

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
AMENDED MEETING AGENDA
TUESDAY, APRIL 21, 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** **Proclamation:** Declaring April as Sexual Assault Awareness Month (*action required*)
- 4. 10:10 AM** **In Accordance with West Virginia Code §11-8-10a, the Lewis Commission will Lay the Fiscal Year 2027 Levy** (*action required*)

CORRESPONDENCE

- 5. Upshur County Commission Meeting Agenda:** The April 21, 2026 Upshur County Commission meeting agenda is presented for review. (*information only*)
- 6. West Virginia Department of Tourism:** The Records Management and Preservation Board provides notice of a \$15,000 grant award offer to the Lewis County Circuit Clerks office. (*information only*)
- 7. Free Pet Vaccination Clinic:** The Lewis-Upshur Animal Control Facility will host a free pet vaccination clinic for Lewis County residents on May 26, 2026 from 9am-noon at the Lewis County Park. (*information only*)
- 8. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: County Website meeting, Lewis/Upshur Local Emergency Planning Committee, Painters Expo, Safe Sites and Structures, ROTC event, Sip and Social, LC Senior Center dinner, Lewis Baseball-Softball Association opening day, CCAWV Spring Board meeting, etc. (*information only*)

BUSINESS

- 9. Approval of Fiscal Year 2026-2027 Lewis Gilmer E-911 Dispatch Agreements:** The Lewis County Commission is asked to consider approving the Fiscal Year 2026-2027 Dispatch Agreements with the City of Weston and Gilmer County. *(action required)*
- 10. Lewis-Gilmer E-911 Addressing:** Steve Moneypenny presents a road name request for 148 Valley Chapel Road Weston, WV 26452. *(action required)*
- 11. Lewis-Gilmer E-911 Addressing:** Steve Moneypenny presents a road name request for 202 McCanns Run Rd. Jane Lew, WV 26378. *(action required)*
- 12. Lewis County Tax Office Resignation:** Brianna Ball submits a letter of resignation. *(action required)*
- 13. Lewis County Sheriff Request to Advertise:** Mickey Metz requests to advertise for a vacancy in the Tax office. *(action required)*
- 14. Time Sheets, Leave Requests and Annual Leave Transfers:** None *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 15. 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)*
- 16. 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)*
- 17. 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)*
- 18. 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:

- 19. 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
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, April 21, 2026

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

Items for Discussion / Action / Approval:

1. Lay the Levy for fiscal year 2027, which commences July 1, 2026 and ends June 30, 2027. *

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 23, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex**

**DECLARING APRIL AS SEXUAL ASSAULT AWARENESS MONTH
IN LEWIS COUNTY**



WHEREAS, sexual assault is a serious and pervasive crime that affects individuals of all ages, genders, and backgrounds, causing profound physical, emotional, and psychological trauma; and

WHEREAS, raising public awareness about sexual assault is crucial to preventing these crimes, supporting survivors, and fostering a community where such violence is not tolerated; and

WHEREAS, Sexual Assault Awareness Month provides an opportunity to educate our citizens about the realities of sexual violence, promote consent, and highlight the resources available to survivors; and

WHEREAS, HOPE, Inc. is a vital organization in our community, dedicated to providing crisis intervention, advocacy, support services, and prevention education to survivors of sexual assault and their loved ones; and

WHEREAS, the Lewis County Commission recognizes the invaluable contributions of HOPE, Inc. in working tirelessly to empower survivors, advocate for justice, and promote a safer environment for all residents; and

WHEREAS, it is incumbent upon all members of our community to stand in solidarity with survivors and work collaboratively to end sexual violence.

NOW, THEREFORE, BE IT PROCLAIMED that the Lewis County Commission does hereby declare the month of **April 2026** as **Sexual Assault Awareness Month** in Lewis County. We urge all residents, businesses, and organizations to join us in supporting this important cause, promoting awareness, and recognizing the essential work of HOPE, Inc.

