

# 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 28, 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

1. **10:05 AM** **Proclamation:** National Day of Prayer (*action required*)
2. **10:10 AM** **Proclamation:** Recognizing Child Care Provider Appreciation Day (*action required*)
3. **10:15 AM** **Proclamation:** Community Action Month in Lewis County (*action required*)

### CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** The April 23, 2026 Upshur County Commission meeting agenda is presented for review. (*information only*)
5. **Report on Compliance for the United States Department of Treasury Coronavirus State and Local Fiscal Recovery Funds:** The West Virginia State Auditor provides notice and a report that Lewis County complied, in all material respects, with the requirements of this funding. (*information only*)
6. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Airport Authority, Dam Safety meeting, Volunteer Luncheon, EDA meeting, Express Votes testing, Lincoln Day dinner, Region VII meeting, LC Park meeting, etc. (*information only*)

### BUSINESS

7. **Lewis County Sheriff Request to Hire:** Mickey Metz requests advice and consent per WV Code §7-7-7 to hire Laffette Patterson as a probationary Deputy starting May 4, 2026 at a starting salary of \$42, 119.91. (*action required*)

8. **Lewis County Park Director Request to Hire:** Josh Hinchman requests advice and consent per WV Code §7-7-7 to hire the following individuals with an April 28, 2026 start date (*action required*):

**Managers / Office:**

- **Kayla Bouscher** – Manager, up to 40 hours per week at \$15.00/hour
- **Allysa Murphy** – Manager, up to 40 hours per week at \$13.00/hour
- **Samuel DiStefano** – Manager, up to 40 hours per week at \$13.00/hour
- **Erin Freeman** – Office Staff, up to 40 hours per week at \$13.00/hour

**Lifeguards:**

- **Alicyn Bishop** – Lifeguard, \$10.25/hour
- **Carder Holden** – Lifeguard, \$10.50/hour
- **Kami Linger** – Lifeguard, \$13.75/hour
- **Zander Carlton** – Lifeguard, \$10.50/hour

**Concessions / Pool Aides:**

- **Emma Freeman** – Concession/Pool Aide, \$9.50/hour
- **Kyra Vinson** – Concession/Pool Aide, \$9.25/hour

9. **Time Sheets, Leave Requests and Annual Leave Transfers:** Perry Blake, Barb Winans (*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 Lewis 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.
- 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**

## National Day of Prayer 2026



**WHEREAS**, the National Day of Prayer is observed annually on the first Thursday of May, and in 2026 will be held on Thursday, May 7, as established by public law under President Ronald Reagan in 1988 and affirmed by President Harry S. Truman in 1952; and

**WHEREAS**, this day invites Americans of all faiths to come together in voluntary prayer and reflection, seeking wisdom, guidance, and unity for our nation, our state, our communities, and our families; and

**WHEREAS**, the citizens of Lewis County, West Virginia, have long recognized the strength that comes from faith, service to neighbors, and a shared commitment to the common good; and

**WHEREAS**, the Lewis County Commission acknowledges the importance of praying for our local leaders, first responders, teachers, healthcare workers, military service members, and all who labor for the well-being of our county; and

**WHEREAS**, we honor the right of every individual to pray in his or her own manner, and we affirm that such expression is a cornerstone of the freedoms we cherish;

**NOW, THEREFORE**, we, the Lewis County Commission, do hereby proclaim Thursday, May 7, 2026 as National Day of Prayer in Lewis County, West Virginia.

Given under our hands this 28th day of April, 2026.

\_\_\_\_\_  
Rod Wyman  
President

\_\_\_\_\_  
Agnes Queen  
Commissioner

\_\_\_\_\_  
Bobby Stewart  
Commissioner

Attest: \_\_\_\_\_  
Rebecca Carder, County Clerk

**RECOGNIZING CHILD CARE PROVIDER APPRECIATION DAY  
MAY 08, 2026**

**WHEREAS**, Child Care Aware® of America and organizations nationwide are recognizing Child Care Providers on this day; and

**WHEREAS**, the child care system supports children’s growth, development, and educational advancement while creating positive economic impacts for families and communities; and

