

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
Chad Westfall, Commissioner

LEWIS COUNTY COMMISSION 110 CENTER AVENUE, 2ND FLOOR WESTON, WV 26452 AMENDED MEETING AGENDA TUESDAY, JUNE 23, 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

None

CORRESPONDENCE

3. **Upshur County Commission Meeting Agenda:** The June 11, 2026 Upshur County Commission meeting agenda is presented for review. *(information only)*
4. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Food Advisory Council, Safe Sites and Structures, Lewis County Park Board meeting, etc. *(information only)*

BUSINESS

5. **County Fire Protection Fund:** Commission will consider distributing the current County Fire Protection fund balance of \$61, 630.42 to the six county fire departments. *(action required)*
6. **Help America Vote Act Grant Application:** Commission will consider the HAVA grant application. *(action required)*
7. **Financial Proposal:** Fred Hess, CPS, PLLC presents the financial statement engagement letter for consideration. *(action required)*
8. **Time Sheets, Leave Requests and Annual Leave Transfers:** Barb Winans, Tina Helmick *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 9. 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)*
- 10. 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)*
- 11. 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)*
- 12. 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:

- 13. With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

Additional Notices

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: June 11, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - June 2, 2026 – Special Meeting
- 9:15 a.m. Jody Light, President of the Almost Heaven BBQ Bash, providing an update regarding the upcoming BBQ Bash scheduled for – June 18th- 20th 2026.
- 9:30 a.m. Danhill Construction meeting to discuss elevator modernization project.

Items for Discussion / Action / Approval:

1. Consider utilizing \$1,750 of opioid settlement funds for a joint De-Escalation Under Pressure course. *
Pages 4-10
2. Consider the sale of the 2005 Chevrolet Equinox owned jointly by the Upshur County Public Library / Upshur County Commission to the UCPL for the sum of \$1. *
Page 11
3. Discuss terms of the America 250 Mural Project – Extension Agreement and payment due and owing to Tom Acosta. *
Pages 12-16
4. Review and approve job description for the Administrative & Project Coordinator position within the Office of the Upshur County Commission. *
Pages 17-21
5. Approval and signature of the Section 125 Flexible Benefit Plan Adoption Agreement by and between American Fidelity Assurance Company. *
Pages 22-55
6. Consider approving and signing a World Vision Product Resources Cooperative Agreement on behalf of the James W. Curry Library. *
Pages 56-59
7. Discussion and approval of a Contract with Mister Vend, Inc. for snack and drink machine services dated May 29, 2026. *
Page 60
8. Review and approve revisions to the Upshur County Freedom of Information Act Policy effective July 1, 2026. *
Pages 61-63
9. Consider request from Dion C. Wamsley, President of the Upshur County Fire Association, to appoint Justin Boggs as its representative to the Upshur County Enhanced Emergency Telephone Advisory Board. Upon approval, Mr. Boggs' term will be effective immediately and will expire on June 30, 2027. *
Pages 64-66

10. Consider Request from Cadence Ringer, Executive Director of the Upshur County Convention & Visitors Bureau, to appoint a representative to the Upshur County Convention & Visitors Bureau Board of Directors. This will be a three-year term. * [Page 67](#)

11. Accept resignation of Teresa Kee from the Upshur- Buckhannon Board of Health effective June 30, 2026. * [Page 68](#)

12. Approval of Lewis Upshur Animal Control Facility Volunteers:

- a) Tasha Colleen Carrico
- b) Carla Ariel Poole
- c) Melissa Louise Hacker

[Under Separate Cover](#)

13. Accept resignation of court security employee *

Item may lead to Executive Session per WV Code §6-9A-4 (A)

[Under Separate Cover](#)

