

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, APRIL 7, 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 Economic Development Authority Report:** Ray Smith, Executive Director, will provide a LCEDA report. (*information only*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The April 2, 2026 Upshur County Commission meeting agenda 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 February 6, 2026 to March 4, 2026 distribution of Public Utilities and IRP Truck Taxes in the amount of \$495,423.69. The general county portion is \$140,273.55. The general county portion for the last reporting period was \$34,926.86. The general county portion for this time period last year was \$291,676.17. (*information only*)
- 6. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: PVC meeting, Lewis County Foundation, etc. (*information only*)

BUSINESS

- 7. Lewis County Park Board Reappointments:** Gene Edwards, Lewis County Park Board President, requests Park Board reappointments for Josie Britton, Betty Hill and Barbara Paugh. (*action required*)
- 8. Josh Hinchman, Lewis County Park Director, Request to Hire:** Josh Hinchman requests to hire the following Extreme Adventures Rope Course Guides at \$12.00 per hour for up to 40 hours per

week with an April 8, 2026 start date: Ethan Varvaro, Owen Caynor and Stacy Stapleton. *(action required)*

9. **Fair Housing Resolution:** The Lewis County Commission will consider signing the Fair Housing Resolution which highlights the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968 and the West Virginia State Fair Housing Law, Title 49-2-305. *(action required)*
10. **Time Sheets, Leave Requests and Annual Leave Transfers:** Tina Helmick -Timesheet and Leave Request *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

11. **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)*
12. **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)*
13. **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)*
14. **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:

15. **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
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: April 2, 2026

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- March 19, 2026
- March 20, 2026 – Special Meeting
- March 24, 2026 – Special Meeting

Items for Discussion / Action / Approval:

1. Review and signature of a Sworn Statement of Expenditures for the West Virginia State Auditor's Office for grant 23-VA-072, granting period July 1, 2023 through June 30, 2024, obtained by the Upshur County Commission. Per W.Va. Code §12-4-14, this document is required to be filed within two years of the end of the grantee's fiscal year in which the disbursement of state grant funds by the grantor was made. *
2. Authorize signature of an Agreement with Stanton Lawn Services to provide groundskeeping services for several County owned properties in the amount of nineteen thousand five hundred thirty dollars (\$19,530). This Agreement will be in effect for the 2026 mowing season with the option to renew by one-year increments, not to exceed three full years. *
3. Review Plaintiff's Objections and Responses to Express Scripts' Second Set of Interrogatories to Plaintiffs. Authorize signature of the Verification on behalf of Plaintiff. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
4. Approve a renewal Application for Eligibility to receive Federal and/or State Surplus Property *per WV Code §5A-3*. *
5. Consider approving a Federal Aviation Administration Outlay Report and Request for Reimbursement for a taxiway marking project located at the Upshur County Regional Airport- Request #4-Final in the amount of twenty-seven thousand eight hundred thirty-one dollars and thirty-nine cents (\$27,831.39). *
6. Review proposed revisions to the 2025-2026 school year Prevention Resource Officer Agreements by and between the Upshur County Board of Education by and through the State Superintendent of Schools as designee of the West Virginia Board of Education, the Upshur County Commission and the Upshur County Sheriff's Office for Prevention Resource Officers. Upon approval, authorize signature of Agreements for the Buckhannon-Upshur High School, Buckhannon-Upshur Middle School and all Upshur County Elementary Schools. *
7. Consider a request for a time extension from Tom Acosta, mural artist, to have a 250th Upshur County Mural completed, delivered and ready to be installed on the exterior wall of the Upshur County Maintenance building. *
8. Approval of an advertisement for two part-time case aides for the 18th Judicial Circuit Community Corrections Program. Applications must be received on or before the close of business on Wednesday, April 15th, 2026. *

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. Management Representation Letter for the West Virginia State Auditor's Office regarding Section 2: Engagements Performed Under the Alternative Approach of the Coronavirus State and Local Fiscal Recovery Funds section of the 2025 OMB Compliance Supplement during the year ended June 30, 2025.
2. Affidavit of Credit Sale from the Tygart Valley & Cherry Ridge Stream & Wetland West Virginia Mitigation Bank sites for use on the John C. Allen Regional Hub Project.
3. Adrian Public Service District Independent Auditor's Report and Related Financial Statements for the years ended June 30, 2025 and June 30, 2024. (Documents available for inspection at the Upshur County Commission Administrative Office)
4. Order from the WV Department of Transportation Division of Highways regarding the Removal from Inventory of a section of highway in the State Road System located in Upshur County, District Seven.
5. Upshur County Sheriff's Financial Statement for period ending February 28, 2026.
6. Freedom of Information request and fulfillment from MuckRock regarding opioid settlement funds.
7. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Mon Power Assistance Event April 8, 2026
 - Upshur County Solid Waste Authority-Free Paper Shred Event April 18, 2026
 - b) Agendas and/or Notice of Meetings:
 - James W. Curry Library/Park Advisory Board March 27, 2026
 - Council of the City of Buckhannon April 2, 2026
April 21, 2026
 - c) Meeting Minutes:
 - Tennerton Public Service District February 11, 2026
 - Upshur County Farmland Protection Board February 17, 2026
 - Upshur County Fire Board February 17, 2026
 - Upshur County Youth Camp February 19, 2026

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

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

8. 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. ****

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
April 9, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex



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

March 19, 2026

Honorable David B. Gosa
Sheriff & Treasurer
Lewis County
110 Center Ave
Weston, WV 26452

County 140,273.55
County Excess 1.24
School 190,301.14
School Excess 132,423.69

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$495,423.69 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 02/06/2026 to 03/04/2026.

