

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 31, 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 **Lewis County FRN Child Abuse Awareness Month Proclamation:**
The Lewis County Commission will be asked to execute a proclamation in support of Child Abuse Awareness Month. (*action required*)
4. 10:10 AM **Gary Morris, Safe Sites:** Mr. Morris will offer a Safe Sites and Structures update and request approval to move forward on 8 sites. (*action required*)

CORRESPONDENCE

5. **Upshur County Commission Meeting Agenda:** The March 24, 2026 Upshur County Commission meeting agenda is presented for review. (*information only*)
6. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Corridor H Groundbreaking, Lewis/Upshur Local Emergency Planning Committee, Economic Development Authority, Workforce meeting, Grand Re-Opening of TALA, etc. (*information only*)

BUSINESS

7. **County Clerk Request:** Becky Carder requests to appoint election officials and alternates for the May 12, 2026 Primary Election. (*action required*)
8. **Lewis Gilmer OEM/ E-911 Director, James Gum Announces Retirement:** Lewis-Gilmer OEM/ 911 Director James Gum announces his retirement effective May 31, 2026. (*action required*)

9. **Request to Post:** Tina Helmick, Lewis County Administrator, requests to post/advertise for the position of Lewis-Gilmer OEM/911 Director. *(action required)*
10. **Lewis County Circuit Clerk Office Resignation:** Circuit Clerk Beth Burkhardt advises that Nancy Dixon has resigned effective March 20, 2026. *(action required)*
11. **Lewis County Circuit Clerk Request to Advertise:** Beth Burkhardt requests to advertise for a vacancy in the office. *(action required)*
12. **Josh Hinchman, Lewis County Park Director, Request to Hire:** Josh Hinchman requests to hire the following for the Ropes Course Staff position at \$12.00/hour, up to 40 hours per week, starting April 1, 2026 *(action required)*:

- Liam Jefferies
- Andrew Strader
- Corinthia Finster
- Garrett Skinner
- Gabriel Bonnett
- Grant Acord
- Shelby Hamrick
- Isaac Smith
- Ethan Garvin
- Brandon Dean

- Jame Alkire working up to 40 hours a week at \$12.00 an hour as Ropes Course/Lifeguard starting April 1, 2026.
- Payj Heater working up to 40 hours a week at \$9.25 as Golf/Pool Aide/Concession starting April 1, 2026.

13. **Time Sheets, Leave Requests and Annual Leave Transfers:** Barb Winans *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **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)*
15. **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)*
16. **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)*
17. **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:

18. **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

Child Abuse Prevention Month 2026

WHEREAS, every day, preventing child abuse and neglect is a community concern that depends on involvement among people throughout the community; and

WHEREAS, child maltreatment occurs when people find themselves in stressful situations without community resources, and don't know how to cope; and

WHEREAS, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

WHEREAS, child abuse and neglect not only directly harms children, but also increase the likelihood of criminal behavior, substance use disorder, health problems such as heart disease and obesity, and risky behavior; and

WHEREAS, the citizens of Lewis County should become involved in supporting families in raising their children in a safe, nurturing environment; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social services agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community; and

WHEREAS, child maltreatment knows no social or economic boundaries and occurs in every neighborhood in America;

NOW, THEREFORE, the Lewis County Commission proclaims the month of April 2026, as "CHILD ABUSE PREVENTION MONTH" in Lewis County and encourage the citizens of this great community to show that they care by committing themselves to fighting child abuse and neglect.

Lewis County Commission

Lewis County Commission

Lewis County Commission

Lewis County Clerk

Gary Morris, Lawyer
Post Office Box 329
Weston, West Virginia 26452

March 23, 2026

Lewis County Commission
110 Center Avenue
Weston, WV 26452

RE: Safe Sites Litigation

Dear Commissioners:

I met with the Safe Sites and Structures Committee Friday March 20, 2026 to discuss the 5 sites for litigation and demolition with them. Although I told them you had preliminarily authorized 5 sites, they submitted the following:

275 John Street, Weston
734 Craig Street, Weston
741 ½ Lynn Avenue, Weston
96 B Brown Road, Jane Lew
411 Berlin Road, Weston (Nizami)
13687 U S HWY 33 West
13669 U S HWY 33 West
1137 U S HWY 33 East, Weston (Burkhammer)

I plan to attend the March 31 meeting to discuss this.

Sincerely,



(304) 672-1376

**Upshur County Commission
Special Meeting Agenda**

Location of Meeting: Upshur County Administrative Annex
Located at: 91 W. Main Street, Suite 101, Buckhannon, WV 26201
If you prefer to participate by telephone, please dial 1-872-240-3412 Access
Code: 614 149 301 to enter the conference call

Date of Meeting: Tuesday, March 24, 2026

12:00 p.m. Moment of Silent Meditation --- Pledge of Allegiance

Items for Discussion / Action / Approval:

1. Approval and signature of the revised Upshur County Commission 2026 – 2027 fiscal year budget. * *Under Separate Cover*
2. 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.

Next Regular Meeting of the Upshur County Commission
April 2, 2026 --- 9:00 a.m.

