

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:
Agnes Queen, President
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
AMENDED MEETING AGENDA
TUESDAY, JUNE 2, 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 Stroke Smart Family Proclamation** (*action required*)
- 4. 10:10 AM** **Lewis County Goes Purple Proclamation** (*action required*)
- 5. 10:15 AM** **Proclamation in Memory of Commissioner Rod Wyman** (*action required*)

CORRESPONDENCE

- 6. Upshur County Commission Meeting Agenda:** The May 14, 2026 and May 21, 2026 Upshur County Commission meeting agendas are 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: Safe Sites and Structures, NACO, WVACO EOC meeting, Bridge dedication, Economic Development Authority meeting, NFL Sports Complex meeting, etc. (*information only*)

BUSINESS

- 8. Lewis County Board of Health Appointment Request:** The board requests approval to appoint Julia Spelsberg as a board member, replacing Jim Flesher, effective immediately. (*action required*)
- 9. Lewis County Board of Health Appointment Request:** The board requests approval to reappoint Dan Hoover as a board member upon the expiration of his current term on June 30, 2026. (*action required*)
- 10. Lewis County Park Board Appointment Request:** The board requests approval to appoint Susan Thompson, replacing Robert Taylor. (*action required*)
- 11. Hart Office Solutions Proposal:** An updated campus copier proposal is submitted by Hart Office Solutions. This proposed contract includes elected officials requested machine changes including,

adding some envelope printers and hole punch abilities. The current monthly payment is \$2,647.48 and the new proposal would reduce the cost to \$2,564.50. *(action required)*

- 12. Lewis Bennett Public Library Director Request:** Director Katrina Johnson requests approval to proceed with an Outdoor Learning Center project at the library. The project includes installing a gazebo on the library grounds. *(action required)*
- 13. WV Corp FY 2027 Insurance Proposal:** WV Corp presents the July 1, 2026 to July 1, 2027 Lewis County insurance proposal. The new estimated annual contribution will be \$375,139.00. The cost was \$370,676.00 in FY26. *(action required)*
- 14. Approval of FY 2026 State Budget Revision #4:** Commission will review and consider the approval of FY 2026 budget revision #4. *(action required)*
- 15. Approval of FY 2026 State Budget Revision #5:** Commission will review and consider the approval of FY 2026 budget revision #4. *(action required)*
- 16. Lewis County Prosecutor's Office Resignation:** Assistant Prosecuting Attorney R. Russell Stobbs provides notice of his resignation effective June 12, 2026. *(action required)*
- 17. Lewis County Prosecutor Request to Advertise:** Prosecutor Christina Flanigan requests permission to advertise for an Assistant Prosecutor in her office. *(action required)*
- 18. Lewis County Sheriff Request to Hire:** Sheriff Mickey Metz requests advice and consent per WV Code §7-7-7 to hire Carrie Lee Egress as a Tax Deputy at a \$30,000 per year salary and a June 3, 2026 start date. It's requested that her probationary period for benefits be waived. *(action required)*
- 19. Lewis County Park Request to Hire:** Director Josh Hinchman requests to hire the following seasonal employees for the 2026 season starting June 2, 2026 *(action required)*:
 - Roy Simons – Maintenance, up to 40 hours per week at \$11.00/hour
 - Olivia Caynor – Lifeguard, up to 40 hours per week at \$12.00/hour
 - Alexis Piggie – Concession/Pool Aide, up to 40 hours per week at \$9.00/hour
 - Daylen Robinson – Concession/Pool Aide, up to 40 hours per week at \$9.75/hour
 - Wesley Smith – Concession/Pool Aide, up to 40 hours per week at \$9.00/hour
 - Elleonna Stump-Lifeguard, up to 40 hours per week at \$14.00/hour
- 20. Approval of County Depositories:** Per WV Code §7-6-1, the Commission must declare all financial institutions in the county that meet the requirements of WV Code §31-A-1-2 as county depositories. The Commission is requested to declare Citizen's Bank of Weston, United Bank and Huntington Bank as county depositories. Additionally, per WV Code §7-6-2 the Commission is requested to execute depository security with Citizens Bank of Weston providing surety for county funds in excess of FDIC allowance. *(action required)*
- 21. Time Sheets, Leave Requests and Annual Leave Transfers:** Tina Helmick and Amber Kelly *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 22. 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)*
- 23. 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)*
- 24. 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)*

25. 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:

26. 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

The Commission meeting scheduled for June 9, 2026 is canceled.