**WHEREAS**, child care providers are essential to the health of our communities by fostering safe and welcoming spaces, supporting working families, and creating enriching environments where children develop lifelong skills; and

**WHEREAS**, the **Lewis County Commission** recognizes that child care has been and continues to be a lifeline for families, communities, and the economy. As such, it has provided much-needed support to providers to help sustain the viability of child care; and

**WHEREAS**, the **Lewis County Commission** recognizes that our community benefits from comprehensive, well-resourced Child Care Resource & Referral (CCR&R) organizations, like Mountain Heart Community Services, which build the supply and quality of child care and support child care providers through coaching, mentoring, and technical assistance; and

**WHEREAS**, support for affordable, accessible, high-quality child care represents a worthy commitment to help families work, support children’s healthy development and learning, and keep our economy growing.

**NOW, THEREFORE, BE IT PROCLAIMED** that the **Lewis County Commission** does hereby proclaim May 8, 2026, as Provider Appreciation Day in **Lewis County** and urge all citizens to recognize child care providers for their important work and how valuable they are to our communities.

Adopted this **28th day of April, 2026**, by the Lewis County Commission.

\_\_\_\_\_  
Rod Wyman

\_\_\_\_\_  
Agnes Queen

\_\_\_\_\_  
Bobby Stewart

*Community Action Month in Lewis County*



**WHEREAS**, Community Action creates pathways to prosperity by helping hardworking families achieve economic independence rather than keeping them reliant on government assistance; and

**WHEREAS**, Community Action is built on innovative, responsive, and efficient programs that are uniquely tailored to meet local needs; and

**WHEREAS**, Community Action delivers high-impact, cost-effective results that generate a significant return on investment for local communities; and

**WHEREAS**, Community Action invests in private-sector job creation and career training, ensuring that communities grow through free-market solutions; and

**WHEREAS**, Community Action Agencies are trusted pillars of the community that engage volunteers who donate their time to advance local progress, support working families, and contribute to lasting community success; and

**WHEREAS**, Community Action programs are both necessary and popular—delivering effective, high-quality assistance that strengthens community resilience and fosters local prosperity; and

**NOW, THEREFORE**, the Lewis County Commission does hereby proclaim May 2026 as Community Action Month in recognition of the hard work and dedication of all West Virginia Community Action Agencies.

Given under our hands this 28th day of April, 2026.

\_\_\_\_\_  
Rod Wyman  
President

\_\_\_\_\_  
Agnes Queen  
Commissioner

\_\_\_\_\_  
Bobby Stewart  
Commissioner

Attest: \_\_\_\_\_  
Rebecca Carder, County Clerk

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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 23, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
  - April 9, 2026
  - April 21, 2026 Special Meeting to Lay the Levy
- 9:15 a.m. Bid opening, review, and potential award of a Demolition Project at 88 Jack Lane in Upshur County. This funding is being provided by the WVDEP REAP Dilapidated Properties Program. \*
- 10:00 a.m. Public testing of voting equipment.

### Items for Discussion / Action / Approval:

1. Review and signature an Engagement Letter outlining the understanding of services provided to the Upshur County Commission from the Office of the West Virginia State Auditor regarding audit of the financial statement for the fiscal year ended June 30, 2025. The fee for the service is \$38,750. \*
2. Approval and signature of the Management Representation Letter for the audit of financial statements for period ending June 30, 2025. \*
3. Approval and signature of a grant agreement from the West Virginia Department of Agriculture - Spay and Neuter Assistance Program on behalf of the Lewis-Upshur Animal Control Facility for grant funds in the amount of \$5,000. Matching funds in the amount of \$3, 333.33 will be provided out of the local spay and neuter account. \*
4. Review and accept grant funding from the Department of Arts, Culture and History on behalf of the Records Management and Preservation Board in the amount of \$10,000 for the Circuit Clerk's Office to complete a scanning project. \*
5. Review and consider a Change Order Proposal for the Upshur County Courthouse Chiller Replacement project to add a refrigerant monitoring system. The cost is thirteen thousand nine hundred thirty-nine dollars (\$13,939) and would be covered under a \$25,000 contingency written into the original contract. \*
6. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and Inspira Financial for the upcoming plan year. \*
7. Consider executing a lease agreement extension by and between the Upshur County Commission, the James W. Curry Advisory Board, and the Trustees of the Brooks Hill Community Building. The term of the lease extension will commence immediately through December 31, 2026. \*
8. Request from Tammy Strong, Certified Emergency Response Team (CERT) Manager, requesting the approval of Heather Bailey as a CERT volunteer. \*

