for September 2025 and August 2026 are also presented for review. (*information only)*
7. **WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the August 5, 2026 to August 28, 2026 distribution of Public Utilities and IRP Truck Taxes in the amount of $3,135,919.03. The general county portion is $938,690.01. The general county portion for the last reporting period was $4,847.80. The general county portion for this time period last year was $590,558.24. (*information only)*
8. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Express Voting Machine Testing, Jackson's Mill Ribbon Cutting, Secretary of State Kris Warner visit, FEMA visit, Breast Cancer Awareness Luncheon, Long Term Flood Recovery, Rod Wyman Day of Action, etc. (*information only)*

**BUSINESS**

9. **Region VII Planning and Development Council:** An Agreement for Administrative Services is presented to the Commission for consideration. This agreement includes the administrative and general management services needed to comply with the grant management requirements of the West Virginia Department of Environmental Protection Dilapidated and Abandoned Properties (WVDEP DLAP) program. (*action required*)
10. **Memorandum of Understanding:** A Memorandum of Understanding between the Lewis County Commission and the Town of Jane Lew in regards to the WV Department of Environmental Protection Dilapidated and Abandoned Properties Program is presented for consideration. (*action required)*
11. **Time Sheets, Leave Requests and Annual Leave Transfers:** None *(action required)*

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

12. **Actions of the Clerk:** County Clerk Becky Carder presents actions of the clerk in recess of 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)*
13. **Approval of Estates:** County Clerk Becky Carder 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)*
14. **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)*
15. **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:**

16. **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

# 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<br>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: | October 15, 2026 |
| 9:00 a.m. | Moment of Silent Meditation --- Pledge of Allegiance<br>Approval of Minutes:<br>• October 8, 2026 |
| 10:00 a.m. | Supervisor Meeting |
| 11:00 a.m. | Policy Board Meeting |

Items for Discussion / Action / Approval:

1. Consider executing a Memorandum of Agreement for Administrative and Project Management Services with Region VII Planning and Development Council with regard to the Major Disaster Declaration DR-4932-WV.*

2. Authorize the electronic submission of a Homeland Security Grant Program Application in the amount of $62,798.02 on behalf of the County Clerk's Office for election security enhancement equipment such as portable lights and generators. *

3. Approve resignation of employee. *
   *Item may lead to Executive Session per WV Code §6-9A-4 (A)* *Under Separate Cover*

4. Correspondence from J. Michael Coffman, Upshur County Sheriff, requesting approval for advertisement for a full-time Tax Deputy. Applications are due in the Tax Office by 4:00 p.m. on November 20, 2026. *

5. Correspondence from J. Michael Coffman, Upshur County Sheriff, requesting approval to transfer Derek Long from Home Incarceration Supervisor to Chief Home Incarceration Officer, effective October 18, 2026. *
   *Item may lead to Executive Session per WV Code §6-9A-4 (A)* *Under Separate Cover*

6. Correspondence from J. Michael Coffman, Upshur County Sheriff, requesting approval to transfer Mark Cvechko from Court Security Officer to Home Incarceration Supervisor, effective October 18, 2026. *
   *Item may lead to Executive Session per WV Code §6-9A-4 (A)* *Under Separate Cover*

7. Correspondence from J. Michael Coffman, Upshur County Sheriff requesting approval to hire W. Winston McHenry as fill-in Court Security Officer, effective October 18, 2026. *
   *Item may lead to Executive Session per WV Code §6-9A-4 (A)* *Under Separate Cover*

8. 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. Agreement between the Department of Tourism, on behalf of the Records Management and Preservation Board, and the Upshur County Commission for the Circuit Clerk scanning project. Funding in the amount of $10,000 was previously announced and accepted, this agreement formalizes the understanding of all parties.

2. Order Granting Request for Appeal Hearing to the Floodplain Appeals Board for property located in the identified special flood hazard area as determined by FEMA, Parcel 05-007H-0041-000. The hearing on the Appeal will be held November 19, 2026 at 11:00 a.m.