PROCLAMATION

Declaring Lewis County a Stroke Smart County

WHEREAS, stroke is a leading cause of death and a primary cause of long-term disability in the United States, affecting nearly 800,000 individuals each year; and

WHEREAS, a stroke occurs when blood flow to the brain is interrupted or reduced, depriving brain tissue of oxygen and nutrients, causing brain cells to begin dying within minutes; and

WHEREAS, early recognition of stroke warning signs and immediate medical attention can significantly improve outcomes, reduce disability, and save lives; and

WHEREAS, the acronym B.E.F.A.S.T. — Balance problems or dizziness, Eyes and vision changes, Face drooping, Arm or leg weakness, Speech difficulty or sensory changes, and Time to call 911 — serves as a simple and effective tool to help the public recognize the most common signs of stroke; and

WHEREAS, rapid treatment, including clot busting medications and other interventions, is most effective when administered as quickly as possible after symptoms begin; and

WHEREAS, many strokes are preventable through management of risk factors including high blood pressure, diabetes, high cholesterol, smoking, obesity, and physical inactivity; and

WHEREAS, increasing public awareness, promoting healthy lifestyles, and improving access to timely medical care are critical to reducing the burden of stroke within our communities; and

WHEREAS, it is important to educate the public about stroke prevention, recognition, and response, while supporting stroke survivors and their families; and

WHEREAS, Lewis County commits to participating in and contributing to Stroke Smart efforts throughout the community, including county and municipal buildings, hospitals and clinics, pharmacies, health departments, fire and EMS departments, and public and private schools, in order to improve stroke literacy among residents.

NOW, THEREFORE, BE IT PROCLAIMED,

that we, the duly elected leaders of **Lewis County**, do hereby proclaim this 2nd day of June, 2026, that Lewis County shall hereinafter be recognized as a Stroke Smart County.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of Lewis County to be affixed this 2nd day of June, 2026.

Commission President _____

Commissioner _____

Commissioner _____

County Clerk _____

PROCLAMATION

“Lewis County Goes Purple”

September 2026

WHEREAS National Recovery Month is observed each September to increase awareness and understanding of mental health and substance use disorders and to celebrate those in recovery for their strength and resilience; and

WHEREAS the color purple symbolizes the ongoing struggle faced by individuals, families, healthcare providers, and law enforcement in addressing the opioid and substance use crisis across our communities; and

WHEREAS, West Virginia Goes Purple®, founded by Tara Mayson, Founder and Executive Director of The Hope Dealer Project, is a statewide movement dedicated to raising awareness, reducing stigma, and supporting individuals and families impacted by substance use disorder; and

WHEREAS Lewis County Goes Purple promotes prevention, treatment, and recovery resources while emphasizing the vital role local agencies and community members play in addressing this public health crisis; and

WHEREAS Lewis County Goes Purple encourages open dialogue, community engagement, and collective action to combat substance misuse and support recovery;

NOW, THEREFORE, We, the Lewis County Commission, in the State of West Virginia, do hereby proclaim the month of September 2026 as:

“LEWIS COUNTY GOES PURPLE”

and call upon the citizens of Lewis County to observe this month through awareness, education, and community engagement.

We encourage all residents to:

- Wear purple
- Light homes and businesses with purple lights
- Display purple ribbons or signage
- Participate in recovery-focused events and initiatives

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 2026.