Given under our hands this 21st day of April, 2026.

Rod Wyman
President

Agnes Queen
Commissioner

Bobby Stewart
Commissioner

Attest: _____
Rebecca Carder, County Clerk

April 13, 2026

The Honorable Roderick B. Wyman, President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Dear President Wyman:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a grant award to the Lewis County Commission to be used as follows:

Circuit Clerk, \$15,000, for personnel costs to scan and index domestic/civil case files 1993-1997/2010-2012, criminal case files 1993-1996, and domestic violence case files 2010-2012 into CourtsPlus/valut system for E-file access.

Congratulations on this award! The Board and our staff members are delighted to have the opportunity to support you in this important work.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail (aaron.p.parsons@wv.gov). **This is only an unofficial offer of partial funding, and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. This grant would be for the fiscal year July 1, 2026-June 30, 2027.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued in December 2025. This grant program includes an appeals process, available online at <http://archive.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

Sincerely,

Aaron Parsons, Director
West Virginia Archives and History

cc: Tina Helmick, County Administrator
Beth Burkhart, Circuit Clerk

****FREE** DRIVE-IN VACCINATION CLINIC**



**HOSTED BY THE LEWIS UPSHUR
ANIMAL CONTROL FACILITY**

**Location: Lewis County Park
Tuesday, May 26, 2026
9am - noon (while supplies last)**

***Must provide proof of residence in Lewis County**

***Dogs and cats welcome**

***First come first serve basis * Questions? Call 304.472.3865**

**Funding for this event provided by
Petco Love**

PROUDLY SUPPORTED BY



**petco
love**
A NONPROFIT CHANGING LIVES

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COMMISSIONERS:

Rod Wyamn

President

Bobby Stewart

Commissioner

Agnes Queen

Commissioner

President Lance Woodford
Gilmer County Commission
10 Howard Street
Glennville, WV 26351

April 10, 2026

Dear President Woodford:

Enclosed are this Fiscal Years 911 Dispatch agreements. We apologize for the delay in getting these out. We have reached a point where we need to adjust our fees to reflect higher operational costs. This change will help us continue providing high-quality services to keep our communities safe. The fee increase amount is \$10,000 to cover Computer Aided Dispatch Software for Gilmer County to enhance Agency response capabilities, records management software for reports, and software for (MDT) Mobile Data Terminals for Law Enforcement and fire apparatus, leaving the yearly total at **\$48,499.96**.

Please have your commission review, and if acceptable, sign both copies. Retain one copy for your records and return the second copy to the Lewis County Commission, 110 Center Avenue, Weston WV 26452.

If you have any questions, please feel free to contact our office. We truly appreciate the outstanding working relationship between our agencies.

Sincerely,

Tina J. Helmick, Administrator
Lewis County Commission

E-911 Dispatch Service Agreement

Contract Date: July 1, 2026

The following instrument shall serve as a contract agreement between The Lewis County Commission, (hereafter Lewis County), and The Gilmer County Commission (hereafter Gilmer County).

I: INTENT:

The intent of this agreement is for Gilmer County and Lewis County to enter into a contact agreement. Under the terms of this contract, Lewis County shall provide a Dispatch Service as well as an Enhanced 9-1-1 Services for Gilmer County, its citizens, and its Public Safety and Emergency Services Organizations for a monthly Contract Fee.

II: TERM:

This contract must be adopted on an annual Fiscal Year basis by a letter of agreement to its continuing terms acknowledged by both County Commissions.

III: CANCELLATION:

This contract may be cancelled without additional recourse by either party at any time. This shall only be done by the service of a written notice by either party to the other party which states the intent to so cancel no later than sixty (60) days from the date of such service of notice.

IV: EFFECTIVE DATE:

This Contract shall become effective on July 1, 2026.