3. Upshur County Building & Floodplain Permits for the month of September, 2026.

4. Upshur County E911 Communication Reports – September, 2026.
   - Monthly Department Summary Report
   - Monthly Wrecker Report
   - YTD Wrecker Report

   *Under Separate Cover*

5. Valley North Transmission Line Project Update from County Administrator Tabatha Perry

6. Public Notices:
   a) Newsletters and/or Event Notifications:
      - Valley North Project Open House Dates and Locations
        - Thursday, November 12th from 4 p.m. to 7 p.m.

   b) Agendas and/or Notice of Meetings:
      - Buckhannon- Upshur Airport Authority — October 12, 2026
      - Safe Structures and Sites Enforcement Board — October 14, 2026
      - Upshur County Farmland Protection — October 20, 2026
      - Upshur County Fire Board — October 20, 2026

   c) Meeting Minutes: None

   ***Dates and times of monthly board meetings are viewable at:**
   www.upshurcounty.org -- Upcoming events are listed on the main page.

7. Appointments Needed or Upcoming:

   - Mountaineer Trail Network:
     - immediate vacancy through June 30, 2028 to fill an unexpired term as landowner.
   - Upshur County Safe Structures and Sites: immediate vacancy through June 30, 2028 (General Public/Community)

****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 tperry@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)

September 24, 2026 - Review and approval of Perimeter Software Service Agreement effective August 26, 2026 at the cost of $9,000 for a year.

September 24, 2026 - Consider appointing the initial Board members to the John C Allen Hub Foundation, Inc. which shall consist of no fewer than five nor more than fifteen persons.

October 8, 2026 - Consider recommendation of the Upshur County Safe Sites and Structures Board to appoint a general public representative. There is currently one vacancy with a term expiration of June 30, 2028. *

Next Regular Meeting of the Upshur County Commission
October 22, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex
**The Commission Meeting scheduled for October 29th has been CANCELLED**

**Public testing of the voting machines will take place Friday, October 16th commencing at 10:00 a.m. in the County Clerk area.**