President, Lewis County Commission

Commissioner

Commissioner

**PROCLAMATION
IN MEMORY OF COMMISSIONER ROD WYMAN**

WHEREAS, the people of Lewis County mourn the passing of Commissioner Rod Wyman, a devoted public servant, respected leader, and cherished friend to many throughout our community; and

WHEREAS, Rod Wyman faithfully served the citizens of Lewis County with honor, integrity, compassion, and dedication, always striving to improve the lives of those he represented; and

WHEREAS, throughout his years of service, Commissioner Wyman demonstrated an unwavering commitment to the betterment of Lewis County through his leadership, vision, and genuine care for the people of this county; and

WHEREAS, beyond his role in public office, Rod Wyman was known for his kindness, friendship, wisdom, and willingness to help others, leaving a lasting impact on countless individuals and families; and

WHEREAS, his legacy of service, dedication, and love for Lewis County will continue to inspire future generations and will forever remain a meaningful part of our county's history;

NOW, THEREFORE, BE IT PROCLAIMED that the Lewis County Commission does hereby honor and remember Commissioner Rod Wyman for his faithful service, lasting contributions, and the many lives he touched throughout Lewis County and beyond.

BE IT FURTHER PROCLAIMED that we extend our deepest sympathy and heartfelt condolences to the Wyman family, friends, and loved ones during this difficult time, and encourage all citizens to join in remembering and honoring his life and legacy.

IN WITNESS WHEREOF, this Proclamation is hereby adopted by the Lewis County Commission this 2nd day of June, 2026.

President, Lewis County Commission

Commissioner

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: May 14, 2026

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 7, 2026

9:15 a.m. Jesalyn Kamaka, Foster Parent Growth & Retention Coordinator representing the National Youth Advocate Program, discussing the urgent need for foster parents in Upshur County.

Page 3

10:00 a.m. Consider request to remove Administrator for the Estate of Everett Davis. *

Items for Discussion / Action / Approval:

1. Review and consider cost estimate submitted by 304 Electric for a high volt cable repair at the Upshur County Recreational Park in the amount of eighteen thousand nine hundred dollars (\$18,900.00). * Pages 4-5
2. Approval and signature of a Lease Agreement between Hart Office Solutions and the Upshur County Commission to lease a Toshiba copier to be located in the Upshur County Department of Homeland Security and Emergency Management. This will be a Fair Market Value Lease consisting of 63 payments of \$165. * Pages 6-10
3. Review and approval of an electronic submission of the Annual Petco Report for calendar year 2025. * Pages 11-29
4. Review and consider request from Tabatha Perry, County Administrator, to reappoint Patrick Shea to the Upshur County Enhanced Emergency Telephone Advisory Board as the community representative. Upon approval, Mr. Shea's term will be July 1, 2026 to June 30, 2029. * Page 30
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. Notification from the Public Service Commission of Disbursement of Wireless E-911 Subscriber Fees in the amount of \$253,064.75 for February, March and April, 2026. Page 31
2. Freedom of Information request and fulfillment from National Due Diligence Services and SmartProcure. Pages 32-33
3. Upshur County Building & Floodplain Permits for April 2026. Pages 34-35
4. Public Notices:
 - a) Newsletters and/or Event Notifications:

- None
- b) Agendas and/or Notice of Meetings:
 - Buckhannon-Upshur Airport Authority May 11, 2026 Page 36
- c) Meeting Minutes:
 - Elkins Road Public Service District April 7, 2025 Pages 37-40
 - April 14, 2026 Pages 41-43

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

5. Appointments Needed or Upcoming:

- Mountaineer Trail Network:
 - immediate vacancy through June 30, 2026 to fill an unexpired term as recreational industry representative
 - immediate vacancy through June 30, 2028 to fill an unexpired term as landowner
- Upshur County Parks and Recreation Board: vacancy beginning July 1, 2026 for a 2-year 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)

May 7, 2026 - Bid opening, review, and potential award of an Elevator Modernization Project at the Courthouse Annex.

May 7, 2026 - Approval of seasonal employment of Upshur County Recreational Park assistant managers, lifeguards, admissions and concession workers, effective May 17, 2026. Employment will end on or around August 8, 2026, unless extended by the Upshur County Commission. * Under Separate Cover

Next Regular Meeting of the Upshur County Commission

May 28, 2026 --- 9:00 a.m.

Upshur County Courthouse Annex

The Commission Meeting scheduled for May 21, 2026 had been cancelled.