14. 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. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoices for Upshur County for May, 2026. The invoice reflects 1,305 inmate days X the base per diem rate of \$80.72 totaling \$105,339.60. The April invoices totaled \$110,990.00. This amount does not include credits and additional debits made during this period. [Page 69](#)
2. Notice to Proceed addressed to A.J. Burk, LLC in regard to the James W. Curry Campground Dump Station project. [Page 70](#)
3. James W. Curry Library – Quarterly report. [Pages 71-72](#)
4. Upshur County Building and Floodplain Permits for May, 2026 [Pages 73-74](#)
5. Lewis-Upshur Animal Control Facility Reports for the month of May, 2026. During this period, 79 animals were received by the facility.
 - Revenue Report
 - Account of Animals Report
 - Animal Control/Humane Officer Animal Report[Pages 75-79](#)
6. Letter of support from Kristie Tenney, Upshur County Commissioner, for One Unique Recovery House and its application for the ARC INSPIRE Grant. [Page 80](#)
7. WV Courthouse Facilities Improvement Authority 24th Cycle Funding and Application Schedule. [Pages 81-82](#)
8. Velley North Project media release regarding the project and upcoming open house locations and dates. [Pages 83-88](#)
9. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:

- Upshur County Youth Camp June 2, 2026 Page 89
 - Elkins Road Public Service District June 2, 2026 Pages 90-91
 - Council of the City of Buckhannon June 4, 2026 Page 92
 - Upshur County Building Commission Special Meeting June 8, 2026 Page 93
 - Buckhannon-Upshur Airport Authority June 8, 2026 Page 94
 - Council of the City of Buckhannon June 10, 2026 Page 95
- c) Meeting Minutes:
- Elkins Road Public Service District May 5, 2026 Pgs 96-97
 - Upshur County Solid Waste Authority May 11, 2026 Pgs 98-99
 - James W. Curry Campground – Dump Station Project Pre-Construction May 29, 2026 Pages 100-101

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

10. 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.

Next Regular Meeting of the Upshur County Commission
 June 18, 2026 --- 9:00 a.m.
 Upshur County Courthouse Annex

Fred C. Hess, CPA, PLLC
P.O. Box 8593
South Charleston, WV 25303

(304) 389-0051
f.hess.cpa@gmail.com

June 10, 2026

Tina Helmick, Lewis County Administrator
Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear Ms. Helmick:

You have requested that I prepare the financial statements of the Lewis County Commission (the government), which comprise the government-wide statements, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2026, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements. I am pleased to confirm my acceptance and my understanding of the services I am to provide. In addition, supplementary information and required supplementary information will be prepared and presented with the financial statements. Such information is the responsibility of management and will be subject to our compilation engagement.

My Responsibilities

The objective of the engagement is to a) prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and b) apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct the compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence and due care, when preparing the financial statements and performing the compilation engagement.

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion or a conclusion nor provide any assurance on the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair my independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARSS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of financial statements
- b. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error
- d. The prevention and detection of fraud
- e. To ensure that the entity complies with the laws and regulations applicable to its activities
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to me for the engagement
- g. To provide me with 1) access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, 2) additional information that I may request from you for the purpose of the compilation engagement, and 3) unrestricted access to persons within the entity of whom I determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge and experience to oversee the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

My Report

As part of my engagement, I will issue a report that will state that I did not audit or review the financial statements and that, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement.

You agree to include my accountant's compilation report in any document containing financial statements that indicates that I have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain my permission to do so. The supplementary and required supplementary information accompanying the financial statements will be presented for

purposes of additional analysis. My report will not express an opinion, a conclusion, nor provide any assurance on such information.

Other Relevant Information

You agree to hold me harmless and to release, indemnify, and defend me from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to me or resulting from any actions against me by third parties relying on the financial statements described herein

My fee for these services will be \$7,500. I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign and return it.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read 'Fred C. Hess', with a stylized flourish at the end.

Fred C. Hess, CPA, PLLC
South Charleston, West Virginia

Acknowledged and agreed on behalf of the Lewis County Commission by:

Signature: _____

Title: _____

Date: _____