# Lewis County Financial Statement
## Month Ending- September 2026

| | Beginning Balance | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance |
|---|---|---|---|---|---|
| General County | 6,416,528.10 | $387,548.06 | $720,548.02 | $1,641,735.38 | 5,882,888.80 |
| Coal Severence | 60,631.09 | $149.50 | $0.00 | $0.00 | 60,780.59 |
| General School | 45,259.91 | $3,338.35 | $0.00 | $0.00 | 48,598.26 |
| Magistrate Court | 2,996.01 | $1,027.43 | $0.00 | $179.94 | 3,843.50 |
| Worthless Check | 7,283.16 | $17.96 | $0.00 | $0.00 | 7,301.12 |
| Dog and Kennel | 29,286.04 | $1,715.62 | $0.00 | $684.03 | 30,317.63 |
| Home Detention | 95,146.36 | $4,076.78 | $0.00 | $4,552.00 | 94,671.14 |
| Emergency 911 Fund | 2,223,098.66 | $5,595.32 | $0.00 | $132,299.07 | 2,096,394.91 |
| Lewis County Aquatic Fund | 603,878.59 | $1,492.71 | $0.00 | $0.00 | 605,371.30 |
| Citizens Education | 34,186.21 | $1,786.25 | $0.00 | $98.82 | 35,873.64 |
| Federal Equitable | 1,499.03 | $0.12 | $0.00 | $0.00 | 1,499.15 |
| Fire Fees | 0.00 | $1,752.91 | $0.00 | $1,752.91 | 0.00 |
| Sheriff Special Account-State | 42,957.42 | $105.92 | $0.00 | $0.00 | 43,063.34 |
| County Building | 321,349.30 | $194.56 | $0.00 | $0.00 | 321,543.86 |
| Board of Health | 785,282.33 | $77,613.36 | $0.00 | $113,680.09 | 749,215.60 |
| Tax Lien | 26,288.34 | $0.00 | $0.00 | $0.00 | 26,288.34 |
| Delinquent Nonentered | 19,437.23 | $0.00 | $0.00 | $0.00 | 19,437.23 |
| Concealed Weapons | 43,296.72 | $452.57 | $0.00 | $0.00 | 43,749.29 |
| Assessor Valuation | 398,674.68 | $52,233.15 | $0.00 | $26,109.54 | 424,798.29 |
| Voters Resistration | 689.87 | $5.22 | $0.00 | $0.00 | 695.09 |
| State Current | 0.00 | $60.82 | $12,858.79 | $12,919.61 | 0.00 |
| Criminal Charges | 0.00 | $492.34 | $0.00 | $492.34 | 0.00 |
| Court Reporter | 0.00 | $22.66 | $0.00 | $22.66 | 0.00 |
| State Police | 0.00 | $400.00 | $0.00 | $400.00 | 0.00 |
| Vehicle License - DMV | 0.00 | $23,026.97 | $0.00 | $23,026.97 | 0.00 |
| State Fines | 0.00 | $510.00 | $0.00 | $510.00 | 0.00 |
| Jury Fund | 0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| WV Deputies Fund | 789.07 | $737.50 | $0.00 | $784.57 | 742.00 |
| General Current Expenses | 0.00 | $4,647.55 | $972,108.33 | $976,755.88 | 0.00 |
| Excess Levy | 0.00 | $3,281.00 | $693,737.52 | $697,018.52 | 0.00 |
| Weston Current | 0.00 | $367.64 | $77,734.76 | $78,102.40 | 0.00 |
| Jane Lew Current | 0.00 | $33.08 | $6,994.07 | $7,027.15 | 0.00 |
| County Clerk Election Administration | 35,393.33 | $574.22 | $0.00 | $0.00 | 35,967.55 |
| County Clerk Real Property E-Record | 35,393.33 | $574.22 | $0.00 | $0.00 | 35,967.55 |
| LC Blueprint Community | 10,317.99 | $0.00 | $0.00 | $0.00 | 10,317.99 |
| Phase 1 Water Project | $0.00 | $6,323.75 | $0.00 | $6,323.75 | $0.00 |
| E-911 Revenue Fund | $0.00 | $28,876.95 | $0.00 | $28,876.95 | 0.00 |
| ARPA - PILT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| Certified to State | $938,704.45 | $5,879.82 | $0.00 | $88,359.43 | 856,224.84 |
| Opioid Settlement | $154,624.25 | $381.26 | $0.00 | $0.00 | 155,005.51 |
| County Fire Protection | $220.48 | $0.54 | $0.00 | $0.00 | 221.02 |
| EMS Salary Enhancement | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| 287 G Program | $168,092.41 | $414.47 | $0.00 | $0.00 | 168,506.88 |
| LCC Flood 2026 | $100.35 | $641,917.76 | $0.00 | $641,901.91 | 116.20 |
| Financial Stabilization | $1,902,578.27 | $0.00 | $0.00 | $0.00 | 1,902,578.27 |
| Totals | $14,403,982.98 | $1,257,628.34 | $2,483,981.49 | $4,483,613.92 | $13,661,978.89 |

| | | | |
|---|---|---|---|
| Balance in county depositories - End of Month | $15,779,373.25 | Bank Errors | |
| Less: Orders Outstanding | $3,246,174.84 | Bank Errors | |
| Add: Deposits in Transit | $1,125,280.48 | | |
| Cash in Office at End of Month | $3,500.00 | | |
| Misc. Adjustments (+ or-) | | | |
| | | Bank Errors | |
| Total in county Depositories and Office | $13,661,978.89 | Total | |
| | | True Balance | $13,661,978.89 |

I, M. Metz, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Difference

M. Metz Lewis
, Sheriff & Treasurer, County

10/9/26

Dated and sworn to on this date.