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	0.62	0.00	0.62
2014 School Current	7.22	0.00	7.22
2014 School Excess Levy	3.84	0.00	3.84
2015 County Current Expense	5.34	0.00	5.34
2015 County Excess Levy	0.62	0.00	0.62
2015 School Current	7.24	0.00	7.24
2015 School Excess Levy	3.84	0.00	3.84
2025 County Current Expense	140,262.89	9,887.97	150,150.86
2025 School Current	190,286.70	14,710.63	204,997.33
2025 School Excess Levy	132,416.01	7,825.45	140,241.46
Totals	\$462,999.64	32,424.05	\$495,423.69

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



State of West Virginia

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County Collections Division
State Capitol, Building 1, Suite W-118
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

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

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark A. Hunt".

Mark A. Hunt
State Auditor

MAH/pu



Lewis County Park

P.O. Box 885 • 257 Smith Run Road • Weston, West Virginia 26452

Phone (304) 269-6599

March 25, 2026

Lewis County Commission
110 Center Ave
Weston, WV 26452

This is a request to reappoint the following to the Lewis County Park and Recreation Board:

Josie Britton

Betty Hill

Barbara Paugh

The current Park Board members concur these would be excellent reappointments. The Board voted and approved these reappointments at our meeting, Monday, March 23, 2026.

Respectfully submitted,

Gene H Edwards, President

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, April 1, 2026 1:34 PM
To: Tina Helmick; Amber Kelly; Mary Skinner
Subject: Request to Hire – Extreme Adventures Rope Course Guides

The Lewis County Park requests approval to hire the following individuals as Extreme Adventures Rope Course Guides:

- Ethan Varvaro
- Owen Caynor
- Stacy Stapleton

Position: Rope Course Guide
Pay Rate: \$12.00 per hour
Hours: Up to 40 hours per week
Start Date: April 8, 2026

Joshua Hinchman
Director
Lewis Co Park
304-269-6599

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
Equal Opportunity Employer (EOE)



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

FAIR HOUSING RESOLUTION

Whereas, the Lewis County Commission desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in Lewis County; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the Lewis County Commission, West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the "Equal Housing Opportunity" logo, will be displayed at the Lewis County Courthouse.

Therefore, be it also resolved that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The Lewis County Commission shall inform all Lewis County employees of the Lewis County Commissions commitment to fair housing.
2. The Lewis County Commission will post this resolution in Lewis County buildings and other public places and publicize it.
3. The Lewis County Commission shall direct all employees to forward immediately to the Lewis County Commission any reports they receive of housing discrimination.
4. The Commission shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, West Virginia, 25301-1400, within 10 days of receipt of said complaint.

Signature: _____ Title: _____

Date: _____





**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or
residential lots

In the provision of real estate
brokerage services

In advertising the sale or rental
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

Anyone who feels he or she has been
discriminated against may file a complaint of
housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development**

**Assistant Secretary for Fair Housing and
Equal Opportunity**

Washington, D.C. 20410

Proclamation

by Governor Patrick Morrisey

Whereas, equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

Whereas, the 58th anniversary of the National Fair Housing Law provides an opportunity for all Americans to rededicate themselves to the principle of freedom of choice and to reacquaint themselves with the rights and responsibilities that are theirs under the law; and

Whereas, implementation of fair housing policy in West Virginia requires the positive commitment, involvement, and support of each and every one of our citizens; and

Whereas, the departments and agencies of the State of West Virginia provide leadership in an effort to make fair housing something that can be realized by all citizens.

Now, Therefore, Be it Resolved that I, Patrick Morrisey, Governor of the Great State of West Virginia, do hereby proclaim *April 2026* as:

Fair Housing Month

in the Mountain State and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

Done at the Capitol, City of Charleston, State of West Virginia, this the First Day of April, in the year of our Lord, Two Thousand Twenty-Six, and in the One Hundred Sixty-Third Year of the State.



Patrick Morrisey

Patrick Morrisey
Governor

By the Governor:

Kris Warner

Kris Warner
Secretary of State

March 31, 2026

Dear Local Government Official:

As the recipient of Community Development Block Grant (CDBG) funds, provided by the U.S. Department of Housing and Urban Development (HUD), your local government is required to promote fair housing.

April 2026 marks the 58th anniversary of the enactment of Title VIII of the Civil Rights Act of 1968 - Fair Housing Law. Fair Housing Law prohibits discrimination in the sale or rental of housing based upon race, color, religion, sex, national origin, disability, or familial status.

Governor Morrisey has proclaimed April 2026 as Fair Housing Month in West Virginia. The proclamation commemorates this anniversary and emphasizes the policy of the State of West Virginia to provide its citizens with equal opportunity and access to housing.

You are reminded of your responsibility to implement appropriate activities to promote fair housing during the month of April throughout the year. Enclosed is a list of examples and resources your agency may find useful in promoting fair housing.

Fair Housing Month is an opportunity to review and initiate local policies designed to further and promote fair housing choice.

Steps may include the passage of a fair housing resolution or the issuance of a special proclamation to bring the message of fair housing to the citizens of your community, newspaper ad or public service announcement. More importantly, local zoning and policies must also reflect a commitment to fair housing.

If you need additional information, please contact Ryan Halsey, CDBG Program Manager, at (304)352-3988 or send email to Ryan.J.Halsey@wv.gov.

Sincerely,



Jennifer Ferrell, Director
Community Advancement and Development

JLF: rjh