The County Commission will begin Canvassing for the May 12th Primary Election on Monday, May 18, 2026 starting at 9:00 a.m. in the County Clerk area.

**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: Thursday, May 21, 2026

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

Items for Discussion / Action / Approval:

1. Certification of 2026 Primary Election Results for the City of Buckhannon. *

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
May 28, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex

Dr. Bennett D. Orvik
Health Officer

Crystal Lough
Administrator



125 Court Ave.
Weston, WV 26452
Phone: 304-269-8218
Fax: 304-269-8220
www.lewishealthwv.com

05/20/2026

The Lewis County Board of Health would respectfully ask that the Lewis County Commission nominate and approve Julia Spelsberg for a term on the Lewis County Board of Health. This request is to fill the vacancy in the position held by Jim Flesher.

Mrs. Spelsberg has a longstanding history of promoting and supporting public health initiatives within Lewis County. Her professional background, education, and commitment to community health would be a tremendous asset to the Lewis County Health Department and to the citizens of Lewis County.

Thank you for your time in this matter. Feel free to reach out with any questions or concerns.

A handwritten signature in cursive script that reads "Crystal Lough adm." is written over a horizontal line.

Crystal Lough RN, MSN
Administrator/Sanitarian

Democrat/Courthouse-Collins



Dr. Bennett D. Orvik
Health Officer

Crystal Lough
Administrator

125 Court Ave.
Weston, WV 26452
Phone: 304-269-8218
Fax: 304-269-8220
www.lewishealthwv.com

05/20/2026

The Lewis County Board of Health would respectfully ask that the Lewis County Commission nominate and approve Dan Hoover for another term on the Lewis County Board of Health. Dan has been a great asset to the Lewis County Health Department. His involvement with previous work history with the Lewis County Schools, volunteer work with recovery groups, and his involvement with Pastoral society gives him the understanding of public health importance.

Thank you for your time in this matter. Feel free to reach out with any questions or concerns.

Crystal Lough RN, MSN
Administrator/Sanitarian



Lewis County Park

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

Phone (304) 269-6599

April 28, 2026

Lewis County Commission
110 Center Ave
Weston, WV 26452

This is a request to appoint Susan Thompson to Lewis County Park and Recreation Board.

Susan was approved at Lewis County Park and Recreation Board meeting Monday, April 27, 2026. She replaces Robert Taylor who resigned September 18, 2025.

The current Park Board members concur Susan would be an excellent appointment.

Respectfully submitted,

Gene H Edwards, President



HART OFFICE SOLUTIONS
YOUR LOCAL DOCUMENT SOLUTIONS DEALER
www.hartofficesolutions.com

203 Buckhannon Pike ~ Clarksburg, WV 26301 Phone 304.624.5485 Fax 304.622.5861

Proposal Prepared Exclusively

For:

Lewis County Commission

May 20, 2026



HART OFFICE SOLUTIONS

YOUR LOCAL DOCUMENT SOLUTIONS DEALER

www.hartofficesolutions.com

203 Buckhannon Pike ~ Clarksburg, WV 26301 Phone 304.624.5485 Fax 304.622.5861

Current Monthly Cost

- Current Lease Payment: \$2,435.91
 - ✓ Includes 40,000 b&w clicks per month @ \$.0119 (average 30,000/month now)
 - ✓ Includes 4,500 color clicks per month @ \$.06546 (average 7,732/month now)
- Color Overages: \$ 211.57
- Total Payment Now: **\$2,647.48**

Hart Office Solutions Proposed Solution Option #1

County Clerk's Office:

- New Toshiba e-4528A **black & white** Copy/Print/Scan system.
- Includes 300 sheet dual scan document feeder, (3) 550 sheet paper trays, and (1) envelope tray (hold up to 65 #10 regular gum flap envelopes).

Tax Office:

- New Toshiba e-4528A **black & white** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder and (3) 550 sheet paper trays.

Circuit Clerk's Office:

- New Toshiba e-4528A **black & white** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder, (3) 550 sheet paper trays, (1) envelope tray (holds up to 65 #10 regular gum flap envelopes), and a console stapling finisher.
- Additional accessory: hole punch (see additional cost).