Lewis County
10/09/2025 @ 11:34:50 AM

# Lewis County Financial Statement
## Month Ending- September 2025

| | Beginning Balance | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance |
|---|---|---|---|---|---|
| General County | 4,177,594.69 | $445,090.35 | $1,142,768.62 | $985,846.18 | 4,779,607.48 |
| Coal Severence | 23,236.27 | $61.11 | $0.00 | $0.00 | 23,297.38 |
| General School | 37,727.07 | $4,725.70 | $0.00 | $0.00 | 42,452.77 |
| Magistrate Court | 512.66 | $1,111.67 | $0.00 | $179.94 | 1,444.39 |
| Worthless Check | 6,794.09 | $138.07 | $0.00 | $0.00 | 6,932.16 |
| Dog and Kennel | 40,803.78 | $1,730.12 | $0.00 | $8.72 | 42,525.18 |
| Home Detention | 75,204.90 | $8,092.37 | $0.00 | $7,876.47 | 75,420.80 |
| Emergency 911 Fund | 2,599,571.51 | $42,658.91 | $0.00 | $193,692.18 | 2,448,538.24 |
| Lewis County Aquatic Fund | 597,163.09 | $1,570.62 | $0.00 | $0.00 | 598,733.71 |
| Citizens Education | 29,473.84 | $1,780.81 | $0.00 | $0.00 | 31,254.65 |
| Federal Equitable | 1,497.53 | $0.13 | $0.00 | $0.00 | 1,497.66 |
| Fire Fees | 0.00 | $374.38 | $0.00 | $374.38 | 0.00 |
| Sheriff Special Account-State | 35,233.23 | $103.06 | $0.00 | $0.00 | 35,336.29 |
| County Building | 479,294.54 | $647.18 | $0.00 | $0.00 | 479,941.72 |
| Board of Health | 775,943.25 | $87,945.77 | $0.00 | $106,363.22 | 757,525.80 |
| Tax Lien | 26,288.34 | $0.00 | $0.00 | $0.00 | 26,288.34 |
| Delinquent Nonentered | 16,688.28 | $335.71 | $0.00 | $0.00 | 17,023.99 |
| Concealed Weapons | 43,646.08 | $332.72 | $0.00 | $25.00 | 43,953.80 |
| Assessor Valuation | 230,539.14 | $106,156.23 | $0.00 | $23,741.91 | 312,953.46 |
| Voters Resistration | 669.56 | $5.06 | $0.00 | $0.00 | 674.62 |
| State Current | 0.00 | $57.63 | $20,483.52 | $20,541.15 | 0.00 |
| Criminal Charges | 0.00 | $257.14 | $0.00 | $257.14 | 0.00 |
| Court Reporter | 0.00 | $25.00 | $0.00 | $25.00 | 0.00 |
| State Police | 0.00 | $300.00 | $0.00 | $300.00 | 0.00 |
| Vehicle License - DMV | 0.00 | $24,213.91 | $0.00 | $24,213.91 | 0.00 |
| State Fines | 0.00 | $824.32 | $0.00 | $824.32 | 0.00 |
| Jury Fund | 0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| WV Deputies Fund | 638.00 | $656.50 | $0.00 | $633.50 | 661.00 |
| General Current Expenses | 0.00 | $4,309.98 | $1,531,771.85 | $1,536,081.83 | 0.00 |
| Excess Levy | 0.00 | $3,093.77 | $1,099,529.19 | $1,102,622.96 | 0.00 |
| Weston Current | 0.00 | $197.90 | $70,334.98 | $70,532.88 | 0.00 |
| Jane Lew Current | 0.00 | $23.46 | $8,337.30 | $8,360.76 | 0.00 |
| County Clerk Election Administration | 24,442.21 | $481.23 | $0.00 | $0.00 | 24,923.44 |
| County Clerk Real Property E-Record | 24,442.21 | $481.23 | $0.00 | $0.00 | 24,923.44 |
| LC Blueprint Community | 59,387.99 | $0.00 | $0.00 | $0.00 | 59,387.99 |
| Phase 1 Water Project | $0.00 | $483,711.39 | $0.00 | $483,711.39 | $0.00 |
| E-911 Revenue Fund | $0.00 | $30,973.77 | $0.00 | $30,973.77 | 0.00 |
| E-911 Construction Fund | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| ARPA - PILT | $139,594.30 | $367.15 | $0.00 | $0.00 | 139,961.45 |
| Certified to State | $872,623.78 | $10,544.76 | $0.00 | $0.00 | 883,168.54 |
| Opioid Settlement | $142,104.38 | $47,595.91 | $0.00 | $2,347.42 | 187,352.87 |
| County Fire Protection | $33,286.60 | $87.55 | $0.00 | $0.00 | 33,374.15 |
| EMS Salary Enhancement | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| Financial Stabilization | $1,826,241.38 | $0.00 | $0.00 | $0.00 | 1,826,241.38 |
| Totals | $12,320,642.70 | $1,311,062.57 | $3,873,225.46 | $4,599,534.03 | $12,905,396.70 |