Upshur County Courthouse Annex

**The meeting scheduled for March 26th has been cancelled.

Lewis -Gilmer E-911

James W Gum, Director

Phone: (304) 269-8243 **Fax:** (304) 269-8203 **Email:** LCE911@LCE-911.com

476 US Highway 19 N Weston, WV 26452-7032

To: Lewis County Commission

From: James W Gum

Ref: Retirement

I am writing to formally inform you of my decision to retire from my position of Director of the Lewis County OEM/911, effective May 31, 2026. After careful consideration and planning, I believe this is the right time for me to transition into retirement and begin the next chapter of my life.

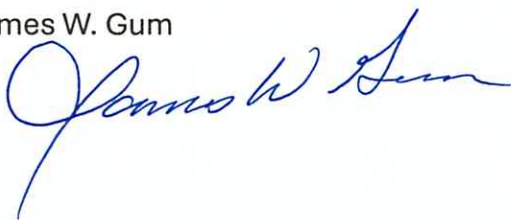
I am grateful for the opportunities I have had during my tenure at Lewis-Gilmer E-911 and Lewis County office of Emergency Management. Over the combined 38 years, I have had the pleasure of working with talented Colleagues and contributing to the growth and success of the 911 Center and emergency response Organizations for Both Lewis and Gilmer Counties. I take pride in the accomplishments we have achieved together and will cherish the memories of my time here.

I want to express my sincere appreciation for the support and guidance provided by the Lewis County Commission, both present and past, as well as by all my colleagues. We have made Lewis-Gilmer E-911 a top of the line center that I would put up against anyone else in the state.

Thank you once again for the opportunities I have had and more off the friendships I had made. I wish nothing but the best for this County and the 911 Center in all its future endeavors.

Thank you,

James W. Gum

A handwritten signature in blue ink that reads "James W. Gum". The signature is written in a cursive style with a large, looping initial "J".

BETH A. BURKHART
LEWIS COUNTY
CIRCUIT AND FAMILY COURT CLERK
117 COURT AVENUE
WESTON, WV 26452

(304) 269-8210
FAX (304) 269-8249

TWENTY-SIXTH JUDICIAL CIRCUIT
THE HONORABLE Judge Jacob E. Reger
THE HONORABLE Judge Kurt W. Hall
(304) 472-5556 / (304) 269-8229
SEVENTEENTH FAMILY COURT CIRCUIT
THE HONORABLE Theresa Cogar Turner
(304) 269-0432

TERMS OF CIRCUIT COURT

FIRST MONDAY IN MARCH
SECOND MONDAY IN JULY
FIRST MONDAY IN NOVEMBER

March 20, 2026

Attention: Tina Helmick, County Administrator

Reference: Departing Employee - County Property

Please find attached a list of items collected from departing employee Nancy Dixon. Be advised that March 19, 2026 was the final in person date worked and March 20, 2026 was the final date of employment for Mrs. Dixon in the Lewis County Circuit Clerks Office.

- ✓ ID / Key Card #24878 – Deputy Circuit Clerk Nancy Dixon
- ✓ Final Timesheet March 2026 (March 1 to March 20, 2026)
- ✓ Notary Stamp

Should you have any questions please contact me at your convenience.

Respectfully,



Beth A. Burkhardt
Circuit Clerk

- Key Card #24878 Delivered to the Commission office by Circuit Clerk Beth A. Burkhardt on 03/20/2026 in person
- Final Timesheet Mach 2026 Delivered to Payroll by Circuit Clerk Beth A. Burkhardt on 03/20/2026 via email
- Notary Stamp secured by Circuit Clerk Beth A. Burkhardt to inform WVSOS and destroy stamp plate 03/20/2026

CC: File

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, March 25, 2026 2:30 PM
To: Tina Helmick; aqueen4500@aol.com; Betty Hill; centralwv@yahoo.com
Subject: request to hire

Dear Commissioners,

Request to hire the following for the **Ropes Course Staff** position at **\$12.00/hour**, up to **40 hours per week**, starting **April 1, 2026**:

- Liam Jefferies
- Andrew Strader
- Corinthia Finster
- Garrett Skinner
- Gabriel Bonnett
- Grant Acord
- Shelby Hamrick
- Isaac Smith
- Ethan Garvin
- Brandon Dean

Joshua Hinchman
Director
Lewis Co Park
304-269-6599

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, March 25, 2026 4:51 PM
To: Amber Kelly; Tina Helmick; Mary Skinner
Subject: request to hire

Request to hire Jame Alkire working up 40 hours a week at \$12.00 an hour as ropes course/lifeguard starting April 1, 2026.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, March 25, 2026 3:48 PM
To: Amber Kelly; Tina Helmick; aqueen4500@aol.com; bobbystewart00@gmail.com; centralwv@yahoo.com; Mary Skinner
Subject: request to hire

Request to hire Payj Heater working up to 40 hours a week at \$9.25 as Golf/Pool aide/Concession starting April 1, 2026

Joshua Hinchman
Director
Lewis Co Park
304-269-6599