County Commission:

- New Toshiba e-3025AC **color** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder, (2) 550 sheet paper trays, and a stand.

Sheriff's Office:

- New Toshiba e-3025AC **color** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder, (2) 550 sheet paper trays, and a stand.



HART OFFICE SOLUTIONS

YOUR LOCAL DOCUMENT SOLUTIONS DEALER

www.hartofficesolutions.com

203 Buckhannon Pike ~ Clarksburg, WV 26301 Phone 304.624.5485 Fax 304.622.5861

Prosecuting Attorney's Office:

- New Toshiba e-3025AC **color** Copy/Print/Scan system.
- Includes 300 sheet dual scan document feeder, (2) 550 sheet paper trays, a stand, and an inner stapling finisher.

Records Room:

- Keep the Toshiba e-2518A **black & white** Copy/Print/Scan/Fax system due to low volume.

- **New Monthly Solution Payment:** **\$2,538.50**
- **For a hole punch finisher, add:** **\$7.00 per month**

• **4.1% Less than Now**

- Service and supplies are included in the monthly payment for up to 40,000 black & white clicks and for up to 7,800 color clicks per month. Excess black & white will be billed monthly at \$.009 and excess color will be billed monthly at \$.0495.
- Delivery, installation and network connectivity are included.
- Lease is based on a 63 month FMV lease term.
- Existing lease will be terminated.

Offer Expires May 29, 2026



HART OFFICE SOLUTIONS

YOUR LOCAL DOCUMENT SOLUTIONS DEALER
www.hartofficesolutions.com

203 Buckhannon Pike ~ Clarksburg, WV 26301 Phone 304.624.5485 Fax 304.622.5861

Hart Office Solutions Proposed Solution Option #2

County Clerk's Office:

- New Toshiba e-4528A **black & white** Copy/Print/Scan system.
- Includes 300 sheet dual scan document feeder, (3) 550 sheet paper trays, and (1) envelope tray (holds up to 65 #10 regular gum flap envelopes).

Tax Office:

- New Toshiba e-4528A **black & white** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder and (3) 550 sheet paper trays.

Circuit Clerk's Office:

- New Toshiba e-4525AC **color** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder, (3) 550 sheet paper trays, (1) envelope tray (holds up to 65 #10 regular gum flap envelopes), and a console stapling finisher.
- Additional accessory: hole punch (see additional cost).

County Commission:

- New Toshiba e-3025AC **color** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder, (2) 550 sheet paper trays, and a stand.

Sheriff's Office:

- New Toshiba e-3025AC **color** Copy/Print/Scan/Fax system.
- Includes 300 sheet dual scan document feeder, (2) 550 sheet paper trays, and a stand.

Prosecuting Attorney's Office:

- New Toshiba e-3025AC **color** Copy/Print/Scan system.
- Includes 300 sheet dual scan document feeder, (2) 550 sheet paper trays, a stand, and an inner stapling finisher.

Records Room:

- Keep the Toshiba e-2518A **black & white** Copy/Print/Scan/Fax system due to low volume.



HART OFFICE SOLUTIONS

YOUR LOCAL DOCUMENT SOLUTIONS DEALER
www.hartofficesolutions.com

203 Buckhannon Pike ~ Clarksburg, WV 26301 Phone 304.624.5485 Fax 304.622.5861

- **New Monthly Solution Payment:** **\$2,557.50**
- **For a hole punch finisher, add:** **\$7.00 per month**

- **3.4% Less than Now**

- Service and supplies are included in the monthly payment for up to 40,000 black & white clicks and for up to 7,800 color clicks per month. Excess black & white will be billed monthly at \$.009 and excess color will be billed monthly at \$.0495.
- Delivery, installation and network connectivity are included.
- Lease is based on a 63 month FMV lease term.
- Existing lease will be terminated.

Offer Expires May 29, 2026

Tina Helmick

From: Katrina Johnson <katrina@lbpubliclibrary.com>
Sent: Tuesday, May 26, 2026 8:30 AM
To: Tina Helmick
Subject: Commission

Dear Members of the Lewis County Commission,

I hope this message finds you well.