| | | | |
|---|---|---|---|
| Balance in county depositories - End of Month | $15,766,063.70 | Bank Errors | |
| Less: Orders Outstanding | $4,579,388.00 | Bank Errors | |
| Add: Deposits in Transit | $1,715,221.00 | | |
| Cash in Office at End of Month | $3,500.00 | | |
| Misc. Adjustments (+ or-) | | | |
| | | Bank Errors | |
| Total in county Depositories and Office | $12,905,396.70 | Total | |
| | | True Balance | $12,905,396.70 |

I, M. Metz, Sheriff of Lewis Co. West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Difference

M. Metz, Sheriff & Treasurer, Lewis County

10/9/25

Dated and sworn to on this date.

Lewis County
09/10/2026 @ 11:02:37 AM

# Lewis County Financial Statement
## Month Ending- August 2026

| | Beginning Balance | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance |
|---|---|---|---|---|---|
| General County | 4,946,089.93 | $692,768.19 | $1,910,980.45 | $1,133,310.47 | 6,416,528.10 |
| Coal Severence | 48,802.73 | $11,828.36 | $0.00 | $0.00 | 60,631.09 |
| General School | 41,809.25 | $3,450.66 | $0.00 | $0.00 | 45,259.91 |
| Magistrate Court | 1,879.59 | $1,116.42 | $0.00 | $0.00 | 2,996.01 |
| Worthless Check | 7,239.67 | $43.49 | $0.00 | $0.00 | 7,283.16 |
| Dog and Kennel | 24,813.38 | $31,957.48 | $0.00 | $27,484.82 | 29,286.04 |
| Home Detention | 96,639.32 | $5,784.15 | $0.00 | $7,277.11 | 95,146.36 |
| Emergency 911 Fund | 2,148,538.48 | $193,756.24 | $0.00 | $119,196.06 | 2,223,098.66 |
| Lewis County Aquatic Fund | 605,638.05 | $1,543.15 | $0.61 | $3,303.22 | 603,878.59 |
| Citizens Education | 34,099.33 | $86.88 | $0.00 | $0.00 | 34,186.21 |
| Federal Equitable | 1,498.90 | $0.13 | $0.00 | $0.00 | 1,499.03 |
| Fire Fees | 0.00 | $6,597.98 | $0.00 | $6,597.98 | 0.00 |
| Sheriff Special Account-State | 42,848.24 | $109.18 | $0.00 | $0.00 | 42,957.42 |
| County Building | 318,968.61 | $2,380.69 | $0.00 | $0.00 | 321,349.30 |
| Board of Health | 846,786.96 | $113,635.99 | $0.00 | $175,140.62 | 785,282.33 |
| Tax Lien | 26,288.34 | $0.00 | $0.00 | $0.00 | 26,288.34 |
| Delinquent Nonentered | 19,437.23 | $0.00 | $0.00 | $0.00 | 19,437.23 |
| Concealed Weapons | 42,889.76 | $406.96 | $0.00 | $0.00 | 43,296.72 |
| Assessor Valuation | 279,928.41 | $137,852.63 | $0.00 | $19,106.36 | 398,674.68 |
| Voters Resistration | 689.87 | $0.00 | $0.00 | $0.00 | 689.87 |
| State Current | 0.00 | $34,375.91 | $34,317.67 | $68,693.58 | 0.00 |
| Criminal Charges | 0.00 | $864.25 | $0.00 | $864.25 | 0.00 |
| Court Reporter | 0.00 | $68.30 | $0.00 | $68.30 | 0.00 |
| State Police | 0.00 | $240.00 | $0.00 | $240.00 | 0.00 |
| Vehicle License - DMV | 0.00 | $28,365.29 | $0.00 | $28,365.29 | 0.00 |
