

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, MAY 5, 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 for Foster Care Awareness month** (*action required*)
4. **10:10 AM** **Proclamation for Lewis County Community Educational Outreach Services (CEOS)** (*action required*)
5. **10:30 AM** **Executive Session:** The Commission will enter into an Executive Session to discuss personnel- WV Code § 6-9A-4. (*action required*)

CORRESPONDENCE

6. **Upshur County Commission Meeting Agenda:** The April 30, 2026 Upshur County Commission meeting agenda is presented for review. (*information only*)
7. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Ireland Community meeting, Housing Study, Planning Commission, Lewis County Interceptor Resource meetings, Sip and Share, etc. (*information only*)

BUSINESS

8. **Letter from Commission President Rod Wyman:** Mr. Wyman provides notice of his intent to step down as Commission President; however, he will remain a Commissioner and fully engaged in the work of the Lewis County Commission. (*action required*)
9. **Election of Commission President:** Commissioners will consider nominations for Lewis County Commission President and administer the oath of office to the new president. (*action required*)
10. **Bid Opening for Jane Lew Park Splash Pad:** The Commission will open and consider bid awards for the proposed Jane Lew Park Splash Pad. (*action required*)

- 11. Bid Opening for Jane Lew Park Playground:** The Commission will open and consider bid awards for the proposed Jane Lew Park Playground. *(action required)*
- 12. Lewis County Park Request to Hire:** Park Director Josh Hinchman submits a request to hire Shawn Wine as seasonal maintenance staff, working up to 40 hours per week at \$11.00 per hour starting May 5, 2026. *(action required)*
- 13. Time Sheets, Leave Requests and Annual Leave Transfers:** Rick Stout, Dave Reed, William Blake, Joseph Frazier, and Amber Kelly *(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 Lewis 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

There will be no meeting on May 12, 2026 due to the Primary Election.

PROCLAMATION
Foster Care Awareness Month
May 2026

WHEREAS, children and youth are the most valuable resource of the State of West Virginia, and every child deserves a safe, stable, and nurturing home; and

WHEREAS, during Foster Care Awareness Month, we recognize the resilience, strength, and potential of children and youth in foster care throughout West Virginia; and

WHEREAS, there are hundreds of children and youth in West Virginia who are in need of safe, loving, and supportive foster families; and

WHEREAS, foster parents, kinship caregivers, and adoptive families play a vital role in providing stability, hope, and healing to children who have experienced trauma, neglect, or abuse; and

WHEREAS, the National Youth Advocate Program (NYAP) works diligently across West Virginia to recruit, train, and support foster families while providing comprehensive services to children and families in need; and

WHEREAS, NYAP is committed to strengthening families, preserving connections, and ensuring that youth have the resources, advocacy, and permanency they deserve; and

WHEREAS, community awareness, partnership, and engagement are essential to meeting the ongoing need for foster parents and ensuring positive outcomes for children and youth in foster care;

NOW, THEREFORE, the Lewis County Commission declares **May 2026 as Foster Care Awareness Month** and encourage all residents to recognize the important role foster parents, kinship caregivers, child welfare professionals, and community partners—such as the National Youth Advocate Program—play in improving the lives of children and families across our state.

Given under our hands this 5th day of May 2026.

Rod Wyman
President

Agnes Queen
Commissioner

Bobby Stewart
Commissioner

Attest: _____

Rebecca Carder

CEOS Week in Lewis County



WHEREAS, the West Virginia Community Educational Outreach Service (WVCEOS) has been a voluntary, nonprofit organization supporting West Virginians since 1914, functioning in cooperation with West Virginia University Extension, and is one of the largest educational organizations in the nation; and

WHEREAS, the first club in West Virginia, then a Farm Women's Club, was established on December 14, 1914, and today approximately 2,000 members participate in this outstanding program, available in all 55 counties; and

WHEREAS, over the past decade, West Virginia CEOS members have performed more than 5.6 million hours of service for communities in need; and

WHEREAS, CEOS program areas of emphasis include preserving the environment, building family strengths, and increasing awareness of our global interdependence; and