V: SERVICES TO BE PROVIDED BY LEWIS COUNTY

Lewis County Shall provide Gilmer County with the Following:

1. Lewis County shall provide and maintain a 24 hour Enhanced 911 Dispatch Service for all **emergency** calls originating within the boundaries of Gilmer County, or requesting service for the residents of Gilmer County.
2. Lewis County shall provide all necessary manpower to answer these calls and notify the proper Gilmer County Agencies and Organizations of these calls. It shall then dispatch the calls and relay information in a timely manner, as outlined in a procedure manual, to answer the request for aid from these Agencies.

3. Lewis County shall answer and handle all **emergency calls** for all agencies within Gilmer County, including, but not necessarily limited to the following: Gilmer County Police and Fire.
4. Lewis County will also provide the same **emergency** services for these Agencies and Organizations of Gilmer County when there is a need to contact and/or dispatch them even if the call is not deemed to be a ‘True Emergency’.
5. Lewis County will use agreed upon procedures for the dispatching, including initiating any necessary phone calls, radio messages, paging, etc. to ensure that the proper agencies and/or individuals are contacted and dispatched.
6. Lewis County will continue to remain, when possible, in contact with any Gilmer County Agency or Organization after the initial notification of a call. This will be done to offer all support and back-up services normally provided by a full-service dispatch center to assure prompt and complete handling of an **emergency**.
7. Lewis County will provide to Gilmer County a monthly report of activity and calls dispatched.
8. Lewis County will record, keep for a reasonable time and make available when requested in a timely manner, a recorded copy of any telephone and/or radio conversation. These may be requested when needed for investigative purposes or for use in a Court of Law for the purpose of providing evidence of events and/or conversations which took place.
9. Lewis County will act as a service and provide the non-emergency types of work normally provided by a dispatch center such as license checks for officers. It will also, as feasible, practice the monitoring of officers in the field as to their status, location, etc. for their safety and well-being.
10. Lewis County will provide (CAD) Computer Aided Dispatch Software for Gilmer County Agencies, to enhance agency response capabilities, records management software for reports, and software for (MDT) Mobile Data Terminals. The cost will be paid by Gilmer County.
11. Lewis County shall make certain that all Enhanced 9-1-1 Fees collected from the citizens of Gilmer County are properly spent according to the provisions of Gilmer County Ordinance and be able by acceptable accounting practices to show that such has been done.

12. Lewis County shall maintain all phone and radio equipment physically located in Lewis County.

13. Lewis County will not answer normal administrative lines for agencies.

VI: SERVICES AND FEES TO BE PROVIDED BY GILMER COUNTY:

Gilmer County will provide Lewis County with the following:

1. Gilmer County shall collect and forward as promptly as feasible to the Lewis County Enhanced 9-1-1 Dispatch Center a monthly fee of \$1.75 per month per phone subscriber line or the amount specified in its adopted Enhanced 9-1-1 Ordinance. All collections except those deducted by the phone company (s) for billing and nonpayment shall be forwarded within 20 working days of receipt to the Lewis-Gilmer Enhanced 911 Center without further withholding of funds. Failure to meet this provision will result in cancellation of this agreement.
2. Gilmer County shall additionally pay the Lewis County Enhanced 9-1-1 Dispatch Center a supplemental dispatch fee of \$3,300.00 per month for a total of \$39,600 a year.
3. Gilmer County shall provide and make available to Lewis Co. the necessary radios, telephone lines, etc. to make it possible for Lewis County to properly contact and dispatch the Gilmer County Agencies and Organizations. This equipment shall consist of but not be necessarily limited a radio transmitter in use by Gilmer County Emergency and Public Safety Agencies.
4. Gilmer County shall pay for Computer Aided Dispatch (CAD) software licensure for Gilmer County units to enhance agency response capabilities, records management software for reports, and software for (MDT) Mobile Data Terminals for Law Enforcement and fire apparatus. The cost of this licensure is \$833.33 per month for a total \$10,000.00 a year.
5. Gilmer County's total financial responsibility for dispatch services and the Computer Aided Dispatch (CAD) software licensure shall be \$4,133.33 per month or \$48,499.96 per year.
6. Gilmer County shall provide at least one ten-digit phone number and line for the use of the residents of Gilmer County in contacting the Dispatch Center.
7. Gilmer County and/or its Agencies and Organizations shall reimburse at cost to Lewis County (if Lewis County elects to charge) for additional services rendered at a direct expense to Lewis County, such as long-distance calls, license checks, faxes, etc. that were request by an Agency or Organization of Gilmer County.