| State Fines | 0.00 | $241.77 | $0.00 | $241.77 | 0.00 |
| Jury Fund | 0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| WV Deputies Fund | 663.10 | $784.57 | $0.00 | $658.60 | 789.07 |
| General Current Expenses | 0.00 | $2,627,016.43 | $2,598,932.71 | $5,225,949.14 | 0.00 |
| Excess Levy | 0.00 | $1,892,774.42 | $1,863,978.94 | $3,756,753.36 | 0.00 |
| Weston Current | 0.00 | $136,154.95 | $135,924.27 | $272,079.22 | 0.00 |
| Jane Lew Current | 0.00 | $16,171.06 | $16,143.66 | $32,314.72 | 0.00 |
| County Clerk Election Administratior | 32,051.63 | $3,341.70 | $0.00 | $0.00 | 35,393.33 |
| County Clerk Real Property E-Record | 32,051.63 | $3,341.70 | $0.00 | $0.00 | 35,393.33 |
| LC Blueprint Community | 10,317.99 | $0.00 | $0.00 | $0.00 | 10,317.99 |
| Phase 1 Water Project | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E-911 Revenue Fund | $0.00 | $28,876.95 | $0.00 | $28,876.95 | 0.00 |
| ARPA - PILT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| Certified to State | $924,603.59 | $14,100.86 | $0.00 | $0.00 | 938,704.45 |
| Opioid Settlement | $154,231.28 | $392.97 | $0.00 | $0.00 | 154,624.25 |
| County Fire Protection | $219.92 | $0.56 | $0.00 | $0.00 | 220.48 |
| EMS Salary Enhancement | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |
| 287 G Program | $167,665.21 | $427.20 | $0.00 | $0.00 | 168,092.41 |
| LCC Flood 2026 | $0.00 | $10,645.29 | $0.00 | $10,544.94 | 100.35 |
| Financial Stabilization | $1,902,578.27 | $0.00 | $0.00 | $0.00 | 1,902,578.27 |
| Totals | $12,759,268.67 | $6,001,502.76 | $6,560,278.31 | $10,917,066.76 | $14,403,982.98 |

| | | | |
|---|---|---|---|
| Balance in county depositories - End of Month | $17,342,728.76 | Bank Errors | |
| Less: Orders Outstanding | $7,300,852.31 | Bank Errors | |
| Add: Deposits in Transit | $4,358,606.53 | | |
| Cash in Office at End of Month | $3,500.00 | | |
| Misc. Adjustments (+ or-) | | | |
| | | Bank Errors | |
| Total In county Depositories and Office | $14,403,982.98 | Total | |
| | | True Balance | $14,403,982.98 |

I, M. Metz, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Difference

Mickey E Metz Lewis
, Sheriff & Treasurer, County
9/10/2026

Dated and sworn to on this date.

# 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**

**Mark A. Hunt**
**State Auditor and**
**Commissioner of Delinquent and Nonentered Lands**

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

September 23, 2026

County 938,690.01
County Excess 0.61
School 1273,467.24
School Excess 886,174.66

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 $3,135,919.03 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 08/05/2026 to 08/28/2026.