*Under Separate Cover*

9. Consider a request from Sheriff J. Michael Coffman to hire John Slaughter as fill-in Court Security Officer. Upon approval, he will begin employment immediately, April 23, 2026. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* [Under Separate Cover](#)
  
10. Request from Cheyenne Troxell, Director of the 18<sup>th</sup> Judicial Circuit Community Corrections program, requesting to hire Michael Mailloux as part-time case aide, pending background results. This is a floater position between Upshur and Lewis Counties and, if approved, he will work up to 19.5 hours per week. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* [Under Separate Cover](#)
  
11. Review request from Tabatha Perry, County Administrator, to hire Rena J. Zirkle as the BU Recreational Park Facilities Director. Upon approval, Ms. Zirkle will begin working immediately in a limited capacity to complete necessary training, paid at an hourly wage. Full-time seasonal salary employment will begin on May 17, 2026. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* [Under Separate Cover](#)
  
12. Consider a request from Facilities Director, Eric Poling, to hire Daryl Boyles as seasonal part-time groundskeeper, pending background check results. If approved, Mr. Boyles will work no more than 29.5 hours per week and will begin employment on May 3, 2026. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* [Under Separate Cover](#)
  
13. 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 the State of West Virginia Department of Homeland Security Division of Administrative Services regarding the statutory eligibility requirements for counties to receive funds from the Jail Operations Partial Reimbursement Fund ("JOPRF").
2. Notice of Approval of the Levy Estimate for the Upshur County Commission for fiscal year beginning July 1, 2026.
3. Annual State and Local Fiscal Recovery Funds Compliance Report for March 2026.
4. Letter from Mark A. Hunt, State Auditor regarding proper disposition of surplus proceeds from delinquent land sales.
5. FOIA request received and fulfilled from PropLogix regarding property information and ERI regarding job salary information.
6. Upshur County Fire Board Financial Statement January – March 2026.
7. Grant Award Modification #4 – closing Court Security Grant # 24-CS-19 expended through the Division of Administrative Services – Justice and Community Services.
8. James W. Curry Library Quarterly Report dated March 27, 2026.
9. Upshur County Mileage reports – March, 2026.
  - Addressing and Mapping
  - Dog Pound
  - Emergency Management

- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

10. Public Notices:

- |   |                  |
|---|------------------|
| a) Newsletters and/or Event Notifications:                  |                  |
| • Lunch & Learn – Workplace Well-Being Strategies           | May 20, 2026     |
| b) Agendas and/or Notice of Meetings:                       |                  |
| • Buckhannon-Upshur Airport Authority                       | April 13, 2026   |
| • Elkins Road Public Service District                       | April 14, 2026   |
| • Upshur County Development Authority – CANCELLED           | April 14, 2026   |
| • Council of the City of Buckhannon                         | April 16, 2026   |
| • Upshur County Youth Camp                                  | April 16, 2026   |
| • Upshur County Farmland Protection                         | April 21, 2026   |
| • Upshur County Fire Board                                  | April 21, 2026   |
| • Upshur County Parks and Recreation                        | April 21, 2026   |
| c) Meeting Minutes:   |                  |
| • James W. Curry Library/Park Advisory Board                | October 24, 2025 |
| • Elkins Road Public Service District                       | March 3, 2026    |
| • Adrian Public Service District                            | March 5, 2026    |
| • Upshur County Solid Waste Authority                       | March 9, 2026    |
| • Upshur County Safe Structures and Sites Enforcement Board | March 11, 2026   |
| • Upshur County Youth Camp                                  | March 19, 2026   |

**\*Dates and times of monthly board meetings are viewable at:**  
[www.upshurcounty.org](http://www.upshurcounty.org) -- Upcoming events are listed on the main page.