8. Gilmer County shall maintain all radio and phone equipment physically located in Gilmer County

VII: HOLD HARMLESS:

Both Parties of this contract agree to hold each other harmless from cost or liability for any failure to effectively provide the service or action required under the terms of this contract except in cases of willful neglect of responsibility.

VIII: REPRESENTATION:

In Return for its Fee Paid, Lewis County additionally agrees to afford Gilmer County Commission one representative designated by Gilmer County the Advisory Board of its Dispatch Center.

IX: PRIORITIZATION OF CALLS:

Notwithstanding normal procedures for handling and prioritization of calls, Lewis County Guarantees that all calls will be dispatched and handled without regard to the County of their origination.

Approved by:

Rod Wyman
President Lewis County Commission

STATE OF WEST VIRGINIA
COUNTY OF LEWIS

This foregoing instrument was acknowledged before me this ____ day of ____, 2026 by Rod Wyman, President of the Lewis County Commission, on behalf of the said County Commission

Notary Public

My commission expires on _____

Approved by:
Lance Wolford
President Gilmer County Commission

STATE OF WEST VIRGINIA
COUNTY OF Lewis

This foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Lance Wolford, President of the Gilmer County Commission on behalf of the said County.

Notary Public

My commission expires on _____

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

Bobby Stewart

Commissioner

Agnes Queen

Commissioner

Mayor Kim Harrison-Edwards
City of Weston
102 W Second Street
Weston, WV 26452

April 10, 2026

Dear Mayor Kim Harrison-Edwards:

Enclosed are this Fiscal Years 911 Dispatch agreements. We apologize for the delay in getting these out. We have reached a point where we need to adjust our fees to reflect higher operational costs. This change will help us continue providing high-quality services to keep our communities safe. The fee increase amount is \$10,000 to cover Computer Aided Dispatch Software for City of Weston to enhance Agency response capabilities, records management software for reports, and software for (MDT) Mobile Data Terminals for Law Enforcement and fire apparatus, leaving the yearly total at **\$49,600.00**.

Please have your commission review, and if acceptable, sign both copies. Retain one copy for your records and return the second copy to the Lewis County Commission, 110 Center Avenue, Weston WV 26452.

If you have any questions, please feel free to contact our office. We truly appreciate the outstanding working relationship between our agencies.

Sincerely,

Tina J. Helmick, Administrator
Lewis County Commission

E-911 Dispatch Service Agreement

Contract Date: July 1, 2026

The following instrument shall serve as a contract agreement between The Lewis County Commission, (hereafter Lewis County), and The City of Weston Commission, (hereafter City of Weston).

I: INTENT:

The intent of this agreement is for City of Weston and Lewis Co. to enter into a contract agreement. Under the terms of this contract, Lewis County shall provide a Dispatch Service as well as an Enhanced 9-1-1 Services for City of Weston, its citizens, and its Public Safety and Emergency Services Organizations for a monthly Contract Fee.

II: TERM:

This contract must be adopted on an annual Fiscal Year basis by a letter of agreement to its continuing terms acknowledged by both the County Commission and the City of Weston.

III: CANCELLATION:

This contract may be cancelled without additional recourse by either party at any time. This shall only be done by the service of a written notice by either party to the other party which states the intent to so cancel no later than sixty (60) days from the date of such service of notice.

