

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 30, 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 25, 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: National Association of Counties, Lewis County Economic Development Authority, etc. (*information only*)

BUSINESS

- 5. Lewis Gilmer Solid Waste Authority Appointment Request:** The board requests approval to reappoint Ricky L. Gould as a board member upon the expiration of his current term on June 30, 2026. (*action required*)
- 6. Lewis County Park Request To Hire:** Director Josh Hinchman requests to hire Madison Cutright as a Lifeguard, working up to 40 hours per week, at \$10.00 per hour beginning July 12, 2026. (*action required*)
- 7. Time Sheets, Leave Requests and Annual Leave Transfers:** Perry Blake, Amber Kelly and Tina Helmick (*action required*)

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

8. **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)*
9. **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)*
10. **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)*
11. **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:

12. **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

Executive Work Session With County Fire Chiefs to Discuss Public Safety July 1, 2026 6:30pm

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 25, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• June 18, 2026
- 9:30 a.m. Upshur County Goes Purple Proclamation, presented by Tara Mayson, Founder & Executive Director of The Hope Dealer Project. * [Page 3](#)
- 12:00 p.m. Time capsule burial at Pringle Tree Park in commemoration of America's 250th Anniversary.

Items for Discussion / Action / Approval:

1. Review and authorize submission of a WV First Foundation Community Catalyst Grant Application on behalf of the Upshur County Sheriff's Department for the public safety target area. *
2. Review and authorize signature and submission of the FY27 VOCA grant application. *
3. Approve County Financial Institutions as Depositories as Required by WV Code §7-6-1 --- Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Peoples Bank, and Citizens Bank of West Virginia. * [Pages 4-5](#)
4. Review and approve the amended Upshur County Fire Board Bylaws, as presented by the Board. * [Pages 6-10](#)
5. Correspondence from Kristie Tenney, Commission President, to the West Virginia Department of Environmental Protection, Rehabilitation Environmental Action Plan (REAP), Dilapidated Properties Program (DLAP), requesting a change in Project Leader from Cindy M. Hughes to Tabatha R. Perry. * [Page 11](#)
6. Correspondence from Sheriff J. Michael Coffman, requesting a pay wage increase for two Court Security Officers. Upon approval, the changes will take effect on July 1, 2026. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
7. Consider appointment of JJ Ford to the Mountaineer Trail Network Authority as a recreation representative. * [Page 12](#)
8. Consider a request from Jerry Wamsley to be reappointed to the Upshur County Safe Structures & Sites Board. If approved, the term would begin on July 1, 2026 and end on June 30, 2028. * [Pages 13-14](#)
9. After considering and discussing the anticipated increases, review and authorize signature of a Lincoln Financial Group Renewal for the following coverages: Basic Life, Voluntary Life, Dental, and Vision. * [Pages 15-24](#)
10. 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. Public Notices:

a) Newsletters and/or Event Notifications:

- None

b) Agendas and/or Notice of Meetings:

- Upshur County Enhanced Emergency Telephone Advisory Board
- Elkins Road Public Service District

June 23, 2026 [Page 25](#)

July 7, 2026 [Page 26](#)

c) Meeting Minutes:

- Upshur County Youth Camp Board
- Upshur County Safe Structures and Sites Enforcement Board
- Upshur County Fire Board, Inc.

April 16, 2026 [Page 27](#)

May 13, 2026 [Pgs 28-31](#)

May 19, 2026 [Pgs 32-33](#)

***Dates and times of monthly board meetings are viewable at:**

www.upshurcounty.org -- Upcoming events are listed on the main page.

2. 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.
- Upshur County Solid Waste Authority: vacancy beginning July 1, 2026 for a 4-year term.
- Upshur-Buckhannon Board of Health: vacancy beginning July 1, 2026 through June 30, 2030 (Magisterial District 3)

****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

July 9, 2026 --- 9:00 a.m.

Upshur County Courthouse Annex

****The Commission Meeting scheduled for July 2, 2026 has been CANCELLED****

Tina Helmick

From: lewiscountycommission lewiscountywv.org
Sent: Monday, June 22, 2026 3:33 PM
To: Tina Helmick
Subject: FW: Reappointment for Rickey L Gould

From: Lewis Gilmer SWA <lewisgilmerswa@gmail.com>
Sent: Wednesday, June 17, 2026 7:18 AM
To: lewiscountycommission lewiscountywv.org <lewiscountycommission@lewiscountywv.org>
Subject: Reappointment for Rickey L Gould

Good morning,

The appointment for Rickey L Gould comes up for renewal on 6/30/2026.

Rickey L Gould
PO Box 1
Horner, WV 26372
304-269-3479

At your earliest convenience, please provide a reappointment letter to the Lewis / Gilmer Solid Waste Authority either by mail or email.

Thanks for your help
Betsy N Peeples, secretary
LewisGilmerSWA@gmail.com
PO Box 523
Weston, WV 26452
304-677-2417

Tina Helmick

From: jhinchman lewiscountywv.org
Sent: Saturday, June 20, 2026 1:59 PM
To: Tina Helmick; Mary Skinner
Subject: request to hire

Request to hire Madison Cutright as lifeguard working up to 40 hrs a week at \$10.00 an hr starting Sun July 12, 2026.

Joshua Hinchman
Director
Lewis Co Park
304-269-6599