Please keep the following breakdown for your records:

| | Public Utilities Tax | IRP Trucks Fee | Total |
|---|---|---|---|
| 2014 County Current Expense | 5.32 | 0.00 | 5.32 |
| 2014 County Excess Levy | 0.61 | 0.00 | 0.61 |
| 2014 School Current | 7.22 | 0.00 | 7.22 |
| 2014 School Excess Levy | 3.84 | 0.00 | 3.84 |
| 2026 County Current Expense | 938,684.69 | 11,387.44 | 950,072.13 |
| 2026 School Current | 1,273,460.02 | 15,448.69 | 1,288,908.71 |
| 2026 School Excess Levy | 886,170.82 | 10,750.38 | 896,921.20 |
| **Totals** | **$3,098,332.52** | **37,586.51** | **$3,135,919.03** |

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

If this office can be of future assistance, please contact Lora S. Lane at (888) 509-6568. Extension 8511.

Sincerely,

Mark A. Hunt
State Auditor

MAH/pu

10/8/24

91914

**AGREEMENT FOR ADMINISTRATIVE SERVICES**

THIS AGREEMENT, entered this 14h day of October 2026, by and between the Lewis County Commission, hereinafter referred to as the "COMMISSION," and the Region VII Planning and Development Council, hereinafter referred to as the "COUNCIL," set forth as follows:

WHEREAS, the COMMISSION is applying for funds from the WV Department of Environmental Protection (DEP) Dilapidated and Abandoned Properties Program (DLAP) for the removal of abandoned and dilapidated structures in Lewis County, WV.

WHEREAS, the COMMISSION has determined that it needs to obtain administrative and general management services to comply with the grant management requirements of the WVDEP DLAP program; and,

WHEREAS, the COUNCIL has had extensive experience in the proper administration and operation of projects with these types of requirements and regulations,

NOW, THEREFORE BE IT RESOLVED, the COMMISSION and the COUNCIL do agree as follows:

ARTICLE I: The COUNCIL agrees to provide technical assistance to the COMMISSION and its staff in all matters relating to the proper administration of this project and compliance with the relevant program requirements. These duties involve, but are not limited to, the following:

1. Assistance with preparation of application.
2. Assistance with grant agreement execution.
3. Preparation and review of financial requisitions and drawdowns
4. Monitor and reconcile checking accounts monthly for audit purposes.
5. Record/post financial transactions for audit purposes
6. Prepare and submit the required financial and performance reports from WVDEP.
7. Monitor proper bidding/procurement procedures per funding requirements.
8. Maintain and keep project documents for three years.

ARTICLE II: The COUNCIL agrees to provide the COMMISSION with a complete file of the project activities, presented and organized with the required methodology and suitable for auditing purposes at the completion of the project.

ARTICLE III: This contract will follow program guidelines as they relate to the requirements and regulations set forth in the grant award from the WV DEP.

ARTICLE IV: The total compensation for the administrative services described in Article I is a lump sum fee of $17,500.00.

ARTICLE V: This agreement may be altered upon mutual agreement of both parties. It may also be terminated by either party upon the service of thirty-day notice so stated.

IN WITNESS HEREOF, the COMMISSION and the COUNCIL have executed this agreement on or as of the date first written above.

Shane Whitehair, Executive Director
Region VII PDC

Agnes Queen, Commission President
Lewis County Commission

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE LEWIS COUNTY COMMISSION & THE TOWN OF JANE LEW, WV. This agreement made the ___ day of _____, ___, by and between the LEWIS COUNTY COMMISSION, herein referred to as the "COMMISSION" and the TOWN OF JANE LEW, WV herein referred to as the "TOWN."**

WITNESSETH:

WHEREAS, the COMMISSION is applying for funds from the WV Department of Environmental Protection (DEP) Dilapidated and Abandoned Properties Program (DLAP) for the removal of abandoned and dilapidated structures in LEWIS COUNTY, WV.

WHEREAS, the COMMISSION has an established program for addressing the demolition of abandoned, uninhabited, dilapidated, unsafe buildings or structures located within the unincorporated areas of LEWIS COUNTY,

WHEREAS, the COMMISSION's authority for this program is pursuant to W.Va. Code 7-1-3ff.