IV: EFFECTIVE DATE:

This Contract shall become effective on July 1, 2026.

V: SERVICES TO BE PROVIDED BY LEWIS COUNTY

Lewis County Shall provide City of Weston with the Following:

1. Lewis County shall provide and maintain a 24 hour Enhanced 911 Dispatch Service for all **emergency** calls originating within the boundaries of, or requesting service for the residents of City of Weston.
2. Lewis County shall provide all necessary manpower to answer these calls and notify the proper City of Weston Agencies and Organizations of these calls. It shall then dispatch the calls and relay information in a timely manner, as outlined in a procedure manual, to answer the request for aid from these Agencies.
3. Lewis County shall answer and handle all **emergency calls** for all agencies within The City of Weston, including, but not necessarily limited to the following: Weston Police and Fire.
4. Lewis County will also provide the same **emergency** services for these Agencies and Organizations of City of Weston when there is a need to contact and/or dispatch them even if the call is not deemed to be a 'True Emergency'.
5. Lewis County will use agreed upon procedures for the dispatching, including initiating any necessary phone calls, radio messages, paging, etc. to ensure that the proper agencies and/or individuals are contacted and dispatched.
6. Lewis County will continue to remain, when possible, in contact with any City of Weston Agency or Organization after the initial notification of a call. This will be done to offer all support and back-up services normally provided by a full-service dispatch center to assure prompt and complete handling of an **emergency**.
7. Lewis County will provide to City of Weston a monthly report of activity and calls dispatched.
8. Lewis County will record, keep for a reasonable time and make available when requested in a timely manner, a recorded copy of any

telephone and/or radio conversation. These may be requested when needed for investigative purposes or for use in a Court of Law for the purpose of providing evidence of events and/or conversations which took place.

9. Lewis County will act as a service and provide the non-emergency types of work normally provided by a dispatch center such as license checks for officers. It will also, as feasible, practice the monitoring of officers in the field as to their status, location, etc. for their safety and well being.
10. Lewis County will provide (CAD) Computer Aided Dispatch Software for City of Weston Agencies, to enhance agency response capabilities, records management software for reports, and software for (MDT) Mobile Data Terminals. The cost will be paid by City of Weston.
11. Lewis County shall maintain all 911 phone and radio equipment physically located in Lewis County.
12. Lewis County will not answer normal administrative lines for agencies.

VI: SERVICES AND FEES TO BE PROVIDED BY CITY OF WESTON:
City of Weston will provide Lewis County with the following:

1. City of Weston shall additionally pay the Lewis County Enhanced 9-1-1 Dispatch Center a supplemental dispatch fee of \$3,300.00 per month for a total of \$39,600 a year.
2. City of Weston shall provide and make available to Lewis Co. the necessary radios, telephone lines, etc. to make it possible for Lewis County to properly contact and dispatch the City of Weston Agencies and Organizations. This equipment shall consist of but not be necessarily limited a radio transmitter in use by City of Weston Emergency and Public Safety Agencies.
3. City of Weston shall pay for Computer Aided Dispatch (CAD) software licensure for City of Weston units to enhance agency

response capabilities, records management software for reports, and software for (MDT) Mobile Data Terminals for Law Enforcement and fire apparatus. The cost of this licensure is \$833.33 per month for a total \$10,000.00 a year.

4. City of Westons total financial responsibility for dispatch services and the Computer Aided Dispatch (CAD) software licensure shall be \$4,133.33 per month or \$49,600.00 per year.
5. City of Weston and/or its Agencies and Organizations shall reimburse at cost to Lewis County (if Lewis County elects to charge) for additional services rendered at a direct expense to Lewis County, such as long-distance calls, license checks, faxes, etc. that were request by an Agency or Organization of City of Weston.
6. City of Weston shall maintain all agency owned radio and phone equipment physically located in City of Weston.