WHEREAS, through dedicated service and continued education, CEOS members strengthen individuals, families, and communities across West Virginia; and

WHEREAS, Lewis County is home to six active CEOS Clubs that meet monthly to provide educational opportunities, plan community service projects, and enjoy fellowship together; and

WHEREAS, the Lewis County CEOS County Council provides a forum for members from all clubs to meet, plan countywide activities such as Show-How Day and the annual Achievement Banquet, discuss special programs and service needs, and present educational lessons in conjunction with County Council meetings;

NOW, THEREFORE, we, the Lewis County Commission, do hereby proclaim the week of **May 18, 2026 through May 24, 2026** as **LEWIS COUNTY AND WEST VIRGINIA CEOS WEEK**.

Given under our hands this 5th day of May, 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 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 30, 2026

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 23, 2026

9:15 a.m. Keith Buchanan, representing Rotary Club of Buckhannon Upshur, presenting recycling information.

Items for Discussion / Action / Approval:

1. Review and consider an Application for Community Use of Grounds from Christian Fellowship Church to host a gathering in front of the Courthouse on May 7th at 9:30 a.m. honoring National Day of Prayer. *
2. Approve and sign a contract agreement with Spruce Creek Enterprises, LLC to demolish a structure and clean up property located at 88 Jack Lane Buckhannon, WV for the agreed upon price of nine thousand one hundred fifty dollars (\$9,150). *
3. Consider request from Greg Woody, Director of the Upshur County Youth Camp, to hire seasonal camp employees. Once approved, the individuals will begin employment on May 18, 2026. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
4. Review and accept the resignation of an employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
5. 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. Grant Award Modification #1 for Project Number 25-CS-17 deobligating \$557.12. The deobligation was due to one portion of the overall project coming in underbudget.
2. Upshur County Sheriff's Financial Statement for period ending March 31, 2026.
3. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Lunch & Learn – Workplace well-being May 20, 2026
 - b) Agendas and/or Notice of Meetings:
 - 18th Judicial Circuit Community Corrections Program April 27, 2026

- Upshur County Enhanced Emergency Telephone Advisory Board April 28, 2026
- c) Meeting Minutes:
- None

***Dates and times of monthly board meetings are viewable at:**
www.upshurcounty.org -- Upcoming events are listed on the main page.

4. 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
May 7, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex

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

April 28, 2026

Dear Fellow Commissioners,

This letter is to formally notify you of my intent to step down as President of the Lewis County Commission, effective May 5, 2026. I will continue serving out my term as Commissioner and remain fully engaged in the work of the Commission. My decision relates solely to the presidency. I would like to delegate that role to one of the other two Commissioners. As always, it's my honor and pleasure to serve our great County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rod Wyman", is written over a horizontal line.

Rod Wyman
President

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS TO-WIT:

I, Agnes Queen, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia, and that I will faithfully discharge the duties of serving as **President of the Lewis County Commission** to the best of my skill and judgement, **SO HELP ME GOD.**

Signature: _____

Agnes Queen

Subscribed and sworn to before me, in said County and State, this 5th day of May, 2026.

Attest:

Rebecca Carder, Lewis County Clerk

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS TO-WIT:

I, Bobby Stewart, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia, and that I will faithfully discharge the duties of serving as **President of the Lewis County Commission** to the best of my skill and judgement, **SO HELP ME GOD.**

Signature: _____

Bobby Stewart

Subscribed and sworn to before me, in said County and State, this 5th day of May, 2026.

Attest:

Rebecca Carder, Lewis County Clerk

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, April 29, 2026 12:28 PM
To: Tina Helmick; aqueen4500@aol.com; bobbystewart00@gmail.com; centralwv@yahoo.com; Mary Skinner
Subject: Request to hire

I am requesting approval to hire Shawn Wine as seasonal maintenance staff, working up to 40 hours per week at \$11.00 per hour starting May 5.

Thank you.

Joshua Hinchman
Director
Lewis County Park

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