I am writing to request approval to proceed with an Outdoor Learning Center project at the Louis Bennett Public Library. This initiative is designed to create a welcoming outdoor space where children, families, and community members can participate in educational programs, reading activities, and other library-sponsored events.

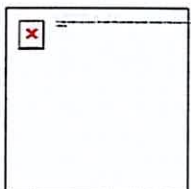
As part of this project, we plan to install a gazebo on the library grounds to serve as a focal point for programming and community gatherings. Before installation can take place, the site will require dirt work and preparation to ensure the area is properly graded and ready for construction.

Mr. Adam Burkhammer has generously agreed to perform the necessary dirt work for this project. His assistance will be invaluable in moving this community asset forward.

I respectfully request the Commission's approval to proceed with this project and the associated site preparation work. I believe this Outdoor Learning Center will provide lasting benefits to Lewis County residents and enhance the library's ability to serve our community.

Thank you for your consideration. I would be happy to provide additional information or answer any questions you may have regarding the project.

--



Katrina Johnson MLIS
Director
148 Court Ave.
Weston, WV 26452
681-433-3047
katrina@lbpubliclibrary.com



Contribution Summary Form

Coverage	Deductible	Contribution
Property : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	\$63,282
Inland Marine : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	\$3,761
Equipment Breakdown	\$1,000	\$5,797
General Liability : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$113,872
Law Enforcement Liability : \$1,000,000 Limit	\$5,000	Included
Public Officials Liability : \$1,000,000 Limit Each Wrongful Act	\$5,000	\$34,162
Automobile : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	\$31,385
Crime : Blanket \$500,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$1,700
Excess Liability : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses.	None	\$38,517
Environmental Liability : \$500,000 Limit	\$25,000	Included
Cyber Risk : \$2,000,000 Limit	None	\$8,000
Workers' Compensation :	None	\$79,103
Grand Total Annual Contribution		\$379,579
	<i>Less Rate Credit(P&C)</i>	<i>(\$4,440)</i>
	Total Contribution Due	\$375,139

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

In order to be eligible for WVcorp membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVcorp.

Quarterly installment payment terms available for Workers' Compensation coverage only.

May 26, 2026

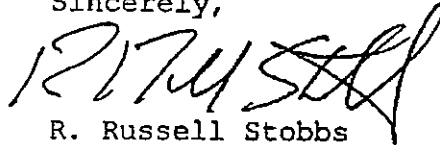
Christina C. Flanigan
Prosecuting Attorney
117 Court Avenue
Weston, WV 26452

RE: Assistant PA position

Dear Christy:

I am hereby providing notice that my last day in your office will be Friday, June 12, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Russell Stobbs". The signature is stylized and cursive, with a large initial "R" and "S".

R. Russell Stobbs



LEWIS COUNTY SHERIFF'S DEPARTMENT
STATE OF WEST VIRGINIA
M. E. METZ, SHERIFF



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

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

May 26, 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 hire Carrie Lee Egress as a Tax Deputy. I would request that her employment begin 6/03/2026 and that her probationary period for benefits be waived and her 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

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Wednesday, May 27, 2026 11:07 AM
To: Tina Helmick; aqueen4500@aol.com; bobbystewart00@gmail.com; Amber Kelly
Subject: Request to hire

I would like to request approval to hire the following seasonal employees for the 2026 season starting June 2, 2026:

- Roy Simons – Maintenance, up to 40 hours per week at \$11.00/hour
- Olivia Caynor – Lifeguard, up to 40 hours per week at \$12.00/hour
- Alexis Piggie – Concession/Pool Aide, up to 40 hours per week at \$9.00/hour
- Daylen Robinson – Concession/Pool Aide, up to 40 hours per week at \$9.75/hour
- Wesley Smith – Concession/Pool Aide, up to 40 hours per week at \$9.00/hour

Thank you.

Joshua Hinchman
Director
Lewis Co Park

Get [Outlook for Android](#)