VII: HOLD HARMLESS:

Both Parties of this contract agree to hold each other harmless from cost or liability for any failure to effectively provide the service or action required under the terms of this contract except in cases of willful neglect of responsibility.

VIII: REPRESENTATION:

In Return for its Fee Paid, Lewis County additionally agrees to afford City of Weston one representative designated by City of Weston on the Advisory Board of its Dispatch Center.

IX: PRIORITIZATION OF CALLS:

Notwithstanding normal procedures for handling and prioritization of calls, Lewis County Guarantees that all calls will be dispatched and handled without regard to the County of their origination.

Approved by:

Rod Wyman
President Lewis County Commission

STATE OF WEST VIRGINIA
COUNTY OF LEWIS

This foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Rod Wyman, President of the Lewis County Commission, on behalf of the said County Commission

Notary Public

My commission expires on _____

Approved by:

Kim Harrison- Edwards
Mayor, City of Weston

STATE OF WEST VIRGINIA
COUNTY OF Lewis

This foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Kim Harrison-Edwards, Mayor of the City of Weston, on behalf of the said City.

Notary Public

My commission expires on _____



Lewis ~ Gilmer E-911

Addressing

476 US Hwy 19 N • Weston, WV 26452

Phone 304-269-6567

E-911

Addressing

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

Dear Commissioners,

The Lewis-Gilmer E-911 Addressing office has received a request to name a road at 148 Valley Chapel Rd this road is significantly over the 700' requirement, at 2,890' and has multiple addresses on the road. In order to meet the requirements to add another address our ordinance requires it to be named. The effected residents have signed the form agreeing for the road to be named. One resident has not, a Zachary Bohan, whom has attempted to prevent the road from being named by refusing to return paperwork signed by other residents.

The road choices are Chapel Hill Rd. I do not feel this is a good name because of the distance to both Valley Chapel Rd. and Chapel St. The second given choice is Memory Lane, We do not have any street names with the word Memory in them in Lewis County it is the recommendation of the addressing office that Memory Lane Be utilized.

~~1. Chapel Hill Rd~~

2. Memory Ln

Respectfully Submitted,

Steve Money Penny



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452
Phone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

APPLICATION FOR NEW ROAD NAME / NAME CHANGE

Community: Jackson Mill/Weston Zip Code: 26452 Route #: _____

CURRENT ROAD NAME: None

ROAD LOCATION: 148 Valley Chapel Rd

DRIVING DIRECTIONS: From US Hwy 19 N at City Limits go 1.1 mi
Turn (L) onto Jackson Mill Rd go 3 mi turn (L) onto Old Mill Rd
go 1/10 mi turn (R) onto Valley Chapel Rd go 1/10 mi turn (R)

ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please READ road naming criteria)

- | | |
|--------------------------|----------|
| 1. <u>Chapel Hill Rd</u> | 3. _____ |
| 2. <u>Memory Lane</u> | 4. _____ |

Lewis~Gilmer Addressing reserves the right to refuse any names that do not meet the adopted county ordinance.

Liaison Information

Expires 30 Days from date issued.

NAME: Brent Hunt TELEPHONE: 304-672-4166

ADDRESS: 158 Valley Chapel Rd CITY: Weston STATE: WV ZIP: 26452

Signature: Brent Hunt Date: / /20

Before signing please verify that this form is complete and correct to the best of your knowledge.

For Office Use Only

REQUEST TYPE <input checked="" type="radio"/> Private Road <input type="radio"/> Public Road <input type="radio"/> OTHER	NEW ROAD NAME ROAD NAME CHANGE
APPLICATION RECEIVED <u> </u> / <u> </u> / <u>20 </u>	Signature _____

Date 3/9/2026



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452

Phone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

OWNER / RESIDENT INFORMATION PAGE

If you will need additional space for resident information please copy this page.