11. 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](mailto: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](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 30, 2026 --- 9:00 a.m.  
 Upshur County Courthouse Annex



# State of West Virginia

**Mark A. Hunt**

**State Auditor and  
Chief Inspector**

Office of the State Auditor  
Chief Inspector Division  
State Capitol, Building 1, Suite W-100  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

Toll Free: (877) 982-9148  
Telephone: (304) 558-2251  
Fax: (304) 558-6414  
[www.wvsao.gov](http://www.wvsao.gov)

## INDEPENDENT ACCOUNTANT'S REPORT

Honorable Members of the  
Lewis County Commission  
Weston, West Virginia 26452

We have examined Lewis County's compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Section 2: Engagements Performed Under the Alternative Approach" of the CSLFRF section of the 2025 OMB *Compliance Supplement* (referred to herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended June 30, 2025. Management of Lewis County is responsible for Lewis County's compliance with the specified requirements. Our responsibility is to express an opinion on Lewis County's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the "Requirements for an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether Lewis County complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Lewis County complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on Lewis County's compliance with specified requirements.

In our opinion, Lewis County complied, in all material respects, with the specified requirements referenced above during the year ended June 30, 2025.

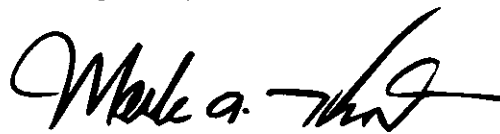
**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on Lewis County's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on Lewis County's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions. The results of our test disclosed no matters that are required to be reported under *Government Auditing Standards*.

**Intended Purpose**

The purpose of this examination report is solely to express an opinion on whether Lewis County complied, in all material respects with the specified requirements referenced above during the year ended June 30, 2025. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,



Mark A. Hunt  
West Virginia State Auditor  
Charleston, West Virginia

March 20, 2026



# Lewis County Sheriff's Department



M.E. Metz, Sheriff

117 Court Ave, Weston, WV 26452  
Phone: (304) 269-8251

Email: [mmetz@lewiscountywv.org](mailto:mmetz@lewiscountywv.org)  
Fax: (304) 269-2644

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April 20, 2026

**To:** Lewis County Commission

**From:** Sheriff Mickey Metz

**Re:** Full Time Hire

I respectfully request advice and consent per WV Code §7-7-7 to hire **Laffette Patterson** as a probationary deputy and he has been approved by the Lewis County Civil Service Commission. I would request his employment begin **May 4, 2025** at the starting salary of **49,119.91**.

Thank you advance for your consideration.

Respectfully Submitted,

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

Mickey E. Metz, Sheriff  
Lewis County Sheriff's Office

## **Tina Helmick**

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**From:** jhinchman lewiscountywv.org  
**Sent:** Tuesday, April 21, 2026 2:02 PM  
**To:** Tina Helmick; aqueen4500@aol.com; bobbystewart00@gmail.com; centralwv@yahoo.com; Mary Skinner; Amber Kelly  
**Subject:** Request to hire

I am requesting approval to hire the following employees, all starting on April 28, 2026:

### **Managers / Office:**

- **Kayla Bouscher** – Manager, up to 40 hours per week at \$15.00/hour
- **Allysa Murphy** – Manager, up to 40 hours per week at \$13.00/hour
- **Samuel DiStefano** – Manager, up to 40 hours per week at \$13.00/hour
- **Erin Freeman** – Office Staff, up to 40 hours per week at \$13.00/hour

### **Lifeguards:**

- **Alicyn Bishop** – Lifeguard, \$10.25/hour
- **Carder Holden** – Lifeguard, \$10.50/hour
- **Kami Linger** – Lifeguard, \$13.75/hour
- **Zander Carlton** – Lifeguard, \$10.50/hour

### **Concessions / Pool Aides:**

- **Emma Freeman** – Concession/Pool Aide, \$9.50/hour
- **Kyra Vinson** – Concession/Pool Aide, \$9.25/hour

Please let me know if you need any additional information.

Thank you,

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599