

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:
Rod Wyman, President
Agnes Queen, Commissioner
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, MARCH 10, 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

None

CORRESPONDENCE

- 3. Upshur County Commission Meeting Agenda:** The Upshur County Commission meeting agenda for February 26, 2026 is presented for review. (*information only*)
- 4. Lewis-Gilmer E-911 Monthly Report:** The February 2026 Lewis-Gilmer E-911 Report is presented for review. (*information only*)
- 5. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Ireland Community Meeting, Economic Development Authority, Courthouse Facilities Improvement Board, Legislative Calls, Weston Neighborhood Watch, etc.

BUSINESS

- 6. Josh Hinchman, Lewis County Park Director, Request to Hire:** Josh Hinchman requests to hire the following 2026 seasonal park employees with a March 10, 2026 start date (*action required*):

Maintenance Staff:

Jim Stutler – \$13.25/hr – Up to 25 hrs/week
Garry Rowan – \$12.50/hr – Up to 40 hrs/week
Brian Barnett – \$11.00/hr – Up to 40 hrs/week
Burton Dye – \$11.00/hr – Up to 40 hrs/week

Gary Demoss – \$12.50/hr – Up to 40 hrs/week

Daniel Messenger – \$13.00/hr – Up to 40 hrs/week (Pay Increase)

Ropes Course Staff:

Levina Norris – \$12.25/hr – Up to 40 hrs/week – Starting March 16, 2026

Concessions:

Stephanie Heater – \$11.50/hr – Up to 40 hrs/week – Concession Lead – Starting March 16, 2026

7. **Mickey Metz, Lewis County Sheriff, Request:** Sheriff Metz is requesting the \$629.17 in funds received for Sheriff fees in the Victor Smith estate, be transferred from General County funds to account 404.341. *(action required)*
8. **Coal Severance Budget Request Revision #1:** A Coal Severance Budget Revision to incorporate increased revenues into the FY 2026 budget will be presented for consideration. *(action required)*
9. **Time Sheets, Leave Requests and Annual Leave Transfers:** Tina Helmick-Leave Request and Timesheet *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

10. **Actions of the Clerk:** County Clerk Becky Carder 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)*
11. **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)*
12. **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)*
13. **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:

14. **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.

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](tel:272564045) to enter the conference call.
- Date of Meeting: February 26, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 19, 2026
- 9:15 a.m. Donnie Tenney, Tygart Valley Conservation District Chair -- report and funding request for Pecks Run Watershed project. *
- Mike Egnor, Air Toxics Coordinator for WV DEP, presenting information regarding a Non-Regulatory Air Sensor Outreach Project and request to place 1-2 sensors within Upshur County. *
[Pages 4-5](#)
- 9:30 a.m. Bid Opening, review, and potential award for a Tennis Court Resurfacing Project at the BU Recreational Park. This project is being made possible by the generous support of the West Virginia Land & Water Conservation Fund. *
- 10:00 a.m. Laura Ward, Executive Director of Country Roads Transit, providing an annual update and request for funding. *
[Page 6](#)

Items for Discussion / Action / Approval:

1. Approve and sign a Management Representation Letter – Alternative Coronavirus State and Local Recovery Funds Compliance Examination under the 2025 OMB Compliance Supplement during the year ended June 30, 2025. *
[Pages 7-9](#)
2. Review and sign a Sworn Statement of Expenditures for grant number 24-VA-071. This grant period was October 1, 2023 through September 30, 2024. *
[Page 10](#)
3. Consider approving a Statement of Work partnership between Perimeter Platform and the Upshur County Commission for a 6-month access period of the Perimeter Platform. This service provides a real-time communication tool to help public safety agencies coordinate during incidents. *
[Pages 11-23](#)
4. Review and authorize signature of a Mitigation Credit Supply Agreement with EBX EM, LLC (“RES”) in the amount of \$170,295. RES will facilitate the purchasing of 0.098 wetland credits and 210.40 stream credits needed to move forward with future development of the John C Allen Regional Hub Project. *
[Pages 24-29](#)
5. Authorize signature of a Resolution authorizing payment under the WDA Economic Enhancement Grant. *
Under Separate Cover
6. Consider publishing an advertisement for a temporary/seasonal Director for the Buckhannon-Upshur Recreational Park. Upon approval, applications received by March 27th will be reviewed and considered; however, applications will be accepted until position is filled. *
[Page 30](#)
7. Discuss approving the 2026 Upshur County Recreational Park Hours of Operation and Fee Schedule, noting that certain programming and open/close dates are subject to change upon the hiring of a Director. The approval of this preliminary schedule will allow for online reservations to be made in the interim. *
[Page 31](#)

8. Review a request from Cindy M. Hughes, to reappoint Robert Carr to the WesMonTy Resource Conservation and Development Board, effective March 1, 2026 through February 28, 2028. * Page 32
9. 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. Letter from Mark Holstine, Executive Director of the West Virginia Solid Waste Management Board, inviting the Commission to attend a Comprehensive Training for Solid Waste Authorities on April 28-29, 2026. Pages 33-40
2. Notification from the West Virginia Department of Transportation, Division of Highways and its selected consultant regarding topographic hydrologic and boundary location surveys are scheduled beginning February 23, 2026 for the Staff Sergeant Lesley Wayne Reed U.S. Army Memorial Bridge Replacement Project. Page 41
3. Correspondence from the Director of the West Virginia Property Tax Division estimating Upshur County's cost in FY 2026-2027 for the Statewide Computer Network will be \$45,838. Page 42
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:

• Upshur County Youth Camp	February 19, 2026	Page 43
• 18 th Judicial Circuit Community Corrections Program	February 23, 2026	Page 44
• City of Buckhannon City Council – Rescheduled meeting from March 5, 2026 to March 3, 2026		Page 45
 - c) Meeting Minutes:

• Upshur County Farmland Protection Board	November 18, 2025	Pages 46-47
• Upshur County Fire Board	January 20, 2026	Pages 48-49

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

www.upshurcounty.org -- Upcoming events are listed on the main page.

5. Appointments Needed or Upcoming:

- Mountaineer Trail Network – immediate vacancy through June 30, 2026 to fill an unexpired term.

****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. ****

6. Budget Hearing Schedule

The Commission will conduct 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.

- Tuesday, March 10th beginning at 8:15 a.m.
- Wednesday, March 11th beginning at 8:15 a.m.
- Thursday, March 12th beginning at 12:00 p.m.

- Friday, March 13th beginning at 10:00 a.m.

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)

None

Next Regular Meeting of the Upshur County Commission

March 12, 2026 --- 9:00 a.m.

Upshur County Courthouse Annex

** The Commission meeting scheduled for March 5th, 2026 has been cancelled.

LEWIS.		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LC SHERIFF	10-27	97	280											377
	10-28	98	236											334
	III & CIB	89	150											239
	OTHER	23	21											44
	DVP	65	39											104
WESTON PD	10-27	19	56											75
	10-28	32	72											104
	III & CIB	0	3											3
	OTHER	5	8											13
	DVP	9	3											12
WVSP	10-27	28	66											94
	10-28	31	84											115
	III & CIB	7	29											36
	OTHER	6	7											13
	DVP	35	18											53
NRP	10-27	16	4											20
	10-28	12	7											19
	III & CIB	3	0											3
	OTHER	1	0											1
	DVP	3	0											3
PROSECUTOR	10-27	4	20											24
	10-28	0	0											0
	III & CIB	19	53											72
	OTHER	0	17											17
	DVP	0	0											0
PROBATION	10-27	1	10											11
	10-28	0	0											0
	III & CIB	12	8											20
	OTHER	2	15											17
	DVP	0	0											0
SWJS PARK	10-27	0	0											0
	10-28	0	0											0
	III & CIB	0	0											0
	OTHER	0	0											0
	DVP	0	0											0
FAMILY COURT	III & CIB	0	0											0
DAY REPORT	10-27	0	4											4
	10-28	0	0											0
	III & CIB	0	0											0
	OTHER	0	1											1
	DVP	0	0											0
													TOTAL TRANSACTIONS	1828

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, February 25, 2026 4:43 PM
To: Tina Helmick
Subject: Re: Agenda Park Requests

Request for Approval to Hire – Lewis County Park 2026 Season

Maintenance Staff

(Start Date: March 10, 2026 – 12:00 PM)

- **Jim Stutler** – \$13.25/hr – Up to 25 hrs/week
- **Garry Rowan** – \$12.50/hr – Up to 40 hrs/week
- **Brian Barnett** – \$11.00/hr – Up to 40 hrs/week
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Concessions

- **Stephanie Heater** – \$11.50/hr – Up to 40 hrs/week – Concession Lead – Starting March 16, 2026

Joshua Hinchman
Director
Lewis Co Park
304-269-6599

From: Tina Helmick <thelmick@lewiscountywv.org>
Sent: Tuesday, February 24, 2026 3:48 PM
To: jhinchman lewiscountywv.org <jhinchman@lewiscountywv.org>
Cc: aqueen4500@aol.com <aqueen4500@aol.com>; bobbystewart00@gmail.com <bobbystewart00@gmail.com>; centralwv@yahoo.com <centralwv@yahoo.com>
Subject: Agenda Park Requests



LEWIS COUNTY SHERIFF'S DEPARTMENT
STATE OF WEST VIRGINIA
M. E. METZ, SHERIFF



Tax Department
Phone: (304) 269-8222
Fax: (304) 269-8698

Law Enforcement
Phone: (304) 269-8251
Fax: (304) 269-2644

February 26, 2026

Lewis County Commission
110 Center Avenue
Weston, WV 26452

To Whom It May Concern:

The Sheriff's Office has received 5% from the estate of Victor Smith in the amount of \$629.17 for Sheriff fees. That money has now been deposited into general county 382 account. I am requesting that you please consider doing a budget revision to put the full amount in 404.341. The tax office could use additional funds currently for the purchase of envelopes and toner.

If you should have any questions, please contact my office.

Sincerely,

A handwritten signature in blue ink that reads "Mickey E. Metz".

Mickey E. Metz
Lewis County Sheriff

MEM/ajf

110 Center Avenue
Weston, WV 26452