WHEREAS, the TOWN has expressed to the COMMISSION its desire for assistance with the removal of abandoned, uninhabited, dilapidated, unsafe buildings or structures located within the corporate limits of the TOWN; and

WHEREAS, the COMMISSION recognizes that certain municipalities located within LEWIS COUNTY often lack resources and funding to facilitate the removal of abandoned, uninhabited, dilapidated, unsafe buildings or structures; and

WHEREAS, the COMMISSION acknowledges there are blighted buildings and unsafe structures located within the corporate limits of the TOWN, and further acknowledges that the public good would be served by partnering with the TOWN for the removal of said buildings or structures; and

WHEREAS, the parties desire to establish an understanding regarding their respective responsibilities and authority in connection with the identification, approval, funding, and removal of eligible structures within the corporate limits of the TOWN;

NOW, THEREFORE, BE IT RESOLVED, the parties hereto do mutually agree as follows:

1. That the council of TOWN, at duly notice meeting, will pass a resolution authorizing the execution of this agreement permitting the COMMISSION to perform actions contemplated herein;

2. The TOWN to submit to the COMMISSION a list of abandoned, uninhabited, dilapidated, unsafe buildings or structures located within the corporate limits of the TOWN that the TOWN desires to have considered for demolition and removal.

3. Properties submitted by the TOWN shall be subject to the same applicable eligibility requirements, review procedures, and prioritization considerations as other properties considered by the COMMISSION under its demolition program and the requirements of the DEP DLAP Program.

4. The TOWN shall assist the COMMISSION in providing information and documentation reasonably necessary to evaluate each property, including, as applicable, property ownership information, photographs, property condition information, and other documentation required by the COMMISSION or DEP. Prior to demolition, the TOWN shall assist the COMMISSION in obtaining the necessary consent, authorization, right-of-entry, or other documentation from the property owner(s), as required by applicable law, the COMMISSION, or DEP.

5. All properties shall remain subject to applicable funding requirements, eligibility criteria, available funding, required approvals, and the procedures established by the COMMISSION and DEP. The COMMISSION will make reasonable efforts to assist the TOWN with the removal of said structures, but the COMMISSION makes no guarantee or promise that the COMMISSION will ultimately approve and fund the demolition and removal of any building or structure submitted by the TOWN. The parties acknowledge and agree that execution of this Agreement does not create an obligation on the part of the COMMISSION to demolish any particular structure or structures within the corporate limits of the TOWN.

6. The COMMISSION will comply with the standards and procedures set forth in WV Code 7-1-3ff, the standard application process, and the demolition and removal of the unsafe structures; and further the TOWN grants authority to the COMMISSION to all necessary procedures and documents requirements set forth in WV Code 7-1-3ff and DEP requirements;

7. The COMMISSION shall comply with all applicable laws, regulations, funding requirements, and established procedures governing the solicitation, bidding, procurement, contracting, and payment for services necessary to accomplish the work contemplated by this Agreement.

8. This agreement shall be null and void upon the mutual consent of both parties; and said dissolution shall be by written proclamation executed by all parties; the COMMISSION reserves the right to terminate agreement with any or all municipalities with just cause,

9. The TOWN shall and does herby indemnify the COMMISSION, and further agrees to save and hold the COMMISSION harmless from any and all claims, demands, liabilities, judgements, damages, and any and all other forms of legal liability whatsoever, arising from removal of structures within corporate limits of TOWN or otherwise arising from the agreement or in the course of the TOWN's rights and obligations hereunder, to the extent allowed by law.

WITNESSETH, that the parties hereto have entered their signature with each representing to the other that the execution of this agreement is done with full authority and that attached hereto and made part hereof is a copy of the resolution, motion, or similar action of the governing body of each directing and authorizing its official representation to act in connection with this agreement.

_____

Agnes Queen, President
Lewis County Commission

Subscribed and sworn to before the undersigned, Notary Public of said COUNTY, this ___ day of _____ 2026.

_____

Christy Beam, Mayor
Town of Jane Lew

Subscribed and sworn to before the undersigned, Notary Public of said TOWN, this ___ day of _____ 2026.