ROAD NAME CHOICES IN ORDER OF PREFERENCE (must match choices on page 2)	
1. _____	3. _____
2. _____	4. _____

NAME Dan Davis
 MAILING ADDRESS 164 Valley Chapel Rd
 CITY Weston ST WV ZIP 26452
 TELEPHONE (205) 388 - 7149
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME Debbie Hunt
 MAILING ADDRESS 159 Valley Chapel Rd
 CITY Weston ST WV ZIP 26452
 TELEPHONE (304) 677-2554
 SIGN Debbie Hunt DATE 3/24/20

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

NAME _____
 MAILING ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TELEPHONE (____) _____ - _____
 SIGN _____ DATE _____

Tina Helmick

From: Steve Moneypenny <floodplain@lewisoe.com>
Sent: Wednesday, April 15, 2026 2:41 PM
To: Tina Helmick
Subject: Road name #2

Lewis ~ Gilmer E-911 Addressing
 476 US Hwy 19 N • Weston, WV 26452
 Phone 304-269-6567
 TTY 304-269-8243 or 304-602-7306 • Fax 304-269-8203

APPLICATION FOR NEW ROAD NAME / NAME CHANGE
 Community: Jane Lew Zip Code: 26706 Route #: 114
 CURRENT ROAD NAME: None
 ROAD LOCATION: 202 McCanns Run Rd
 DRIVING DIRECTIONS: From US Hwy 19 N at City Limits go left turn onto Jackson Mill Rd go 3 mi turn right onto Old Mill Rd go 1.5 mi turn left go 700 mile turn

ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please read road naming criteria)

1. Windy Ridge Road Lane
2. Quiet Hill Lane
3. Chon Mountain Lane
4. Wt Lecker Run Lane

Lewis-Gilmer Addressing reserves the right to refuse any names that do not meet the adopted county ordinance.

Liaison Information
 NAME: Pam A. file TELEPHONE: 540-580-6391 Expires 30 Days from date issued.
 ADDRESS: 210 McCanns Run Rd CITY: Jane Lew STATE: WV ZIP: 26328
 Signature: [Signature] Date: 3/24/2024
Before signing please verify that this form is complete and correct to the best of your knowledge.

For Office Use Only
 REQUEST TYPE:
 Private Road
 Public Road
 OTHER
 APPLICATION RECEIVED: 1 / 20 Signature
 Date: 3/13/2024 Page 2 of 3

Sent from my iPhone

April 10th, 2026

Dear Chief Tax Deputy Brittany Butcher,

I would like to start off by expressing how grateful I am to be given the opportunity to work here. I have learned a lot, and I will also cherish all the memories I have made here. I have been presented with the opportunity to start my dream career in the healthcare field of work, and as of April 8th, 2026, I have accepted it. My official start date there is April 28th, 2026, making my last day here April 24th, 2026. I expressed to them I wanted to give my current job a 2-week notice.

I want to thank you for all you have done for me; I am eternally grateful. This position has given me the opportunity for a lot of personal growth and that has been a blessing to me. As this chapter of my life ends, I am excited to see what the future has in store for me and my career.

I am respectfully submitting my 2-week notice of my resignation effective April 24th, 2026. I would like to be compensated for any time that I am entitled to.

Thank you,

Brianna B. Ball



LEWIS COUNTY SHERIFF'S DEPARTMENT

STATE OF WEST VIRGINIA

MICKEY E. METZ, SHERIFF



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

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

April 14, 2026

Lewis County Commission
110 Center Ave
Weston, WV 26452

Dear Honorable Lewis County Commission,

I respectfully request, advise, and consent per WV Code S 7-7-7 to advertise to hire to replace an employee as a Tax Deputy. I would request that the new employee begin as soon as possible and the starting salary be \$30,000.00.

Thank you in advance for your consideration.

Sincerely,

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

Mickey E. Metz, Sheriff
Mm/blb

110 Center Avenue
Weston, WV 26452
